



PART OF **nocn** GROUP

# QUALIFICATION SPECIFICATION

## NOCN\_Cskills Awards Level 1 Award in Health and Safety in a Construction Environment

Qualification No: **603/2371/1**

### Operational Start Date

01 Dec 2017

### Version

4.3 – July 2024

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

## Qualification Specification Updates:

Version & Date	Section(s) Changed	Updated Details
Version 4.2 – January 2023	Qualifications at a Glance	Tutor support materials, <b>including an online learning programme</b> , are available on vLearn.
Version 4.3 – July 2024	3.1.1 Tutor requirements 3.1.2 Assessor requirements	Additional clarity added to the criteria

## Qualification at a Glance

Title	Size
NOCN_Cskills Awards Level 1 Award in Health and Safety in a Construction Environment.	Credits = 3 GLH = 21 TQT = 30
Purpose	Target Audience
This qualification is for learners who are new to the construction sector and/or who want to gain a CSCS Green Card to access construction sites in the UK as a non-skilled worker.	This Level 1 qualification is designed for learners who are aged 16 or over.
Content Overview	Entry Requirements
The qualification covers the health and safety knowledge that is required to gain a CSCS Green Card.  This qualification must be delivered in English	There are no formal entry requirements to take this qualification. This qualification can be undertaken without any previous training or qualifications in this subject area.
Assessment	Additional Resources
The qualification is assessed through either a multiple-choice assessment or an assessment portfolio.	Tutor support materials, including an online learning programme, are available on vLearn.

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# 1. Overview of Qualification

This qualification is designed for individuals who are new to the construction sector and / or who want to gain their CSCS Green Card to access construction sites in the UK as a non-skilled worker. The qualification enables the learner to demonstrate an achievement of knowledge and skills in risk assessments, manual handling, working at heights, risks to health and working around plant and machinery.

Successful completion of this qualification will allow the learner to undertake the mandatory knowledge test in order to gain a CSCS Green Card to access construction sites in the UK as a non-skilled worker.

This qualification must be delivered in English.

## 1.1. Entry Requirements

There are no formal entry requirements for learners. This qualification is available to learners aged 16 years or over.

Learners must be able 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 the learner to ensure this is an appropriate qualification for them, and they can achieve the level they will be studying before enrolling them onto a programme of learning.

## 1.2. Progression Routes

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

- Gain employment in the construction sector as a non-skilled worker
- Progress onto a Level 2 qualification specific to a particular trade or job role
- Progress onto an apprenticeship.

## 2. Qualifications Details

### 2.1. Qualification Structure

The NOCN\_Cskills Awards Level 1 Award in Health and Safety in a Construction Environment is a 3-credit qualification with a Total Qualification Time (TQT) of 30, including 21 Guided Learning Hours (GLH). Learners **must** achieve all 3 credits from the 1 mandatory components.

Component Title	Level	Credit Value	GLH	Ofqual Reference Number	Assessment Methods
<b>Mandatory Components</b>					
Health and Safety in a Construction Environment	1	3	21	D/616/3686	Multiple choice assessment or Assessment 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 these 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 has two modes of assessment. Centres must select the appropriate method, from the two options below, for their learners when registering:

- Online multiple-choice assessment
- NOCN devised assessment portfolio.

Both assessments are externally set by NOCN. Further details are included below.

### External Assessment (externally set and internally assessed)

The assessment portfolio is available on vLearn and includes the information needed by the learner to complete the assessment. The assessment decisions are to be recorded on the assessment documents.

This is a live assessment. Learners must complete the document in controlled circumstances. The completion of the assessment portfolio must be done under the supervision of an assigned invigilator. Learners are not permitted to take the document out of the assessment room.



## Conducting the Portfolio Assessment

To ensure the validity of the assessment outcome, NOCN requires centres to conduct the assessment for the portfolio route of this qualification under controlled conditions as a classroom-based assessment.

As a live assessment document, the assessment portfolio must only be used as a formal assessment document. It must not be used to prepare learners for the online assessment option for this qualification. Centres must choose the appropriate route to meet the specific needs of their learners. Learners are not permitted to complete both routes simultaneously.

NOCN makes multiple versions of the assessment portfolio available to centres. Centres are required to utilise the different versions during their delivery of this qualification i.e., different cohorts are expected to complete different versions of the assessment to ensure that the Centre is offering all versions of the assessment. It is expected that centres track the use of the different assessment versions to evidence to NOCN how they are ensuring adherence to this requirement.

The assessment portfolio has five sections and is structured to match the learning outcomes of the unit. The Centre can choose to deliver the assessment entirely as a summative assessment or split the delivery into the five sections, allowing learners to attempt the sections separately. Where a Centre decides to deliver the assessment to learners in sections, the Centre must ensure that learners are only issued with the relevant section(s) that they need to complete. After the learner has completed each section of the assessment, this must be submitted back to the Assessor at the end of each session to allow assessment. All completed assessment materials must be stored securely.

In delivering the portfolio route, centres are required to comply with our instructions for conducting assessments, which are stated below:

### 1. Role of the Assessor

The role of the Assessor is to ensure that assessments are conducted in accordance with NOCN requirements, in order to:

- enable all learners to demonstrate their abilities and knowledge
- prevent possible learner malpractice.
- safeguard the integrity of the assessment process.

