



PART OF **nocn** GROUP

# QUALIFICATION SPECIFICATION

## **NOCN Level 4 Diploma in Advanced Practice Funeral Celebrancy**

**Qualification No: 610/2743/1**

**Operational Start Date: 05 June 2023**

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### **To know more about NOCN:**

- Visit the NOCN website: [www.nocn.org.uk](http://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/](http://www.nocn.org.uk/)

## Qualification at a Glance

Title	Size
NOCN Level 4 Diploma in Advanced Practice Funeral Celebrancy	TQT = 580 GLH = 395 Credits = 58
Purpose	Target Audience
The NOCN Level 4 Diploma in Advanced Practice Funeral Celebrancy is designed to provide learners with the advanced skills, knowledge, understanding and competencies required to support bereaved families and professionals, such as Funeral Directors and other roles in the sector	This qualification is for those with experience in Funeral Celebrancy who want to gain advanced knowledge and skills to support bereaved families and professionals, such as Funeral Directors and other roles in the sector.
Content Overview	Entry Requirements
<p>The qualification will provide learners with the opportunity to develop advanced skills in areas such as:</p> <ul style="list-style-type: none"> <li>Interviewing bereaved families in challenging and difficult circumstances.</li> <li>Funeral ceremony writing and delivery skills.</li> <li>Advancing inclusivity at funeral ceremonies</li> <li>How to work with bereaved parents to create and deliver child and baby funerals.</li> <li>Advanced understanding, creation and delivery of memorial ceremonies and ashes ceremonies.</li> </ul>	Learners will need be a minimum of 19 years of age and either; hold the Level 3 Diploma in Funeral Celebrancy or have conducted a minimum of 20 funeral ceremonies as a practicing Funeral Celebrant.
Assessment	Additional Resources
This qualification is assessed via a portfolio of evidence.	There are no additional resources for this qualification.

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## 1. Overview of Qualification

This qualification is vocationally based and offers the opportunity for learners to demonstrate an achievement of knowledge and practical skills of Advanced Funeral Celebrancy.

The qualification is aimed at practicing Celebrants to allow advanced study in order to improve practice. Having conducted funerals ceremonies, Celebrants understand the challenging circumstances surrounding many deaths. The qualification provides learning in how to deal effectively with these circumstances.

The qualification provides advanced level training in the core skills of Funeral Celebrancy and additional learning in themes such as making funeral ceremonies more inclusive and accessible. It supports the provision of high-quality standards in a new and growing profession.

### 1.1. Entry Requirements

Learners will need to be a minimum of 19 years of age and either; hold the Level 3 Diploma in Funeral Celebrancy or have conducted a minimum of 20 funeral ceremonies as a practicing Funeral Celebrant.

The learner 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 should undertake initial assessment activities with learners to ensure this is an appropriate qualification for them, and they can achieve the level they will be studying before enrolling them on a programme of learning.

### 1.2. Progression Routes

Achievement of this qualification confirms the learner has gained the knowledge and skills required to support bereaved families and professionals, such as Funeral Directors, in the delivery of funeral ceremonies.

## 2. Qualification Details

### 2.1 Qualification Structure

The NOCN Level 4 Diploma in Advanced Practice Funeral Celebrancy is a **58**-credit qualification with a Total Qualification Time (TQT) of **580** hours, of which **395** are Guided Learning Hours (GLH).

Learners **must** achieve all **58** credits from the Mandatory Group.

