



PART OF **nocn** GROUP

## QUALIFICATION SPECIFICATION

# NOCN Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings

Qualification No: **610/1607/X**

### Operational Start Date

1<sup>st</sup> November 2022

### Version

1 – Oct 22

### 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 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 at a Glance

Title	Size
NOCN Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings	Award: 3 Credits
Purpose	Target Audience
The purpose of this qualification is to equip learners with the knowledge and understanding of the available energy efficiency measures for older and traditional buildings.	This Level 3 qualification is primarily designed for learners who are aged 18 or older and who already have a background and experience in the construction industry. However, learners who are new to the installation of energy efficiency measures can be considered
Content Overview	Entry Requirements
This Level 3 qualification provides learners with an overview of older and traditional buildings, the range of energy efficiency measures available, how to evaluate their suitability and recommend their installation.	There are no formal entry requirements for learners undertaking this qualification, however, experience in the construction industry would be a benefit.
Assessment	Additional Resources
This qualification is assessed via three multiple choice examinations, one for each of the three units.	Supporting resources are available for this qualification on NOCN’s vLearn platform.

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# 1. Overview of Qualification

This qualification is vocationally based, and it aims to enable learners to recognise and understand the requirements and characteristics of older and traditional buildings, develop knowledge of appropriate energy efficiency measures make recommendations on the installation and retrofit of energy efficiency measures to traditional (pre-1919) Buildings.

The qualification is designed for learners to obtain a recognised qualification in energy efficiency.

## 1.1 Entry Requirements

There are no formal entry requirements for learners undertaking this qualification, but it is principally designed for learners who are aged 18 years of age or older and who already have a background and experience in the construction industry. It aims to ensure that a learner's prior knowledge and experience of this sector is established ahead of the course delivery.

The qualification can be undertaken without any previous training, qualifications, or experience in this subject area as long as the learner's suitability for the programme is assessed. 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 these are appropriate qualifications for them, and they can achieve the level they will be studying before enrolling them onto a programme of learning. A pre-course Skills Scan Document is available and can be accessed and downloaded from NOCN's vLearn platform.

The target audience includes the following occupational areas, but the list shown is not exhaustive:

- Experienced craftspeople & general building operatives
- Proprietors of small building companies who have experience of working on various aspects of traditional (pre-1919) buildings, or plan to undertake this type of work
- Site managers and supervisors involved in managing contracts for the energy efficiency & retrofit of traditional (pre-1919) buildings
- Estimators, planners, architects, designers
- Installers of Solid Wall Insulation systems (Internal & External Wall Insulation)
- Installers of Passive Fire Protection measures.

## 1.2 Progression Routes

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

- Progress directly into employment
- Progress into further learning at a higher level such as
  - Level 5 Diploma in Retrofit Coordination and Risk Management.

## 2. Qualification Details

### 2.1 Qualification Structures

The NOCN Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings 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 three components in the Mandatory Components below.

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Recognising the Age, Nature and Characteristics of Older and Traditional Buildings	M	3	<b>D/650/4481</b>	1	7	Multiple choice test
Evaluating the Options for Introducing Energy Efficiency Measures to Older and Traditional Buildings	M	3	<b>M/650/4478</b>	1	7	Multiple choice test
Make Recommendations and Provide Advice on the Introduction of Energy Efficiency Measures to Older and Traditional Buildings	M	3	<b>R/650/4479</b>	1	7	Multiple choice test

## 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 this qualification. 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

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

Learners will be required to complete a NOCN end of unit knowledge test, accessed via the Assessment Platform, for the following units:

- Recognising the Age, Nature and Characteristics of Older and Traditional Buildings (mandatory unit)
- Evaluating the Options for Introducing Energy Efficiency Measures to Older and Traditional Buildings (mandatory unit)
- Make Recommendations and Provide Advice on the Introduction of Energy Efficiency Measures to Older and Traditional Buildings (mandatory unit)

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

The tests are externally set and marked and consist of multiple-choice questions covering

the Learning Outcomes and associated requirements for the units.

The tests are graded as Pass / Fail. The qualification is graded as Pass / Fail.

Assessment conditions:

- Each unit has its own end assessment.
- Each end assessment consists of 15 multiple choice questions and the learners have 20 minutes to complete the assessment.
- The end assessments will be open book and the learners are permitted to use their notes to answer the questions.
- The overall pass mark in each end assessment is 80%. Learners who achieve this mark or higher in each of the three end assessments will receive the NOCN Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings.

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

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

## 2.4 Fair and Equitable Assessment

Assessments are designed to be accessible and inclusive, and the assessment methodology is appropriate for individual assessment, giving 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.

All current assessment materials are available from NOCN's vLearn platform. Existing centres have access to vLearn, new centres must contact the NOCN On-boarding Team. 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 Qualification

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 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 and a minimum of 3 years' experience working in a relevant area.

#### 3.1.2 Assessor Requirements

Be technically competent, have experience of conducting assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

#### 3.1.3 Internal Quality Assurer Requirements

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

NOCN expects that an Internal Quality Assurer 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. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

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

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

#### 3.1.4 Continuing Professional Development (CPD)

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

### 3.1.5 External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of 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 this qualification, please contact: [business-enquiries@nocn.org.uk](mailto:business-enquiries@nocn.org.uk)

Use Horizon to add the 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 the 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

The NOCN Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within the component.

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

[NOCN Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings](#)

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