The Assessor is the individual with responsibility for conducting a particular assessment session for learners. Assessors have a key role in upholding the integrity of the assessment process. Assessors must be responsible and appropriately trained in their duties and must meet the requirements for this role as detailed within the Qualification Specification. For this assessment, it is acceptable for the Assessor to be the Tutor who has taught the learner.



The Assessor **must**:

- be appropriately trained in their duties and responsibilities
- give due diligence in conducting the assessments
- issue the assessment material for the learners only immediately before the assessment.
- observe learners undertaking the assessment at all times
- be fully conversant with NOCN requirements for confirming learner identity
- inform the Head of Organisation if they suspect that the integrity of the assessment process has been compromised, in line with the NOCN Malpractice and Maladministration Policy and Procedure

The Assessor **must not**, during the assessment:

- comment on the content of the assessments while it is being completed by learners
- offer any advice or comment on the work of a learner.

## **2. The role of the Learner**

Learners are required to complete the assessments independently without any guidance from Tutors or interaction with other learners during the assessment. Learners are not permitted to access to the assessment portfolio before they take the assessments and must not bring any guidance material into the room when they are completing their assessment. The assessment portfolio materials must be returned to the Assessor following completion. They must not leave the assessment room during the assessment.

## **3. Feedback**

Following the completion of the assessment, the Assessor must assess the learners work and indicate whether their response is appropriate and sufficient or not. The Assessor must provide non-developmental feedback, i.e., the learner should see which elements are correct or not, but they must not be informed of how to amend answers for re-submission.

Where a learner has generated insufficient evidence to determine achievement, the learner must be provided with the opportunity to either re-sit or add to their assessment submission. This must be completed in the same assessment conditions as the original sitting. Where an assessment is added to, the learner must clearly identify where an addition has been made by dating their additional response. This is to support the audit trail of the assessment process. The Assessor must then re-assess the evidence, in line with NOCN requirements.

## **4. Monitoring Centre Marking**

In line with the NOCN approval criteria, centres are required to conduct their own internal quality assurance of the marking within their Centre to ensure accuracy and consistency of the Centre's assessment decisions. This must be supported by regular

feedback and standardisation activities.

In line with the NOCN Risk-Based Approach to Centre Quality Monitoring Policy and Procedure, NOCN will monitor the accuracy and consistency of Centre marking of the scenario-based tasks and observed tasks to ensure that the marking of assessments and issuing of results for all learners is conducted in a manner which is compliant, maintains qualification standards, protects the interests of learners, and prevents the occurrence of an Adverse Effect. In doing so, NOCN is following the requirements of its Centre Assessment Standards Scrutiny (CASS) Strategy

### **Storage of Completed Assessment Portfolios**

In line with the [NOCN Quality Assurance Manual](#), completed and marked assessment portfolios must be stored securely by a centre for a minimum of three years and must be presented to NOCN by request to allow the completion of its quality assurance activities

Centres must ensure that access to completed assessment material is carefully controlled to maintain the integrity of the assessment.

### **Claiming Achievement and Direct Claims Status:**

For centres delivering the assessment portfolio route, centres are required to claim achievement for learners once their own assessment and internal quality assurance systems have confirmed that all assessment requirements have been met. The assigned NOCN External Quality Assurer (EQA) will review claims for certification in line with the NOCN Risk-Based Approach to Centre Quality Monitoring Policy and Procedure. In line with the NOCN Direct Claims Status Policy and Procedure, Direct Claims Status (DCS) will be reviewed and approved by the Centre's assigned External Quality Assurer for the workbook route where centres are able to demonstrate that they meet all of the criteria for DCS.

### **External Assessment (externally set and externally assessed)**

Learners will be required to complete the mandatory NOCN knowledge test accessed via the NOCN Test Platform. The knowledge test is to be taken at the end of the qualification.

The knowledge assessment is designed to be taken on a computer using the NOCN online Test Platform, however, paper testing is also available in some circumstances.

The test is externally set and marked and consists of multiple-choice questions covering the Learning Outcomes and associated requirements for the unit.

The test is graded at pass or fail. The qualification is graded at pass or fail.

### **Claiming Achievement and Direct Claims Status:**

For centres delivering the online test route, a learner's result will automatically be transferred to the learner's record and this element does not need to be claimed for by centres. Instead, centres are required to upload confirmation that learning has taken place for this qualification and that all delivery requirements have been met. The confirmation of learning will be quality assured by the Centre's EQA as part of

their sampling activities. DCS for this element will also be awarded by the EQA where all criteria are met. To be certificated, learners will be required to have been awarded both the online test and the confirmation of learning elements.

**For further information on the NOCN Test Platform and Invigilation Policy for Training Qualifications, please refer to the Products and Support section on the NOCN website or contact our Customer Experience 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](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**

Assessment materials are only available to centres approved to deliver this qualification.

The assessment portfolio is 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 this qualification there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN requires 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.

### 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.

## 3.2. Offering the Qualification

### Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering these qualifications, please contact: [business-enquiries@nocn.org.uk](mailto: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

The NOCN\_Cskills Awards Level 1 Award in Health and Safety in a Construction Environment. qualification consists of 1 Mandatory components.

To achieve this qualification a learner must provide evidence of learning and achievement against all of the assessment criteria within the mandatory component. The Mandatory component can be downloaded via the NOCN website.

- [NOCN\\_Cskills Awards Level 1 Award in Health and Safety in a Construction Environment.](#)

## **NOCN**

Acero 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)**