PART OF nocn GROUP

QUALIFICATION SPECIFICATION

NOCN Level 3 NVQ Diploma in Wood Occupations (Construction) - Shopfitting Bench Work

Qualification No: **603/5470/7**

Operational Start Date

7th July 2020

Version 2 – Sept 25

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: 0300 999 1177

NOCN Level 3 NVQ Diploma in Wood Occupations (Construction) - Shopfitting Bench Work

Reference : 603/5470/7

Total Qualification Time (TQT) : 1260

Award Code : QUE902

Minimum Age : 16

Level : Level 3

Registration Start Date : 1/5/2020

UCAS Points: 8

Qualification Overview

The NOCN Level 3 NVQ Diploma in Wood Occupations (Construction) -Shopfitting Bench Work qualification has been developed for achievement in a real workplace environment which means the learner must be employed to undertake this qualification. This qualification enables the learner, to recognise their skills, knowledge and understanding as well as demonstrating their competence in the workplace when carrying out the role of a Shopfitter within the construction industry.

Topics Covered In This Qualification

This NOCN Level 3 NVQ Diploma in Wood Occupations (Construction) -Shopfitting Bench Work qualification supports the learner to attain enabling, fundamental and transferable practical skills with associated underpinning knowledge.

The learner will learn key practical skills and knowledge in these mandatory and optional units.

Please refer to the qualification specification for a complete list of the units included in this qualification.

Entry Requirements

Learners must be able to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres must undertake initial assessment activities with learners to ensure this is an appropriate qualification and they can achieve the level they will be studying before enrolling them onto a programme of learning.

As the qualification is competency based and an NVQ, the learner must be in the role, as evidence must be generated from the workplace. Centres must verify the appropriacy of learner's employment and/or work placements, and their role and responsibilities, to ensure it will allow the learner to demonstrate the requirements of the qualification and have access to required assessment opportunities. Evidence of this must be collated during the learner's initial assessment at the Centre and kept and stored for external quality assurance purposes.

Progression

On completion of the NOCN Level 3 NVQ Diploma in Wood Occupations (Construction) -Shopfitting Bench Work qualification the learner will have obtained the skills, knowledge and understanding and demonstrated competence to progress on to a higher level qualification in the same or similar occupational area.

Further training and/or experience could enable entry into supervisory and management positions within the workplace.

Industry will accept the qualification on its own as entry to a job role.

Qualification Structure

Total Qualification Time (TQT) for this qualification: 1260

An estimate of the total time it could reasonably be expected for a learner to achieve a qualification. TQT includes guided learning hours (GLH) plus an estimate of the time a learner is likely to spend in preparation, study or other learning activities as directed by but not under the immediate guidance of a lecturer, supervisor, or tutor.

Minimum Guided Learning Hours (GLH) for this qualification: 674

The time a learner spends in activities under the immediate guidance or supervision of a lecturer, supervisor,or tutor. This includes assessment if under supervision.

Qualification Structure:

The NOCN Level 3 NVQ Diploma in Wood Occupations (Construction) -Shopfitting Bench Work qualification structure below specifies the combination of units that need to be achieved for the individual to be awarded the qualification.

This qualification consists of Nine (9) mandatory units and Three (3) optional units.

In order to achieve/pass this qualification learners must successfully complete/achieve all Nine (9) Mandatory units and One (1) Optional unit.

Units

Qualification Structure : To achieve this qualification a minimum of 10 units need to be attained. This comprises of 9 units from the Mandatory Group and 1 unit from the Optional Group.

Mandatory Group : The learner must achieve 9 units in this group.

Title	Reference	Credit Value	Level
Setting up and using fixed machinery in the workplace	L/617/9348	25	Level 3
Producing setting out details for routine shopfitting products in the workplace	D/617/9323	14	Level 2
Marking out from setting out details for routine shopfitting products in the workplace	R/617/9321	12	Level 2
Manufacturing routine shopfitting products in the workplace	Y/617/9322	19	Level 2
Manufacturing Bespoke Shopfitting Products in the Workplace	D/617/9354	25	Level 3
Developing and Maintaining Good Occupational Working Relationships in the Workplace	Y/617/9062	8	Level 3
Conforming to General Health, Safety and Welfare in the Workplace	A/503/1170	2	Level 1
Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	A/503/2772	10	Level 3
Confirming the Occupational Method of Work in the Workplace	R/503/2924	11	Level 3

Optional Group : Learners must achieve a minimum of 1 unit from this group.

