PART OF nocn GROUP

QUALIFICATION SPECIFICATION

NOCN Level 3 NVQ Certificate in Fenestration Surveying

Qualification No: 610/7691/0

Operational Start Date: 08/07/2026

Version 2

To know more about NOCN:

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

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our centres and learners.

As an accredited Leader in Diversity, we are proud of our reputation as a provider of fully accessible, trusted, and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE Colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website: www.nocn.org.uk/

Qualifications at a Glance

Title	Size
NOCN Level 3 NVQ Certificate in Fenestration Surveying	**TQT: 230, GLH: 1070**
Purpose	**Target Audience**
The purpose of this qualification is to equip learners with the knowledge, competence and understanding to progress further in a job role in the Fenestration industry. Learners also have the option of progression to a higher-level qualification in their chosen trade.	This Level 3 Qualification is primarily for learners aged 16 and above and who want to continue their education and develop their competencies and understanding of their role in Fenestration further.
Content Overview	**Entry Requirements**
This Level 3 Qualification has been developed for achievement in a real workplace environment which means the learner must be employed to undertake these qualifications or have access to a live site. The qualification enables the learner, to recognise their skills, knowledge and understanding as well as demonstrating their competence in the workplace as a fenestration surveyor. **This qualification is approved for a Blue CSCS Skilled Worker Card.**	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 qualifications are competency based, 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.
Assessment	**Additional Resources**
The learner will produce a Portfolio of Evidence that demonstrates how they meet the performance and knowledge criteria in each unit they complete. The performance and knowledge criteria are obtained from the relevant National Occupational Standards. (Please see unit documents for references). The qualification is graded as **Pass/Fail**.	On the website, we offer two formats to view the UNIT content. ❖ Print off units as a pdf document. ❖ Print the unit as a pdf document, with tracker section for assessments to be recorded and signatures obtained.

Qualification/Pathways Changes:

Date of Change	Changes
06/08/2026	CSCS card information added

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1. Overview of Qualification

This qualification is a competency based and as such, offer the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge and will provide learners with a comprehensive fenestration operative skillset to enable them to progress in employment in the fenestration sector.

This qualification supports progression to further learning at Level 3 and beyond.

1.1. 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 qualifications are competency based, 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.

These qualifications are available to learners aged **16** years or over.

1.2. Progression Routes

Achievement of this qualification confirms the learner has gained the knowledge, skills and competencies required to:

- Progress in / into employment

or

- Progress into further training and/or experience could enable entry into a level 4 qualification.

1.3. CSCS Skilled Worker Card

This qualification is approved for a Gold CSCS Skilled Worker Card.

To apply for a card a learner must:

- have evidence of achieving this qualification
- have taken and passed the CITB Health Safety and Environment Test for Operatives at a Registered CITB testing centre and have their documentation to state they have passed this test. This test should have been passed within the past 2 years.

Learners must apply for the card using this link: https://gqaqualifications.com/cscs-card-application/ and follow the instructions provided on the website.

2. Qualification Details

2.1. Qualification Structure

The NOCN Level 3 NVQ Certificate in Fenestration Surveying qualification has a minimum credit value of 23, Total Qualification Time (TQT) of 230 hours, which includes a minimum 107 Guided Learning Hours (GLH).

NOCN Level 3 NVQ Certificate in Fenestration Surveying qualification, **the learner must achieve the 5 mandatory core units.**

Unit	Unit Code	M/O	Ofqual Unit Ref	Credits	GLH	Level
Carry Out a Survey for Installation of Fenestration Products	NFEN 45 NOS – GQAFEN7	M	L/652/2016	6	28	3
Knowledge of Fenestration, Glass and Glazing Related Building Regulations	NFEN 47 NOS – GQAFEN19 GQAFEN17	M	T/652/2235	4	14	3
Maintain Health and Safety in the Fenestration / Glass Related Working Environment	NFEN 21 NOS – PROFEN 20 PROGRO01	M	J/652/2014	4	26	2
Produce Specifications for Fenestration Installation	NFEN 17 NOS – GQAFEN8	M	K/652/2015	6	21	3
Working with Others in the Glass and Related Working Environments	NFEN1 NOS – PROF12	M	Y/652/1822	3	18	2

2.2. Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve the qualifications.

TQT is split into two areas:

Area	Example of activities
1. Guided Learning Hours (GLH): • learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training • includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training	• Classroom-based learning supervised by a teacher • Work-based learning supervised by a teacher • Live webinar or telephone tutorial with a teach in real time • E-learning supervised by a teacher in real time • All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training • Exam time
2. Other Learning Hours (OLH): • an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: o preparatory work o self-study o any other form of education or training, including assessment	• Independent and unsupervised research/learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning

2.3. Assessment and Evidence

The qualifications are internally assessed units.

