



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

NOCN Level 1 Skills for Employment, Training and Personal Development.

**NOCN Level 1 Award in Skills for Employment, Training
and Personal Development.**

Qualification No: 601/0948/8

**NOCN Level 1 Certificate in Skills for Employment,
Training and Personal Development.**

Qualification No: 601/0950/6

**NOCN Level 1 Diploma in Skills for Employment,
Training and Personal Development.**

Qualification No: 601/0951/8

Operational Start Date: 1 December 2013.

Version: 5.2 - April 2026

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
<p>NOCN Level 1 Award in Skills for Employment, Training and Personal Development.</p>	<p>GLH – 40 hours TQT – 60 hours Credit - 6 credits</p>
<p>NOCN Level 1 Certificate in Skills for Employment, Training and Personal Development.</p>	<p>GLH – 148 hours TQT – 180 hours Credit - 18 credits</p>
<p>NOCN Level 1 Diploma in Skills for Employment, Training and Personal Development.</p>	<p>GLH –276 hours TQT – 370 hours Credit - 37 credits</p>
Purpose	Target Audience
<p>The purpose of these qualifications is to provide an introduction to working in a range of sectors as well as more generic employability skills designed to build confidence for the workplace, literacy, numeracy and personal development areas.</p>	<p>These Level 1 qualifications are primarily for learners aged 14 and above and who want to continue their education and develop their skills for employment, training and personal development.</p>
Content Overview	Entry Requirements
<p>These Level 1 qualifications provide learners with a range of knowledge and skills. Learners will also develop an understanding of a specific sector from: Animal Care, Business and Administration, Catering, Construction, Creative Skills, Digital, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure alongside employability, personal development, literacy and numeracy.</p>	<p>There are no formal entry requirements for learners undertaking this qualification. The qualification can be undertaken without any previous training or qualifications in this subject area.</p>
Assessment	Additional Resources
<p>The units for this qualification are internally set and internally assessed.</p>	<p>Supporting resources are available for some units in these qualifications (see list in section 2.1) on NOCN's vLearn platform.</p>

Summary of changes:

This section summarises the changes to the qualification specification since the last version (version 4.2 June 2024).

Version	Publication Date	Summary of Amendments.
4.3	July 2024	Review and revision of some units, including scope of training. Indication of resources available for some units.
4.4	Sept 25	New unit added to Group A – Dealing with Debt
5.0	November 2025	New units added (x11) Review and revision of some units, including Scope of Training. “Maximum number of credits” per group removed.
5.1	November 2025	Group O – Digital Added. New units added to Group A.
5.2	April 2026	Review and revision of existing units, including Scope of Training. New Group Structure (A – O), to mirror groups across levels New units added to: <ul style="list-style-type: none"> • Group D (Animal Care) • Group E (Business and Admin) • Group F (Catering) • Group J (Health and Social Care) • Group L (Horticulture)



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1. Overview of Qualification

These qualifications are vocationally based and as such, provide an introduction to working in the following sectors: Animal Care, Business and Administration, Catering, Construction, Creative Skills, Digital, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure as well as more generic employability skills designed to build confidence for the workplace. The qualifications also contain units to address learners' needs in Literacy and Numeracy as well as Personal Development areas such as Emotional Intelligence, Road Safety Awareness or Computer Basics. Learners will gain an overview of key skills and areas of knowledge in order to inform further study and/or employment choices in the sectors named above.

These qualifications will provide learners with an opportunity to:

- Gain knowledge and understanding of transferable vocational skills such as problem solving or time management.
- Gain an overview of key skills and knowledge relevant to their chosen sector in work experience or simulated work settings.

Entry Requirements

There are no formal entry requirements for learners undertaking these qualifications

Learners must be in a position 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 should undertake initial assessment activities with learners to ensure this is an appropriate qualification and they are capable of achieving the level they will be studying before enrolling them onto a programme of learning.

These qualifications are available to learners aged **14** years or over.

Progression Routes

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

- Gain entry-level employment in the sector studied.
- Progress onto a higher level NOCN qualification in Skills for Employment, Training and Personal Development (Level 2 and Level 3) or another NOCN vocational course.

2. Qualification Details

2.1. Qualification Structure

The **NOCN Level 1 Award in Skills for Employment, Training and Personal Development** is a 6-credit qualification with a Total Qualification Time (TQT) of 60 hours, including 40 Guided Learning Hours (GLH).

A minimum of 3 credits must be achieved from any combination of units from Groups A-C. The remaining 3 credits may be taken from a combination of units from any of the groups. (See unit details below).

The **NOCN Level 1 Certificate in Skills for Employment, Training and Personal Development** is an 18-credit qualification with a Total Qualification Time (TQT) of 180 hours, including 148 Guided Learning Hours (GLH).

A minimum of 3 credits must be achieved from Group A and a minimum of 3 credits must be achieved from Group B. The remaining 12 credits can be taken from a combination of units from any of the groups (See unit details below).

The **NOCN Level 1 Diploma in Skills for Employment, Training and Personal Development** is a 37-credit qualification with a Total Qualification Time (TQT) of 370 hours, including 276 Guided Learning Hours (GLH).

A minimum of 3 credits must be achieved from Group A and a minimum of 3 credits must be achieved from Group B. The remaining 31 credits can be taken from a combination of units from any of the groups (See unit details below).

In the unit lists below, units which have additional resources are followed by “(R)”. Centres can access these resources via vLearn.