Unit	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Advanced Inclusivity for Funeral Ceremonies	4	L/650/7357	3	20	Portfolio
Advanced Practice for Memorial Ceremonies	4	K/650/7356	2	20	Portfolio
Advanced Practice in Non-Verbal Delivery Techniques for Funeral Ceremonies	4	J/650/7355	3	20	Portfolio
Advanced Practice for Ashes Ceremonies	4	H/650/7354	2	20	Portfolio
Advanced Practice in the Use of Music at Funeral Ceremonies	4	F/650/7353	3	20	Portfolio
Advanced Practice in Verbal Delivery Techniques for Funerals Ceremonies	4	D/650/7352	3	20	Portfolio
Advanced Practice in Writing Skills for Funeral Ceremonies	5	A/650/7351	4	25	Portfolio
Conduct Bereavement Interviews in Challenging Circumstances	5	K/650/7338	4	25	Portfolio
Creating and Delivering Child and Baby Funeral and Ashes Ceremonies	5	F/650/7335	4	25	Portfolio
Advanced Delivery of Poetry and Readings at Funeral Ceremonies	4	K/650/7329	3	20	Portfolio

Improving Inclusivity at Funeral Ceremonies	4	Y/650/7332	2	20	Portfolio
Rhetorical Techniques for Funeral Ceremonies	4	D/650/7325	3	20	Portfolio
Storytelling Techniques for Funeral Ceremonies	4	J/650/7319	3	25	Portfolio
Understand Challenging Circumstances that Impact Bereavement Interviews	4	H/650/7318	4	20	Portfolio
Understand Poetry and Readings for Funeral Ceremonies	4	Y/650/7314	3	20	Portfolio
Understand the Technology for Playing Music, Webcasting and Visual Imagery at Funeral Ceremonies	4	T/650/7313	3	20	Portfolio
Understand the Context of Child and Baby Funerals	4	K/650/7300	3	20	Portfolio
Understand the Role of a Celebrant in Bereavement Interviews Conducted in Challenging Circumstances	4	A/650/7299	3	20	Portfolio
Working with Bereaved Parents	4	Y/650/7298	3	15	Portfolio

## 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><b>1. Guided Learning Hours (GLH):</b></p> <ul style="list-style-type: none"> <li>• learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom-based learning supervised by a teacher</li> <li>• Work-based learning supervised by a teacher</li> <li>• Live webinar or telephone tutorial with a teach in real time</li> <li>• E-learning supervised by a teacher in real time</li> <li>• All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training</li> <li>• Exam time</li> </ul>
<p><b>2. Other Learning Hours (OLH):</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ preparatory work</li> <li>○ self-study</li> <li>○ any other form of education or training, including assessment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Independent and unsupervised research/learning</li> <li>• Unsupervised compilation of a portfolio of work experience</li> <li>• Unsupervised e-learning</li> <li>• Unsupervised e-assessment</li> <li>• Unsupervised coursework</li> <li>• Watching a pre-recorded podcast or webinar</li> <li>• Unsupervised work-based learning</li> </ul>

## 2.3 Assessment and Evidence

This qualification is internally assessed and externally quality assured.

### Internal assessment

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](http://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.

## 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](http://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](http://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:

[http://www.nocn.org.uk/qualifications\\_and\\_units/additional\\_qualification\\_documents](http://www.nocn.org.uk/qualifications_and_units/additional_qualification_documents).

## 3. Centre Information

### 3.1 Required Resources for Delivering the Qualifications

As part of the requirement to deliver the qualification 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 can 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.

#### 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. 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.

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](http://www.nocn.org.uk)

## 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 can be found on the NOCN website at [www.nocn.org.uk](http://www.nocn.org.uk)

## 3.2 Offering the Qualification

To be able to offer this qualification, contact Civil Ceremonies for confirmation. Please contact [training@civilceremonies.co.uk](mailto:training@civilceremonies.co.uk) for further details.

## 4. Component Information

The NOCN Level 4 Diploma in Advanced Practice Funeral Celebrancy consists of just Mandatory components. The qualification structure (**see section 2**) sets out the rules for achieving 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.

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

<https://www.nocn.org.uk/products/qualifications/610-2743-1-nocn-level-4-diploma-in-advanced-practice-funeral-celebrancy/>

## NOCN

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

**Tel:** 0300 999 1177

**Email:** [nocn@nocn.org.uk](mailto:nocn@nocn.org.uk)

**[www.nocn.org.uk](http://www.nocn.org.uk)**