



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

NOCN Suite of Entry Level Introduction to Carpentry and Joinery Qualifications (Entry 3)

NOCN Entry Level Award in Introduction to Carpentry and Joinery (Entry 3)

Qualification No: 603/5696/0

NOCN Entry Level Certificate in Introduction to Carpentry and Joinery (Entry 3)

Qualification No: 603/5698/4

Operational Start Date

1st August 2020

Version

1.3– August 2025

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:

<https://www.nocn.org.uk/>

Qualifications at a Glance

Title	Size
<p>NOCN Entry Level Award in Introduction to Carpentry and Joinery (Entry 3)</p> <p>NOCN Entry Level Certificate in Introduction to Carpentry and Joinery (Entry 3)</p>	<p>Award = 8 Credits</p> <p>Certificate = 17 Credits</p>
Purpose	Target Audience
<p>These qualifications are for candidates wishing to gain some understanding and some practical experience of the carpentry and joinery trade in the Construction industry.</p>	<p>These Entry Level 3 qualifications are primarily for post-16 learners who want to continue their education and develop their skills for progression to further learning and, ultimately, to employment.</p> <p>The qualifications are also available to 14+ learners.</p>
Content Overview	Entry Requirements
<p>These Entry Level 3 qualifications are an entry into vocational studies and are designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do whilst also giving them the knowledge and theory.</p>	<p>There are no formal entry requirements for learners undertaking these qualifications. The qualifications can be undertaken without any previous training or qualifications in this subject area.</p>
Assessment	Additional Resources
<p>There are a variety of assessment methods used in this qualification. Please see each unit for information on how it must be assessed.</p>	<p>Supporting resources are available for these qualifications on NOCN's vLearn platform.</p>

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1. Overview of Qualifications

These qualifications are vocationally based and as such, offer the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge in carpentry and joinery and will provide learners with a broad introduction to the construction sector, alongside a range of transferable employability skills.

The qualifications will support progression to further learning and ultimately to work in construction sector.

The qualifications are for: Learners who wish to have a broad introduction to the construction sector, equipping learners with underpinning knowledge and skills specific to the sector.

1.1. Entry Requirements

There are no formal entry requirements for learners undertaking these qualifications. The qualifications can be undertaken without any previous training or qualifications in this subject area.

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

Centres should undertake initial assessment activities with learners to ensure these are appropriate qualifications for them and they can achieve the level they will be studying before enrolling them onto a programme of learning.

The qualifications are available to learners aged 14 years or over.

1.2. Progression Routes

Achievement of one of these qualifications confirms the learner has gained the knowledge and skills required to:

- Progress directly into employment
- Progress into further learning at a higher level

2. Qualifications Details

2.1. Qualification Structures

The NOCN Entry Level Award in Introduction to Carpentry and Joinery (Entry 3) is an 8-credit qualification with a Total Qualification Time (TQT) of 80, including 80 Guided Learning Hours (GLH). Learners must achieve all 8 credits from the two components in the Mandatory Components section of the table below.

The NOCN Entry Level Certificate in Introduction to Carpentry and Joinery (Entry 3) is a 17 credit qualification with a Total Qualification Time (TQT) of 170, including 170 Guided Learning Hours (GLH). Learners **must** achieve all 8 credits from the mandatory components and a minimum of 6 credits from Group A and a minimum of 3 credits from either Group A or B.