Group A: Personal Development

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
AI and Digital Responsibility **New in Nov 25**	O	L1	J/651/8452	3	27	Portfolio of Evidence
Alcohol Awareness for the Individual	O	L1	R/505/1229	3	27	Portfolio of Evidence
Aspects of Citizenship	O	L1	R/505/3983	3	27	Portfolio of Evidence
Assertive Living	O	L1	K/505/3987	3	27	Portfolio of Evidence
Awareness of Social and Physical Aspects of Adult Relationships	O	L1	F/505/1534	2	18	Portfolio of Evidence
Banking Basics **New in Nov 25**	O	L1	J/650/7526	1	10	Portfolio of Evidence
Building a Personal Career Portfolio (R) **Updated in Nov 25**	O	L1	T/505/3989	3	27	Portfolio of Evidence
Caring for Your Child	O	L1	Y/505/1281	3	27	Portfolio of Evidence
Critical Digital Literacy and Online Safety **New in Nov 25**	O	L1	H/651/8451	3	27	Portfolio of Evidence
Dealing with Debt	O	L1	J/600/9909	3	27	Portfolio of Evidence
Digital Problem Solving **New in Nov 25**	O	L1	L/651/8508	2	18	Portfolio of Evidence
Digital Skills for Everyday Work and Life **New in Nov 25**	O	L1	F/650/8504	3	27	Portfolio of Evidence
Drug Awareness for the Individual	O	L1	L/505/1231	3	27	Portfolio of Evidence
Ecology and Conservation	O	L1	F/505/3963	3	27	Portfolio of Evidence
Emotional Intelligence	O	L1	A/505/4111	3	27	Portfolio of Evidence

Exploring Health	O	L1	J/506/7945	3	27	Portfolio of Evidence
Family Relationships	O	L1	D/505/1282	3	27	Portfolio of Evidence
Further Education Enrichment Activity	O	L1	F/505/4076	2	18	Portfolio of Evidence
Health and Hygiene in the Home	O	L1	R/505/1232	3	27	Portfolio of Evidence
Health and Safety in a Practical Environment *	O	L1	Y/505/4102	1	9	Portfolio of Evidence
Healthy Living	O	L1	D/505/1234	3	27	Portfolio of Evidence
Household Skills	O	L1	J/505/4001	3	27	Portfolio of Evidence
Improving Own Confidence **Updated in Nov 25**	O	L1	L/505/4078	3	27	Portfolio of Evidence
Independent Shopping for Household Items	O	L1	R/505/4079	3	27	Portfolio of Evidence
Independent Skills for Living in the Community	O	L1	D/505/3999	3	27	Portfolio of Evidence
Interpersonal Skills	O	L1	D/505/4067	3	27	Portfolio of Evidence
IT Communication Fundamentals	O	L1	Y/502/4291	2	15	Portfolio of Evidence
Job Seeking Skills **Updated in Nov 25**	O	L1	D/505/4103	3	27	Portfolio of Evidence
Lip Reading Skills	O	L1	R/505/4065	6	54	Portfolio of Evidence
Maintaining Sexual Health	O	L1	L/505/1536	1	9	Portfolio of Evidence
Making Choices in Pursuit of Personal Goals **Updated in Nov 25**	O	L1	J/505/4080	3	27	Portfolio of Evidence
Managing Learning	O	L1	D/505/4540	3	27	Portfolio of Evidence

Mindset, Motivation and Growth Thinking **New in Nov 25**	O	L1	Y/651/8449	3	27	Portfolio of Evidence
Money Management **New in Nov 25**	O	L1	H/650/7525	1	10	Portfolio of Evidence
Parenting Skills	O	L1	H/505/1283	3	27	Portfolio of Evidence
Personal Branding and Online Identity **New in Nov 25**	O	L1	T/651/8448	3	27	Portfolio of Evidence
Personal Career Planning	O	L1	H/505/4104	3	27	Portfolio of Evidence
Personal Career Preparation **Updated in Nov 25**	O	L1	K/505/4105	1	9	Portfolio of Evidence
Personal Confidence and Self Awareness	O	L1	H/505/4068	3	27	Portfolio of Evidence
Personal Development	O	L1	L/505/4081	3	27	Portfolio of Evidence
Personal Development Skills	O	L1	K/505/4069	3	27	Portfolio of Evidence
Personal Information Management Software	O	L1	Y/502/4369	2	15	Portfolio of Evidence
Personal Learning Programme	O	L1	D/505/4070	3	27	Portfolio of Evidence
Personal Learning Skills	O	L1	H/505/4071	6	54	Portfolio of Evidence
Personal Money Management	O	L1	R/504/1154	1	9	Portfolio of Evidence
Personal Relationships	O	L1	D/505/1539	3	27	Portfolio of Evidence
Prepare for Interview (R) **Updated in Nov 25**	O	L1	M/505/4106	1	9	Portfolio of Evidence
Preparing for Work (R) **Updated in Nov 25**	O	L1	T/505/4107	3	27	Portfolio of Evidence
Recognising Employment Opportunities	O	L1	R/505/4342	1	9	Portfolio of Evidence

Recognising Issues of Substance Misuse	O	L1	M/505/1237	1	9	Portfolio of Evidence
Safe Independent Travel	O	L1	R/505/4082	3	27	Portfolio of Evidence
Scams and Safety **New in Nov 25**	O	L1	F/650/7524	1	10	Portfolio of Evidence
Sex and Relationships	O	L1	R/505/1540	3	27	Portfolio of Evidence
Skills for Independent Life	O	L1	M/505/4073	3	27	Portfolio of Evidence
Supporting Your Child's Literacy and Numeracy Development Out of School	O	L1	K/505/0880	1	9	Portfolio of Evidence
Take Part in an Activity	O	L1	J/505/4337	1	9	Portfolio of Evidence
Understanding Body Image	O	L1	A/505/1239	1	9	Portfolio of Evidence
Understanding Eating Disorders	O	L1	M/505/1240	1	9	Portfolio of Evidence
Understanding Nutrition, Performance and Healthy Eating	O	L1	A/505/1242	3	27	Portfolio of Evidence
Understanding Own Response to Body Image	O	L1	J/505/1244	2	18	Portfolio of Evidence
Understanding Rights and Responsibilities of Citizenship	O	L1	H/505/4099	3	27	Portfolio of Evidence
Understanding Stress and Stress Management Techniques (R)	O	L1	R/505/1246	3	27	Portfolio of Evidence
Understanding the business of retail	O	L1	A/502/5756	1	8	Portfolio of Evidence
Understanding the retail selling process	O	L1	T/502/5805	2	13	Portfolio of Evidence
Understanding Young People, Law and Order (R)	O	L1	R/505/4101	3	27	Portfolio of Evidence