Title	Reference	Credit Value	Level
Producing Wood and Wood-based Products Using Computer Numerically Controlled/Numerically Controlled (CNC/NC) Machinery in the Workplace	H/600/8573	22	Level 2
Producing Setting Out Details for Bespoke Shopfitting Products in the Workplace	Y/617/9353	20	Level 3
Producing CAD setting out details in the workplace	R/617/9349	30	Level 3

Qualification Assessment & Grading

The learner will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for your occupational area (Recommended Qualification Structure (RQS) for Wood Occupations (Construction) Level 3). The learner will be assessed by an occupationally competent and qualified assessor whose job is to work with the learner and help the learner complete the qualification. The learner will be required to produce a Portfolio of Evidence showing how you have met the performance and knowledge criteria for each unit required within the qualification, as directed by your assessor. In order to achieve/pass this qualification/pathway learners must successfully complete/achieve all Nine (9) Mandatory units and One (1) Optional unit.

Fair & Equitable Assessment

Assessments designed by centres must be accessible and inclusive and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustment and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre approval process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please refer to the NOCN Quality Assurance Manual for further details.

Recognition of Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres. This is available on the NOCN website at www.nocn.org.uk.

Centre Requirements

In order to gain and retain NOCN qualification approval status, centres must continue to meet the required standards of NOCN regarding internal management and systems, delivery staff, resources and equipment, assessment and training, internal quality assurance and external assessment arrangements. Each requirement is detailed as one of NOCN's Approval Criteria.

For a full list of NOCN Approval Criteria, as well as further guidance and support in meeting that criteria, please refer to the NOCN Quality Assurance Manual, available on the NOCN website under the 'Help & Support' section.

Centre Staff Requirements

As part of the requirement to deliver this qualification, the Centre staff involved with the delivery, assessment and quality assurance of the qualification must have a demonstrable level of expertise. NOCN expects that all Tutors/Trainers, Assessors and Internal Quality Assurers are able to demonstrate that they have the relevant occupational knowledge and experience to perform their role.

Tutor/Trainer and Assessor Requirements

A Tutor/Trainer includes anyone within your Centre who is facilitating the training to learners in any environment e.g. tutor, trainer, teacher, coach, facilitator.

A Tutor is not required for NOCN NVQ qualifications, but is required for construction training diplomas.
All construction qualifications require an Assessor. For training diplomas, an individual can perform both roles of Tutor/Trainer and Assessor, where they meet the individual requirements for both. Tutors/Trainers and Assessors are not able to perform the role of the Internal Quality Assurer for cohorts where they have delivered training or assessment.

All Tutors/Trainers and Assessors must:

- Hold verifiable knowledge of the occupational standards at or above the level being taught.
- Hold a recognised teaching/training or assessor qualification (dependent on their role), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Any specific assessment/training requirements are detailed under the Assessment guidance and/or in the requirements section of each unit.

Internal Quality Assurer Requirements

All construction qualifications must be internally quality assured by an appropriately qualified and experienced IQA. Each Centre must have a quality system which ensures that decisions made by assessors are appropriate, consistent, fair and transparent, and that they do not discriminate any learner. The quality system must ensure the quality of the award, ensuring validity, reliability and consistency.
Further guidance regarding the requirements of a Centre's quality system is detailed within the Quality Assurance Manual.

All Internal Quality Assurers must:

- Hold verifiable knowledge of the occupational standards at or above the level they are quality assuring.
- Hold a recognised internal quality assurance qualification (for NVQs only), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Understand the content, structure, assessments and training/testing requirements of the units they are quality assuring.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Resources and Equipment

For training diplomas, centres must have the resource available for the assessment and training requirements as set out by the relevant health and safety acts. There should be adequate provision of physical resources to support the learning and meet the requirements of the qualification/training.

Please refer to the specific resources and equipment specification for each individual training diploma.

External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of Centre approval status.

The External Quality Assurer will make regular visits to all centres. During these visits they will:

• Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

• Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process.

Offering This Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering these qualifications, please contact: business-enquiries@nocn.org.uk, alternatively use Horizon to add the qualification to your Centre.

New Centres

If you are interested in offering these qualifications, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN centre and offering these qualifications please see **Become a Registered Centre** on our website https://www.nocn.org.uk/customers/nocn-centres/ and click Become a Centre.

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