



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

Preparing for Further Learning or Employment Suite (Entry 3)

**NOCN Entry Level Award in Preparing for Further Learning or
Employment (Entry 3)**

Qualification No: 603/6120/7

**NOCN Entry Level Certificate in Preparing for Further Learning or
Employment (Entry 3)**

Qualification No: 603/6122/0

**NOCN Entry Level Extended Certificate in Preparing for Further
Learning or Employment (Entry 3)**

Qualification No: 603/6123/2

**NOCN Entry Level Diploma in Preparing for Further Learning or
Employment (Entry 3)**

Qualification No: 603/6104/9

Operational Start Date

24 August 2020

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1.0 – August 2020

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**

www.nocn.org.uk

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, Access to Higher Education, endorsed 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.

About the qualification

This document is a resource for NOCN centres who wish to offer the **NOCN Preparing for Further Learning or Employment (Entry 3)** qualification suite.

The qualification helps to prepare people for further learning or develop their knowledge and skills in a work-related subject.

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1. Overview of Qualification

Each qualification in the suite is vocationally based and offers learners the opportunity to identify personal learning or employment goals, address areas for personal improvement and achieve employment-based skills, including work-related units.

The qualifications, particularly in the Certificate and Diploma sizes will prepare learners for further learning or develop their knowledge or skills in work-related subjects.

The qualification suite contains:

- personal development units to address the learner's identified areas for improvement.
- work-related units in Animal Care, Business and Administration, Catering, Charity and Voluntary sector, Cleaning, Construction, Creative Skills, Customer Service/Contact Centres, Hair and Beauty, IT, Motor Vehicle Maintenance, Retail, Sport and Leisure
- the latest versions of Entry 1, 2 and 3 English and/or Mathematical Skills units and updated Entry 3 IT units
- a 'spiky' profile of units - the majority of the units have to be achieved at Entry 3; the rest of the optional credit can be at Entry 1, 2 or 3.
- Award, Certificate, Extended Certificate and Diploma qualification sizes.

1.1. 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 that the chosen qualification is appropriate for them and that they are capable of achieving the level they will be studying before enrolling them onto a programme of learning.

This qualification is available to learners aged **14** years or over.

1.2. Progression Routes

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

- progress into further study at Entry 3 or Level 1 in the vocational subjects studied
- progress into entry level employment in the vocational subjects studied.

2. Qualification Details

2.1. Qualification Structure

For each of the different qualifications in the NOCN Preparing for Further Learning or Employment (Entry 3) suite, the learner must achieve the mandatory Entry Level 3 unit of 1 credit. The learner must then achieve

- the minimum number of Entry Level 3 optional credits for the qualification size – Award, Certificate, Extended Certificate or Diploma.
- the remainder of the required number of optional credits at Entry 1, Entry 2 or Entry 3 to make up the total credits for the qualification size. Entry Level 1, Entry Level 2 and Entry Level 3 units with the same or similar unit title, in the optional unit list, are barred against each other. This means that the learner can only achieve credit for a unit at one of the three Entry Levels within the selected qualification size. Learners may only achieve a unit with the same or similar unit title at two different levels, e.g. E1 and E2 and E2 and E3 if they progress from a Certificate to an Extended Certificate or from an Extended Certificate to a Diploma and only if the centre identifies a valid development need for the learner that will be met by the identified unit choice.

Optional units can be chosen from any of those listed, the unit groupings have the following headings to assist selection:

- Personal development
- Literacy
- Numeracy
- Animal Care
- Business and Administration
- Catering
- Charity and Voluntary Sector
- Cleaning
- Construction
- Creative Skills
- Customer Service/Contact Centres
- Hair and Beauty
- Horticulture
- IT
- Motor Vehicle Maintenance
- Retail
- Sport and Leisure.