Using Cooking Skills in the Domestic Kitchen	O	L1	F/505/4336	3	27	Portfolio of Evidence
Using Mobile IT Devices	O	L1	H/502/4374	2	15	Portfolio of Evidence
Website Software	O	L1	L/502/4630	3	20	Portfolio of Evidence

Group B Vocational Support

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assertiveness and Decision-Making Skills **Updated in Nov 25**	O	L1	F/505/0447	2	18	Portfolio of Evidence
Communication at Work **New in Nov 25**	O	L1	R/651/8447	2	18	Portfolio of Evidence
Customer Service Skills (R)	O	L1	J/505/0448	2	18	Portfolio of Evidence
Employment Rights and Responsibilities **Updated in Nov 25**	O	L1	L/505/0449	2	18	Portfolio of Evidence
Equality and Diversity	O	L1	D/504/6633	1	9	Portfolio of Evidence
Exploring an Occupational Sector **Updated in Nov 25**	O	L1	F/506/7944	3	27	Portfolio of Evidence
Group and Teamwork Communication Skills	O	L1	J/505/0451	2	18	Portfolio of Evidence
Health and Safety in a Practical Environment*	O	L1	L/506/7946	1	9	Portfolio of Evidence
Health and Safety Procedures in the Workplace	O	L1	M/505/0461	1	9	Portfolio of Evidence
Improving Own Learning and Performance	O	L1	L/505/0452	2	18	Portfolio of Evidence

Planning and Reviewing	O	L1	D/506/7949	2	18	Portfolio of Evidence
Prejudice and Discrimination Awareness	O	L1	R/506/7950	3	27	Portfolio of Evidence
Preparation for Work Experience	O	L1	D/600/3243	1	9	Portfolio of Evidence
Presentation Skills	O	L1	R/505/0453	2	18	Portfolio of Evidence
Problem Solving in the Workplace (R) **Updated in Nov 25**	O	L1	Y/505/0454	2	18	Portfolio of Evidence
Recognising Voluntary Opportunities	O	L1	H/506/7953	3	27	Portfolio of Evidence
Respect and Inclusion at Work **New in Nov 25**	O	L1	M/651/8446	2	18	Portfolio of Evidence
Sustainability and Green Skills Awareness **New in Nov 25**	O	L1	L/651/8445	2	18	Portfolio of Evidence
Team Leading Skills (R)	O	L1	D/505/0455	2	18	Portfolio of Evidence
Teamwork (R)	O	L1	M/505/0458	2	18	Portfolio of Evidence
Time Management Skills (R)	O	L1	T/505/0459	2	18	Portfolio of Evidence
Understanding IT in the Workplace (R)	O	L1	K/505/0460	2	18	Portfolio of Evidence
Work Experience	O	L1	F/505/0464	1	9	Portfolio of Evidence
Working as a Volunteer	O	L1	T/506/7956	3	27	Portfolio of Evidence

(*Unit Y/505/4102 in Group A and Unit L/506/7946 in Group B are barred against each other, and only one of the two units may count towards the achievement of a qualification.)

Group C Literacy and Numeracy

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
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Communication Skills	O	L1	H/505/4023	3	27	Portfolio of Evidence
Data Calculations	O	L1	K/503/3044	1	9	Portfolio of Evidence
Handling Data	O	L1	A/503/3291	2	18	Portfolio of Evidence
Measure: Time and Temperature	O	L1	D/505/4022	2	18	Portfolio of Evidence
Probability	O	L1	Y/503/3282	1	9	Portfolio of Evidence
Punctuation and Grammar Skills	O	L1	L/503/3392	2	18	Portfolio of Evidence
Skills Used in Reading for Meaning	O	L1	T/503/3158	3	27	Portfolio of Evidence
Spelling Rules and Strategies in Practical Use	O	L1	F/503/3163	3	27	Portfolio of Evidence
Spelling Skills	O	L1	F/503/3390	3	27	Portfolio of Evidence
Understanding and Using 2D Shapes	O	L1	H/503/3169	1	9	Portfolio of Evidence
Understanding and Using Decimals	O	L1	R/503/3278	2	18	Portfolio of Evidence
Understanding and Using Fractions	O	L1	Y/503/3170	2	18	Portfolio of Evidence
Understanding and Using Percentages	O	L1	D/503/3252	2	18	Portfolio of Evidence
Understanding Length, Weight and Capacity	O	L1	L/503/3277	1	9	Portfolio of Evidence
Understanding Numbers	O	L1	R/503/3166	2	18	Portfolio of Evidence
Understanding Perimeter and Area	O	L1	J/503/3276	1	9	Portfolio of Evidence
Understanding Volume	O	L1	F/503/3258	1	9	Portfolio of Evidence
Using Calculations: Addition and Subtraction of Whole Numbers	O	L1	J/503/3259	1	9	Portfolio of Evidence

Using Calculations: Multiplication and Division of Whole Numbers	O	L1	F/503/3356	2	18	Portfolio of Evidence
Writing for Meaning Skills	O	L1	D/503/3302	3	27	Portfolio of Evidence