Internal assessment (internally set and internally assessed)

Internal assessment activity must ensure evidence of achievement against **all** the requirements specified within each component.

For assessments that are internally set, the IQA will need to ensure pre-verification of assessment tasks take place prior to its use to ensure that it is an appropriate assessment tool, that it is inclusive to learners of all needs, that it meets the principles of

assessment and does not hinder learner attainment of the NOCN assessment evidence requirements.

The learner will be required to produce a Portfolio of Evidence showing how the learner has met the performance and knowledge criteria for each unit required within the qualification/pathway, as directed by the learner's assessor.

The learner will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for the occupational.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

Assessment activities must be robust in that the assessment decisions are made based on evidence, which is valid, authentic, current, sufficient, and reliable regarding the assessment taking place:

Assessment activities must be robust in that the assessment decisions are made based on evidence, which is valid, authentic, current, sufficient, and reliable regarding the assessment taking place:

Valid	The validity of an assessment decision is ensuring that the right thing has been assessed in the right way to deliver an accurate assessment result.
Authentic	The assessment process must ensure that all evidence of achievement is authentic in that it has been created solely by the learner (unless otherwise required) and has not been plagiarised. If work was not authentic, it would undermine the entire the assessment process and overall qualification system.
Current	The assessment process must ensure that the evidence used to claim qualification or unit achievement reflects current industry / qualification practice. This can be done by ensuring that the evidence is relevant at the time of the assessment as well as ensuring that the assessor has used the most-up-date assessment documentation.
Sufficient	The Assessor must review assessment evidence to judge whether the learner has generated enough evidence at the right level to confidently cover all relevant learning outcome or assessment criteria requirements. The Assessor must also ensure their records of the assessment are complete, legible, and accurate.
Reliable	The Assessor must ensure that they are making reliable and consistent assessment decisions across their learners and with other Assessors within the Centre. Assessment decisions must also be consistent over time and across academic / programme cycles. This can be supported by attending standardisation activities.

Learners will be required to complete the assessments completed in the workplace. Once the learner has completed the tasks, they are to be assessed internally by appropriate centre staff.

The assessment unit's documents are available from the NOCN website, and they include all information needed by the learner to complete the tasks. The assessment decisions can be

recorded on the assessment documents – (Evidence Tracking unit documents on website – search qualification / structure and units section, click on unit for Tracker document - https://www.nocn.org.uk/products/qualifications/).

2.4. Fair and Equitable Assessment

Assessment must be designed to 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.

2.5. Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments 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.

2.6. Recognised 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

2.7. Assessment and Evidence for the Components

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

www.nocn.org.uk/support/nocn-support/quality-assurance/

3. Centre Information

3.1. Required Resources for Delivering the Qualification

As part of the requirement to deliver these qualifications there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualifications have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors are able to demonstrate the following competencies:

3.1.1. Tutor Requirements

Be subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. Additionally, the minimum requirement is that the level of competence of the Tutor should be at the same level as the training that is to be delivered.

3.1.2. Assessor Requirements

Be technically competent, have experience of carrying out assessment activities and hold, or be registered as working towards, a recognised assessing qualification. Assessors must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. Additionally, the minimum requirement is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

3.1.3. Internal Quality Assurer Requirements

Each Centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair, and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability, and consistency.

NOCN requires that an Internal Quality Assurer can demonstrate the following competencies, they should:

Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. Additionally, the minimum requirement is that the level of competence should be at the same level as the qualification being quality assured.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

An individual may perform the role as both Tutor/Trainer and Assessor, where they meet the requirements of both roles in respect of the qualification. Tutors, Trainers, and Assessors **must not** perform the role of the IQA for cohorts where they have delivered training or assessment.

Refer to the NOCN Quality Assurance Manual for further information on the Internal Quality Assurance process. This is available on the NOCN website at www.nocn.org.uk here: https://www.nocn.org.uk/support/nocn-support/quality-assurance/quality-assurance-manual/

3.1.4. Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment, and quality assurance.

3.1.5. 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 recognised 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. This is available on the NOCN website at www.nocn.org.uk here: https://www.nocn.org.uk/support/nocn-support/quality-assurance/quality-assurance-manual/

3.2. Offering the Qualification

Existing Centres

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

New Centres

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

4. Component Information

Within the NOCN Level 3 NVQ Certificate in Fenestration Surveying qualification consists of mandatory core units. The qualification structure (**see section 2**) set out the rules for the qualification.

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within each of their chosen components via a Portfolio of Evidence route.

A copy of all components can be downloaded via the NOCN website.

Qualification link from the website:

- NOCN Level 3 NVQ Certificate in Fenestration Surveying

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