

How to find an asset on My NOCN - using the qualification reference

Introduction

My NOCN is the password protected part of the NOCN website where Approved NOCN Centres can find resources ('assets') associated with their qualifications, such as Learner Workbooks, Assessment Materials or User Guides. Assets are provided either in shared subject folders e.g. 'Construction' or 'ESOL', or *attached to specific qualifications*. Users will only see qualifications and assets which they are approved to see.

Here we are looking at finding assets attached to qualifications for construction centres, using the Ofqual qualification reference to help our search. We will find the reference number from the NOCN website and use that in My NOCN and find the required asset.

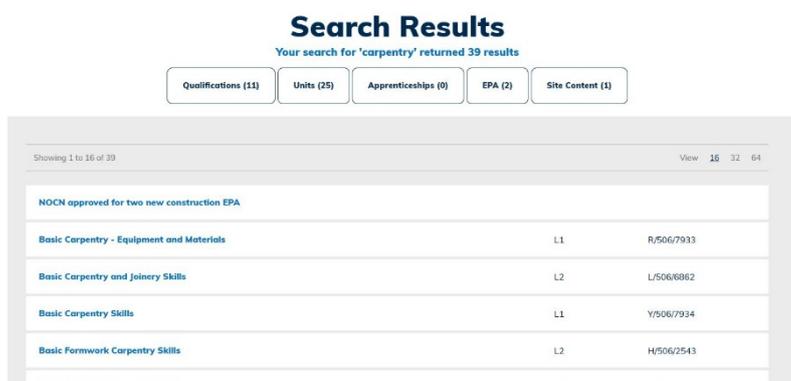
1. The first thing you need to do is get the **Ofqual reference number** for the qualification you are looking for e.g. 600/8811/4

If you already have the reference number, skip to Step 6 below to log into My NOCN.

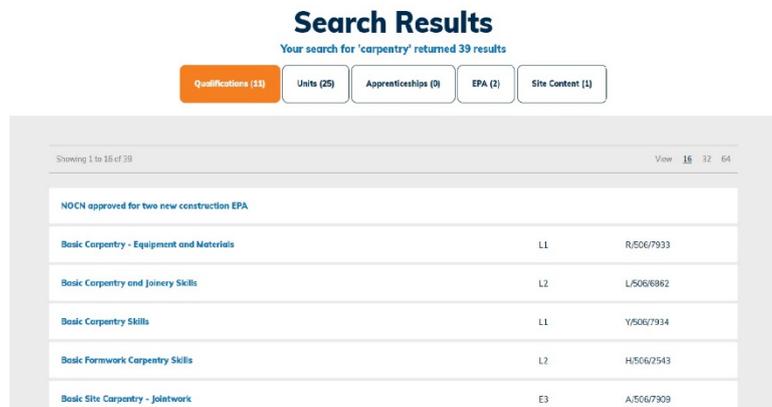
If not type a relevant keyword for the qualification into the **Search** bar on the NOCN website e.g. 'carpentry'.



2. This returns a screen of **Search Results**.



3. Click the **Qualifications** filter button



4. Click the **qualification** you want.

Qualification Name	Sector	Level	Reference
NOCN Level 2 Diploma in Construction Crafts - Carpentry and Joinery	Building and Construction	Level 2	600/6580/1
NOCN_Cskills Awards Entry Level 3 Award in Carpentry and Joinery	5.2 Building and Construction	Entry Level 3	600/6797/3
NOCN_Cskills Awards Level 1 Award in Carpentry and Joinery	5.2 Building and Construction	Level 1	600/6805/9
NOCN_Cskills Awards Level 1 Certificate in Carpentry and Joinery	5.2 Building and Construction	Level 1	600/6811/4
NOCN_Cskills Awards Level 1 Diploma in Carpentry and Joinery (Construction)	5.2 Building and Construction	Level 1	600/6602/6
NOCN_Cskills Awards Level 2 Diploma in Site Carpentry (Construction)	5.2 Building and Construction	Level 2	600/6603/8

5. This opens a new screen for that qualification.

Copy the **Reference** as shown. You can use **Ctrl+C** or right click and **Copy**.

Open **My NOCN** by clicking the button on the top right on the website.

Reference	Total Qualification Time (TQT)	Credits
600/6811/4	140	14

Award Code	Minimum Age	Level
CR1602	14	Level 1

6. This opens the **My NOCN** log-in screen.

Type in your email **address** and **password**.

If you don't know your password, click the **Forgotten Password** link and you will be sent an email with instructions to get a new password.

Click the orange **Login** button.

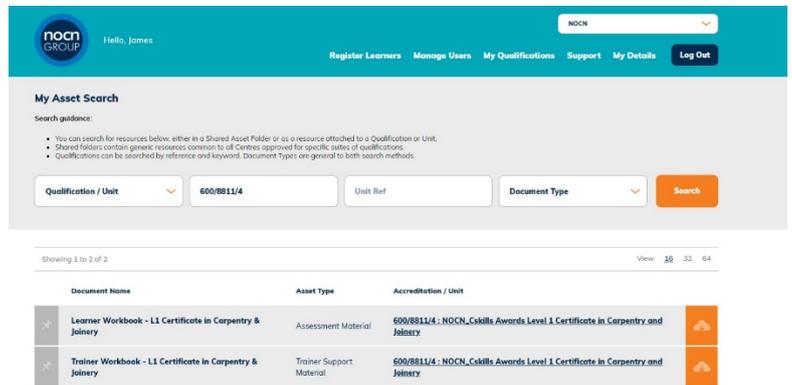
7. This opens **My NOCN**.

Type or Paste the qualification reference number into the **second search box** in the light grey area of the home page - **Qual / Accred Ref**.

Click the orange **Search** button.

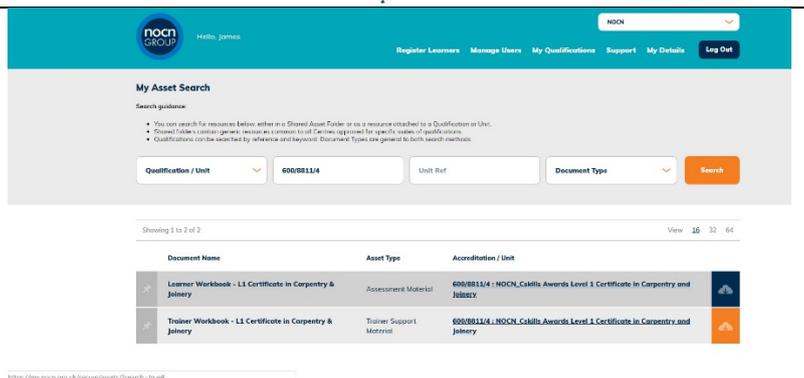
Qualification / Unit	Unit Ref	Document Type
600/8811/4		

8. This brings up search results for all assets linked to that qualification.



9. Download the asset you need by clicking the orange cloud **download** button.

This will save the asset to your computer, as shown here at the bottom left of the screen shot.



10. You can then open the asset and use as required,



If you require further support or can not find the asset you are looking for, please get in touch with the NOCN Customer Support Team on 0300 999 1177.