Group D Animal Care

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assist with Animal Accommodation	O	L1	R/600/0470	2	18	Portfolio of Evidence
Assist with Feedstuffs for Small Animals	O	L1	H/600/0473	2	18	Portfolio of Evidence
Assist with Maintaining the Health and Wellbeing of Animals	O	L1	H/502/5119	6	50	Portfolio of Evidence
Assist with the Care of Animals	O	L1	A/502/4588	2	18	Portfolio of Evidence
Assist with the Movement and Handling of Small Animals	O	L1	T/502/5710	1	9	Portfolio of Evidence
Developing Confidence Working with Animals	O	L1	R/503/2986	3	27	Portfolio of Evidence
Health and Safety for Animal Care Settings **New in Apr 26**	O	L1	F/651/9928	2	18	Portfolio of Evidence
Introduction to Animal Enrichment **New in Apr 26**	O	L1	D/651/9927	2	18	Portfolio of Evidence
Maintaining Animal Accommodation **New in Apr 26**	O	L1	A/651/9926	2	18	Portfolio of Evidence
Monitoring Animals in Daily Care **New in Apr 26**	O	L1	R/651/9923	2	18	Portfolio of Evidence

Moving and Storing Animal Supplies Safely. **New in Apr 26**	O	L1	M/651/9922	2	18	Portfolio of Evidence
Observing and Recording Animal Behaviour **New in Apr 26**	O	L1	L/651/9921	2	18	Portfolio of Evidence
Preparing Animal Accommodation **New in Apr 26**	O	L1	K/651/9920	2	18	Portfolio of Evidence
Principles of Dealing with Animal Accommodation	O	L1	D/600/0469	2	18	Portfolio of Evidence
Principles of Dealing with Feedstuffs for Small Animals	O	L1	Y/600/0471	1	9	Portfolio of Evidence
Principles of the Care of Animals (R)	O	L1	F/502/4589	2	18	Portfolio of Evidence
Principles of the Movement and Handling of Small Animals	O	L1	L/502/5714	2	18	Portfolio of Evidence
Routine Animal Husbandry **New in Apr 26**	O	L1	H/651/9929	2	18	Portfolio of Evidence

Group E Business and Administration

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Assist in Handling Mail	O	L1	M/505/0623	1	9	Portfolio of Evidence
Assist with Supporting Business Meetings	O	L1	A/505/0625	3	27	Portfolio of Evidence
Budgetary Control within a Business Environment	O	L1	A/505/4108	3	27	Portfolio of Evidence
Business Communication	O	L1	F/505/4109	3	27	Portfolio of Evidence

Business Communication Skills **New in Apr 26**	O	L1	M/652/0541	3	27	Portfolio of Evidence
Business Meeting Techniques	O	L1	K/505/4234	3	27	Portfolio of Evidence
Customer Service Fundamentals **New in Apr 26**	O	L1	H/652/0539	3	27	Portfolio of Evidence
Database Software	O	L1	H/502/4553	3	20	Portfolio of Evidence
Filing Skills	O	L1	J/505/0627	3	27	Portfolio of Evidence
Handling and Presenting Business Information Digitally **New in Apr 26**	O	L1	T/652/0543	3	27	Portfolio of Evidence
Handling Customer Requests and Enquiries **New in Apr 26**	O	L1	F/652/0538	3	27	Portfolio of Evidence
Handling Income, Expenses and Invoices **New in Apr 26**	O	L1	Y/652/0544	3	27	Portfolio of Evidence
Maintaining Bookkeeping and Financial Records **New in Apr 26**	O	L1	A/652/0545	3	27	Portfolio of Evidence
Participating in Workplace Meetings and Discussions **New in Apr 26**	O	L1	R/652/0542	3	27	Portfolio of Evidence
Presentation Software	O	L1	K/502/4621	3	20	Portfolio of Evidence
Producing Business Documents Using Digital Tools **New in Apr 26**	O	L1	D/652/0546	3	27	Portfolio of Evidence
Reception Skills	O	L1	L/505/0631	2	18	Portfolio of Evidence
Spreadsheet Software	O	L1	A/502/4624	3	20	Portfolio of Evidence

Time Management and Effective Working in a Business Environment **New in Apr 26**	O	L1	A/652/0536	3	27	Portfolio of Evidence
Time Management in a Business Environment	O	L1	J/505/4757	2	18	Portfolio of Evidence
Understanding Business Environments **New in Apr 26**	O	L1	D/652/0537	3	27	Portfolio of Evidence
Understanding Businesses	O	L1	Y/505/0633	3	27	Portfolio of Evidence
Undertaking an Enterprise Activity	O	L1	D/505/0634	3	27	Portfolio of Evidence
Using Email (R)	O	L1	J/502/4299	2	15	Portfolio of Evidence
Using Email for Business Communication **New in Apr 26**	O	L1	L/652/0540	3	27	Portfolio of Evidence
Using Office Equipment	O	L1	K/505/0636	1	9	Portfolio of Evidence
Using Scanners and Photocopiers	O	L1	K/505/4296	3	27	Portfolio of Evidence
Using the Internet	O	L1	T/502/4296	3	20	Portfolio of Evidence
Using the Telephone	O	L1	M/505/0637	3	27	Portfolio of Evidence
Word Processing Software	O	L1	L/502/4627	3	20	Portfolio of Evidence

Group F Catering

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Food Preparation and Cooking (R)	O	L1	K/502/5042	3	30	Portfolio of Evidence
Food Service	O	L1	K/502/4957	3	30	Portfolio of Evidence