Component Title	Level	Credit Value	Mandatory or Optional	Ofqual Reference Number
Mandatory Units				
Introducing Health and Safety in Construction	E3	3	M	A/618/0446
Introducing Carpentry and Joinery	E3	5	M	A/618/0673
Group A				
Preparing to Carry out Carpentry and Joinery	E3	3	O	Y/618/0678
Practical Construction Skills	E3	5	O	K/618/0653
Working in the Construction Industry	E3	3	O	T/618/0655
Personal Wellbeing in Construction	L1	1	O	A/618/0656
Introducing Environmental Awareness and Sustainability in Construction	E3	3	O	F/618/0657
First Steps into Construction	E3	3	O	J/618/0658
Group Project in Construction	E3	3	O	L/618/0659
Group B				
Developing Time Management Skills	E3	2	O	K/650/0795
Teamwork	E3	2	O	T/505/0400
Group and Teamwork Communication Skills	E3	2	O	K/505/0393

Using Communication Skills in a Work Place	E3	2	O	J/504/1698
Follow Instructions in the Work Place	E3	2	O	J/504/1684

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
<p>1. Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<p>2. Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ preparatory work ○ self-study ○ any other form of education or training, including assessment 	<ul style="list-style-type: none"> • 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 externally set and internally assessed. Assessment activity must ensure evidence of achievement against **all** of the requirements specified within each of the learning outcomes. The assessment documentation is available from NOCN.

Centres must ensure that knowledge-based learning is at the correct level for the qualifications.

Assessment activities must be robust in that they are:

- Valid** Fit for purpose in that they are suitable for the identified assessment criteria and offer the learner the opportunity to demonstrate achievement at the required level.
- Sufficient** Provide the opportunity for the learner to provide adequate evidence, showing full coverage of the requirements of the assessment criteria.
- Reliable** Generate clear and consistent outcomes recognising that the activities may be applied to differing scenarios and in different contexts, with different learners. The evidence sought by the activity must be able to be assessed and result in assessment decisions that are consistent across all assessors and centres offering the qualification. Assessment activities should not deliberately offer an unfair advantage to or disadvantage specific groups of learners.
- Authentic** Evidence presented must be the learner's own work.

The qualifications are graded at Pass/Fail.

For further information on the invigilation, please refer to the Quality Assurance section in the Support section on the NOCN website or contact our Customer Services team.

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 Recognition 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

Assessment materials are only available to centres approved to deliver these qualifications.

All current assessment materials are available from NOCN's vLearn platform. Existing centres have access to vLearn, new centres must contact their NOCN Business Development Manager. Centres must use current live assessment material, always download the most up-to-date version before a learner starts their assessment.

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

<https://www.nocn.org.uk/support/nocn-support/quality-assurance/>

3. Centre Information

3.1. Required Resources for Delivering the Qualifications

As part of the requirement to deliver the 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 experience of delivering training within this subject area. The minimum expectation is that the level of competence of the Tutor should be at the same level as the training that is to be delivered and a minimum of 3 years' experience working in a relevant area.

3.1.2. Assessor Requirements

Be technically competent, have experience of conducting assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation 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 expects that an Internal Quality Assurer is able to 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. The minimum expectation 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.

Centre staff may undertake more than one role, e.g., tutor, assessor, or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

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 centre recognised status.

The External Quality Assurer will make regular visits to all Centres. During these visits he/she will:

Monitor the Centre's compliance with the Centre Recognition agreement 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 User Guide** for further information on the External Quality Assurance process.

3.2. Offering the Qualifications

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.

Use Horizon to add the qualifications 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 the qualifications 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 Introduction to Carpentry and Joinery suite of qualifications, each qualification consists of Mandatory or Mandatory and Optional components. The qualification structure (**see section 2**) sets out the rules for achieving each qualification.

To achieve these qualifications a learner must provide evidence of learning and achievement against all the assessment criteria within each of their chosen components.

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

- [NOCN Entry Level Award in Introduction to Carpentry and Joinery \(Entry 3\) - 603/5696/0](#)
- [NOCN Entry Level Certificate in Introduction to Carpentry and Joinery \(Entry 3\) - 603/5698/4](#)

NOCN

Acero Building
1 Concourse Way
Sheaf Street
Sheffield
South Yorkshire
England
S1 2BJ

Tel: 0300 999 1177

Email: nocn@nocn.org.uk

www.nocn.org.uk