Health and safety and food safety awareness in catering	O	L1	Y/503/9583	1	8	Portfolio of Evidence
Introduction to Food Commodities	O	L1	A/502/5059	1	10	Portfolio of Evidence
Making and Storing Baked Products	O	L1	H/505/0618	3	27	Portfolio of Evidence
Prepare and Cook Fish, Meat and Poultry	O	L1	K/505/0622	3	27	Portfolio of Evidence
Prepare and Cook Fruit and Vegetable Dishes	O	L1	D/505/0620	3	27	Portfolio of Evidence
Preparing and Serving Drinks	O	L1	L/502/5051	3	30	Portfolio of Evidence
Using kitchen equipment	O	L1	T/502/5075	1	10	Portfolio of Evidence
Using Local and Seasonal Produce to Create Healthy Meals	O	L1	M/506/7955	3	27	Portfolio of Evidence
Baking Simple Products **New in Apr 26**	O	L1	D/652/0483	2	18	Portfolio of Evidence
Cleaning and Maintaining Kitchen Work Areas **New in Apr 26**	O	L1	F/652/0484	2	18	Portfolio of Evidence
Cooking Simple Dishes **New in Apr 26**	O	L1	H/652/0485	2	18	Portfolio of Evidence
Food Hygiene in Catering Settings **New in Apr 26**	O	L1	J/652/0486	2	18	Portfolio of Evidence
Organising and Storing Kitchen Equipment **New in Apr 26**	O	L1	K/652/0487	2	18	Portfolio of Evidence
Preparing Barista Drinks **New in Apr 26**	O	L1	L/652/0488	2	18	Portfolio of Evidence
Preparing Cold Food for Service **New in Apr 26**	O	L1	M/652/0489	2	18	Portfolio of Evidence

Preparing Desserts and Sweet Foods **New in Apr 26**	O	L1	Y/652/0490	2	18	Portfolio of Evidence
Preparing Ingredients for Cooking **New in Apr 26**	O	L1	A/652/0491	2	18	Portfolio of Evidence
Presenting Food for Customers **New in Apr 26**	O	L1	D/652/0492	2	18	Portfolio of Evidence
Professional Behaviour in Catering Workplaces **New in Apr 26**	O	L1	F/652/0493	2	18	Portfolio of Evidence
Supporting Food Service **New in Apr 26**	O	L1	H/652/0494	2	18	Portfolio of Evidence
Teamwork in Catering Environments **New in Apr 26**	O	L1	J/652/0495	2	18	Portfolio of Evidence
Using Kitchen Equipment Safely **New in Apr 26**	O	L1	K/652/0496	2	18	Portfolio of Evidence

Group G Construction

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Bricklaying – Equipment and Materials	O	L1	J/506/7931	1	9	Portfolio of Evidence
Basic Bricklaying Skills (R)	O	L1	L/506/7932	2	18	Portfolio of Evidence
Basic Carpentry – Equipment and Materials	O	L1	R/506/7933	1	9	Portfolio of Evidence
Basic Carpentry Skills	O	L1	Y/506/7934	3	27	Portfolio of Evidence
Basic Plastering – Equipment and Materials	O	L1	H/506/7936	1	9	Portfolio of Evidence
Basic Plastering Techniques	O	L1	K/506/7937	2	18	Portfolio of Evidence

Basic Plumbing – Equipment and Materials	O	L1	M/506/7938	1	9	Portfolio of Evidence
Basic Plumbing Skills	O	L1	T/506/7939	2	18	Portfolio of Evidence
Basic Tiling Skills	O	L1	M/506/7941	2	18	Portfolio of Evidence
Basic Tiling: Equipment and Materials	O	L1	K/506/7940	1	9	Portfolio of Evidence
Basic Woodworking Joints	O	L1	A/506/8056	3	30	Portfolio of Evidence
Constructing a Cavity Wall using Bricklaying Skills	O	L1	F/505/4112	3	27	Portfolio of Evidence
Decorative Paint Effects for Interior Walls	O	L1	L/505/4114	3	27	Portfolio of Evidence
Wallpapering Skills	O	L1	R/505/4115	3	27	Portfolio of Evidence

Group H Creative Skills

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Art and Design: Colour Theory and Design	O	L1	Y/503/0950	3	27	Portfolio of Evidence
Art Appreciation	O	L1	F/506/7930	3	27	Portfolio of Evidence
Ceramics	O	L1	T/506/7942	3	27	Portfolio of Evidence
Composing Music	O	L1	J/505/3995	6	54	Portfolio of Evidence
Creating 2D Artwork	O	L1	F/505/4224	3	27	Portfolio of Evidence
Creating 3D Artwork	O	L1	R/505/4230	3	27	Portfolio of Evidence
Creative Crafts	O	L1	M/505/4235	3	27	Portfolio of Evidence

Creative Writing Skills	O	L1	M/505/4042	3	27	Portfolio of Evidence
Design Software	O	L1	M/502/4572	3	20	Portfolio of Evidence
Desktop Publishing Software	O	L1	Y/502/4565	3	20	Portfolio of Evidence
Discover Local History	O	L1	K/505/4220	3	27	Portfolio of Evidence
DJ Skills	O	L1	D/602/2245	3	30	Portfolio of Evidence
Drawing	O	L1	J/503/3097	3	27	Portfolio of Evidence
Face Painting	O	L1	M/505/4350	1	9	Portfolio of Evidence
Garment Construction: Techniques	O	L1	Y/505/3967	3	27	Portfolio of Evidence
Imaging Software	O	L1	J/502/4612	3	20	Portfolio of Evidence
Knitted Garments	O	L1	H/505/3969	3	27	Portfolio of Evidence
Local History Creative Project	O	L1	H/505/4216	3	27	Portfolio of Evidence
Manufacturing Sewn Products	O	L1	D/505/3971	6	54	Portfolio of Evidence
Measuring and Cutting Skills for Garment Making	O	L1	H/505/3972	3	27	Portfolio of Evidence
Multimedia Software	O	L1	Y/502/4615	3	20	Portfolio of Evidence
Music Skills for Solo Performance	O	L1	H/505/3986	6	54	Portfolio of Evidence
Musical Ensemble Skills	O	L1	K/505/3990	6	54	Portfolio of Evidence
Musical Theatre	O	L1	K/505/4038	3	27	Portfolio of Evidence
Painting	O	L1	A/503/2612	3	27	Portfolio of Evidence

Performance Improvisation Techniques	O	L1	M/505/4011	3	27	Portfolio of Evidence
Performing Physical Theatre	O	L1	H/505/4040	3	27	Portfolio of Evidence
Practical Floristry Skills	O	L1	A/505/4044	3	27	Portfolio of Evidence
Preparation for Employment in the Fashion Industries	O	L1	A/505/3976	3	27	Portfolio of Evidence
Preparation for Garment Construction	O	L1	R/503/3345	2	18	Portfolio of Evidence
Sculpture	O	L1	Y/503/2620	3	27	Portfolio of Evidence
Sound and Audio Production Skills	O	L1	D/651/1915	3	27	Portfolio of Evidence
Technical Skills for Performance	O	L1	Y/505/4018	3	27	Portfolio of Evidence
The Theory of Music	O	L1	Y/505/3998	6	54	Portfolio of Evidence
Understanding Techniques used in Floristry	O	L1	L/505/4341	3	27	Portfolio of Evidence
Using Commercial Garment Patterns	O	L1	F/503/3339	3	27	Portfolio of Evidence
Using Digital Sampling Techniques for Composing	O	L1	F/505/4501	3	27	Portfolio of Evidence
Using the Internet as a Medium for Music	O	L1	L/505/4002	3	27	Portfolio of Evidence
Using Tools and Equipment for Garment Making	O	L1	Y/505/3984	3	27	Portfolio of Evidence

Group I Hair and Beauty

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
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Assist with Facial Skin Care Treatments	O	L1	Y/600/8747	4	40	Portfolio of Evidence
Assist with Hair Colour Services	O	L1	R/600/1036	4	40	Portfolio of Evidence
Assist with Nail Services	O	L1	L/600/8924	4	40	Portfolio of Evidence
Basic Make-up Application	O	L1	D/506/7935	3	27	Portfolio of Evidence
Colour Hair using Temporary Colour	O	L1	R/600/4874	3	30	Portfolio of Evidence
Create and Maintain Retail Displays in the Salon	O	L1	Y/600/6335	2	17	Portfolio of Evidence
Make-up for an Occasion	O	L1	R/506/7947	3	27	Portfolio of Evidence
Nail Art Application Skills	O	L1	Y/506/7948	2	18	Portfolio of Evidence
Plaiting and Twisting Hair	O	L1	Y/502/3805	3	30	Portfolio of Evidence
Providing Basic Manicure Treatments	O	L1	Y/506/7951	3	27	Portfolio of Evidence
Providing Basic Pedicure Treatments	O	L1	D/506/7952	3	27	Portfolio of Evidence
Salon Reception Duties	O	L1	R/600/6334	3	22	Portfolio of Evidence
Styling Men's Hair	O	L1	A/502/3795	3	30	Portfolio of Evidence
Styling Women's Hair	O	L1	F/502/3796	3	30	Portfolio of Evidence
Understanding Skin Care	O	L1	D/506/5828	3	27	Portfolio of Evidence

Group J Health and Social Care

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Awareness of Protection and Safeguarding in Health	O	L1	R/602/6194	3	24	Portfolio of Evidence

and Social Care Adults and Children and Young People, Early Years and Childcare						
Awareness of the Role and Responsibilities of the Adult Social Care Worker	O	L1	F/502/9727	1	10	Portfolio of Evidence
Caring for Babies and Young Children	O	L1	Y/505/4729	3	27	Portfolio of Evidence
Communication and Engagement with Children in Social Care **New in Apr 26**	O	L1	L/652/0234	2	18	Portfolio of Evidence
Developing Skills for Listening to Children	O	L1	H/503/8193	3	27	Portfolio of Evidence
Equality, Diversity and Inclusion in Health, Care and Education Settings **New in Apr 26**	O	L1	T/652/0237	3	27	Portfolio of Evidence
Exploring Roles and Career Pathways in Health, Care and Education **New in Apr 26**	O	L1	R/652/0236	4	36	Portfolio of Evidence
Health, Hygiene and Infection Prevention **New in Apr 26**	O	L1	L/652/0252	2	18	Portfolio of Evidence
Inclusion and Diversity in Youth Work **New in Apr 26**	O	L1	F/652/0230	2	18	Portfolio of Evidence
Infection Prevention and Control in Adult Health **New in Apr 26**	O	L1	R/652/0245	2	18	Portfolio of Evidence
Infection Prevention and Health in Children **New in Apr 26**	O	L1	J/652/0241	2	18	Portfolio of Evidence
Introduction to Communication in Health and Social Care (Adults and Children)	O	L1	T/602/6205	2	19	Portfolio of Evidence

and Young People), Early Years and Childcare						
Introduction to Communication in Health and Social Care (Adults and Children and Young People), Early Years and Childcare	O	L1	T/602/6205	2	19	Portfolio of Evidence
Introduction to Developing Language and Communication Skills in Children from 0 – 5 Years	O	L1	J/505/0742	3	27	Portfolio of Evidence
Introduction to the Adult Social Care Sector	O	L1	F/502/9579	1	10	Portfolio of Evidence
Introduction to the Values and Principles of Adult Social Care	O	L1	D/502/9590	1	10	Portfolio of Evidence
Introductory Awareness of Person-Centred support in Health, Social Care and Children’s and Young People’s Settings	O	L1	D/502/9718	2	18	Portfolio of Evidence
Introductory Awareness of the Importance of Healthy Eating and Drinking for Adults	O	L1	J/506/8058	3	24	Portfolio of Evidence
Monitoring Children’s Health and Wellbeing **New in Apr 26**	O	L1	H/652/0240	2	18	Portfolio of Evidence
Person-Centred Care and Support in Adult Social Care Settings **New in Apr 26**	O	L1	J/652/0250	2	18	Portfolio of Evidence
Person-Centred Care for Children **New in Apr 26**	O	L1	A/652/0239	2	18	Portfolio of Evidence
Planning Youth Work Activities **New in Apr 26**	O	L1	Y/652/0229	2	18	Portfolio of Evidence

Safeguarding Adults and Duty of Care **New in Apr 26**	O	L1	A/652/0248	2	18	Portfolio of Evidence
Safeguarding Children and Young People **New in Apr 26**	O	L1	K/652/0233	2	18	Portfolio of Evidence
Supporting Adults with Routine Health and Wellbeing Needs **New in Apr 26**	O	L1	M/652/0244	4	36	Portfolio of Evidence
Supporting Child Development from 0-3 Years	O	L1	H/505/0747	3	27	Portfolio of Evidence
Supporting Children and Families **New in Apr 26**	O	L1	J/652/0232	2	18	Portfolio of Evidence
Supporting Children Through Social Care Processes **New in Apr 26**	O	L1	H/652/0231	3	27	Portfolio of Evidence
Supporting Children's Emotional and Developmental Needs in Healthcare **New in Apr 26**	O	L1	Y/652/0238	4	36	Portfolio of Evidence
Supporting Wellbeing and Daily Living **New in Apr 26**	O	L1	T/652/0246	2	18	Portfolio of Evidence
Supporting Young People's Personal and Social Development **New in Apr 26**	O	L1	T/652/0228	2	18	Portfolio of Evidence
Understanding Children's Social and Emotional Development	O	L1	A/505/0754	3	27	Portfolio of Evidence
Understanding Growth and Physical Development from Birth to Adolescence	O	L1	F/505/0755	2	18	Portfolio of Evidence
Understanding Person-Centred Care in Adult	O	L1	L/652/0243	4	36	Portfolio of Evidence

Health **New in Apr 26**						
Understanding Play	O	L1	R/503/3183	3	27	Portfolio of Evidence
Understanding Play for Early Learning	O	L1	F/503/8167	3	27	Portfolio of Evidence
Understanding the Intellectual and Language Development of Children from Birth to Eight	O	L1	Y/503/3184	3	27	Portfolio of Evidence
Understanding the Physical and Psychological Needs of Children	O	L1	R/505/0761	3	27	Portfolio of Evidence
Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker	O	L1	L/500/5513	3	27	Portfolio of Evidence
Using Craft Activities with Children and Young People	O	L1	D/505/0763	3	27	Portfolio of Evidence
Working Safely and Following Health, Care and Education Procedures **New in Apr 26**	O	L1	M/652/0235	3	27	Portfolio of Evidence
Youth Participation and Voice **New in Apr 26**	O	L1	R/652/0227	2	18	Portfolio of Evidence
Youth Work in the Community **New in Apr 26**	O	L1	M/652/0226	2	18	Portfolio of Evidence

Group K Natural, Social and Life Sciences **Coming Soon!******

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Coming Soon!						

Group L Horticulture

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Applying Safe Working Practices in Horticulture **New in Apr 26**	O	L1	M/652/0073	2	18	Portfolio of Evidence
Cultivating Compost and Soils	O	L1	R/505/0596	3	27	Portfolio of Evidence
Cultivating Herbs	O	L1	R/503/2714	3	27	Portfolio of Evidence
Garden Horticulture	O	L1	D/505/0598	3	27	Portfolio of Evidence
Maintaining and Improving Planted Environments **New in Apr 26**	O	L1	R/652/0074	2	18	Portfolio of Evidence
Organic Horticulture	O	L1	L/505/0600	3	27	Portfolio of Evidence
Pest Control	O	L1	M/503/8620	1	9	Portfolio of Evidence
Planning Routing Maintenance Tasks **New in Apr 26**	O	L1	T/652/0075	2	18	Portfolio of Evidence
Plant Pruning	O	L1	R/505/0601	1	9	Portfolio of Evidence
Plant Selection	O	L1	M/504/0738	3	27	Portfolio of Evidence
Practical Plant Propagation **New in Apr 26**	O	L1	Y/652/0076	2	18	Portfolio of Evidence
Selecting Plants for Different Environments **New in Apr 26**	O	L1	A/652/0077	2	18	Portfolio of Evidence

Soil and Plant Care in Growing Environments **New in Apr 26**	O	L1	D/652/0078	2	18	Portfolio of Evidence
Soils and Crop Plants	O	L1	L/505/4338	3	27	Portfolio of Evidence
Sowing and Growing Techniques	O	L1	Y/505/0602	3	27	Portfolio of Evidence
Supporting Sustainable Horticultural Practice **New in Apr 26**	O	L1	F/652/0079	2	18	Portfolio of Evidence
Using and Maintaining Horticultural Hand Tools	O	L1	T/504/0742	3	27	Portfolio of Evidence
Using and Maintaining Horticultural Tools **New in Apr 26**	O	L1	K/652/0080	2	18	Portfolio of Evidence
Weed Control	O	L1	A/504/0743	1	9	Portfolio of Evidence

Group M Motor Vehicle and Cycle Maintenance

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Basic Vehicle Body Repairs	O	L1	M/506/8054	5	37	Portfolio of Evidence
Carry Out a Systematic Cycle Check	O	L1	J/505/4404	1	9	Portfolio of Evidence
Checking and Maintaining a Car's Tyre Pressure and Tread	O	L1	D/505/0603	1	9	Portfolio of Evidence
Cycle Maintenance	O	L1	A/506/7943	3	27	Portfolio of Evidence
Identification of Basic External and Internal Car Parts	O	L1	H/505/0604	3	27	Portfolio of Evidence
Introduction to Vehicle Technology and Workshop Methods and Processes	O	L1	L/502/1646	6	60	Portfolio of Evidence

Introduction to Vehicle Valeting	O	L1	J/501/7028	4	40	Portfolio of Evidence
Introduction to Vehicle Wheels and Tyres	O	L1	H/501/7022	2	20	Portfolio of Evidence
Motorcycle Construction and Routine Maintenance	O	L1	Y/503/3380	3	20	Portfolio of Evidence
Remove and Replace a Cycle Rim Brake Assembly	O	L1	F/505/4403	2	18	Portfolio of Evidence
Repair a Cycle Puncture	O	L1	L/505/4405	1	9	Portfolio of Evidence
Routine Motorcycle Maintenance Processes and Procedures	O	L1	L/506/8059	4	30	Portfolio of Evidence
Routine Vehicle Maintenance Processes and Procedures on Vehicles with Four Wheels or more	O	L1	J/600/3303	4	30	Portfolio of Evidence
Tools, Equipment and Materials for Vehicle Maintenance	O	L1	H/506/8066	4	30	Portfolio of Evidence
Vehicle Braking Systems Components and Maintenance	O	L1	K/506/8070	4	30	Portfolio of Evidence

Group N Sport and Leisure

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Angling Skills	O	L1	T/505/0638	3	27	Portfolio of Evidence
Assist in Delivering an Activity Session	O	L1	F/505/0643	3	27	Portfolio of Evidence
How the Body Works	O	L1	F/506/8057	4	30	Portfolio of Evidence

Indoor Team Games	O	L1	A/505/0656	3	27	Portfolio of Evidence
Participating in Leisure Activities	O	L1	L/505/0659	3	27	Portfolio of Evidence
Planning a Fitness Programme	O	L1	F/504/8200	3	27	Portfolio of Evidence
Principles of Conducting Sports Coaching	O	L1	F/505/0660	3	27	Portfolio of Evidence
Sport and Active Leisure Project	O	L1	K/506/7954	4	30	Portfolio of Evidence
Taking Part in a Sport	O	L1	J/505/0661	3	27	Portfolio of Evidence
Taking Part in Exercise and Fitness	O	L1	D/506/8065	4	36	Portfolio of Evidence
The Angling Environment	O	L1	J/503/3570	3	27	Portfolio of Evidence

Group O Digital **New in Nov 25******

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Communicating and Collaborating Online **New in Nov 25**	O	L1	F/651/8513	2	18	Portfolio of Evidence
Designing Simple Games **New in Nov 25**	O	L1	D/651/8512	3	27	Portfolio of Evidence
Digital Design Thinking **New in Nov 25**	O	L1	A/651/8511	3	27	Portfolio of Evidence
Planning a Digital Project **New in Nov 25**	O	L1	Y/651/8510	3	27	Portfolio of Evidence
Producing Digital Content **New in Nov 25**	O	L1	M/651/8509	2	18	Portfolio of Evidence
Programming for Beginners **New in Nov 25**	O	L1	H/651/8514	3	27	Portfolio of Evidence

Using Digital Information **New in Nov 25**	O	L1	J/651/8515	2	18	Portfolio of Evidence
Using Emerging Technology **New in Nov 25**	O	L1	K/651/8516	3	27	Portfolio of Evidence
Using Technology for Everyday Tasks **New in Nov 25**	O	L1	L/651/8517	2	18	Portfolio of Evidence

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 these 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 teacher 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

These qualifications are made up of internally set and 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.

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

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

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.

More details on each unit's assessment can be found in the Assessment section of each unit.

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

Existing Centres have access to vLearn, new Centres must contact their NOCN Business Development Manager.

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 these qualifications have a demonstrable level of expertise.

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

3.1.1 Tutor & Assessor Requirements

- **Tutors and Assessors:** Be technically competent in the content dictated by the units they are assessing or delivering and/or have experience of assessing / delivering training within the area. The minimum expectation is that the level of experience should be at the same level as the training that is to be delivered.
- **Tutors and Assessors:** An occupational knowledge of the content dictated by the units they are assessing or delivering. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.
- **Tutors Only:** Should hold a recognised teaching qualification or, for new tutors, undertake and complete initial teacher training to a minimum Level 3 standard within 12 months of taking up the tutor role.

Centre staff may undertake more than one role, for example, tutor and assessor or internal verifier, but they cannot carry out any verification on work that they have previously assessed.

3.1.2 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:

- Be technically competent in Personal Development, Vocational Support, Employability, Literacy and Numeracy, Animal Care, Business and Administration, Catering, Construction, Creative Skills, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure as dictated by the units they are verifying and/or have experience of delivering training within the area. The minimum expectation is that the level of experience should be at the same level as the training that is to be delivered.
- An occupational knowledge of Personal Development, Vocational Support, Employability, Literacy and Numeracy, Animal Care, Business and Administration,

Catering, Construction, Creative Skills, Hair and Beauty, Health and Social Care, Horticulture, Motor Vehicle and Cycle Maintenance and Sport and Leisure as dictated by the units they are verifying. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.

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.

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

3.1.3 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.

3.1.4 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 can be found on the NOCN website at www.nocn.org.uk

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 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

These Level 1 qualifications consist of Optional components. The qualification structures (**see section 2**) set out the rules for achieving the qualification.

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

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

<https://www.nocn.org.uk/products/qualifications/601-0948-8-nocn-level-1-award-in-skills-for-employment-training-and-personal-development/>

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