Required Credits, GLH and TQT for the different qualifications in the suite

Qualification Size	Credits	E3 Mandatory Credit	Minimum Number of E3 Optional Credits	Remaining Optional Credits at E1, E2 or E3	GLH	TQT
Award	6	1	3	2	60	60
Certificate	13	1	6	6	130	130
Extended Certificate	24	1	12	11	240	240
Diploma	37	1	19	17	370	370

Mandatory Unit

Unit title	Level	GLH	Credit	Unit Number
Preparing for Further Learning or Employment	E3	10	1	J/618/2023

Optional Units

Personal Development				
Unit title	Level	GLH	Credit	Unit Number
Assertiveness With Others	E1	10	1	K/618/2211
Assertiveness With Others	E2	10	1	F/618/2232
Assertiveness and Decision Making Skills	E3	20	2	Y/505/0387
Building Confidence and Self Esteem	E1	20	2	T/504/1230
Building Confidence and Self Esteem	E2	20	2	Y/504/1298
Building Confidence and Self Esteem	E3	20	2	D/504/1481
Emotional Intelligence	E1	20	2	A/618/2343

Unit title	Level	GLH	Credit	Unit Number
Emotional Intelligence	E2	20	2	J/618/2345
Emotional Intelligence	E3	30	3	J/505/3737
Follow Instructions in the Workplace	E3	20	2	J/504/1684
Group and Teamwork Communication Skills	E1	20	2	J/618/2359
Group and Teamwork Communication Skills	E2	20	2	F/618/2358
Group and Teamwork Communication Skills	E3	20	2	K/505/0393
Health and Safety Procedures in a Work Environment	E1	10	1	A/618/2357
Health and Safety Procedures in a Work Environment	E2	10	1	M/618/2355
Health and Safety Procedures in a Work Environment	E3	10	1	A/505/1855
Healthy Living	E2	30	3	T/618/2356
Healthy Living	E3	30	3	J/505/1227
Introduction to Mental Health	E2	10	1	D/618/2352
Introduction to Mental Health	E3	10	1	Y/618/2267
Mindfulness	E3	10	1	A/618/2245
Personal Behaviour for Success	E3	30	3	K/618/2239
Personal Budgeting and Managing Money	E1	30	3	L/618/2234
Personal Budgeting and Managing Money	E2	30	3	R/618/2221
Personal Budgeting and Managing Money	E3	30	3	H/503/3057
Personal Safety	E3	30	3	H/600/6306

Unit title	Level	GLH	Credit	Unit Number
Prejudice and Discrimination Awareness	E1	10	1	D/618/2223
Prejudice and Discrimination Awareness	E2	10	1	R/618/2218
Prejudice and Discrimination Awareness	E3	30	3	J/506/7900
Preparing for a Recruitment Interview	E2	20	2	M/618/2243
Preparing for a Recruitment Interview	E3	20	2	Y/505/3743
Problem Solving	E1	10	1	J/618/2247
Problem Solving in the Workplace	E2	20	2	F/618/2361
Problem Solving in the Workplace	E3	20	2	J/505/0398
Recognising Employment Opportunities	E2	10	1	L/618/2363
Recognising Employment Opportunities	E3	10	1	D/505/3744
Skills for Employability	E1	30	3	Y/618/2687
Skills for Employability	E2	30	3	D/618/2366
Skills for Employability	E3	30	3	M/505/3666
Stress Management	E2	10	1	D/618/2688
Stress Management	E3	10	1	H/618/2689
Teamwork	E1	20	2	D/618/2691
Teamwork	E2	20	2	Y/618/2690
Teamwork	E3	20	2	T/505/0400
Time Management Skills	E1	20	2	A/618/2360
Time Management Skills	E2	20	2	J/618/2362
Time Management Skills	E3	20	2	J/505/0403

Unit title	Level	GLH	Credit	Unit Number
Valuing Equality and Diversity	E2	10	1	J/618/2264
Valuing Equality and Diversity	E3	10	1	K/505/1527
Work Experience	E2	10	1	M/618/2260
Work Experience	E3	10	1	H/505/0408
Writing for Different Communication Formats	E3	20	2	K/618/2256
Young People, Law and Order	E1	30	3	J/618/2250
Young People, Law and Order	E2	30	3	D/618/2254
Young People, Law and Order	E3	30	3	K/505/3679
Literacy				
Ask and Respond to Questions and Make Requests	E1	20	2	Y/618/0292
Ask and Respond to Questions and Make Requests	E2	10	1	K/618/0300
Ask and Respond to Questions and Make Requests	E3	10	1	A/618/0317
Read and Spell Words for Everyday Life	E1	10	1	K/618/0295
Read and Spell Words for Everyday Life	E2	10	1	T/618/0302
Read and Spell Words for Everyday Life and Work	E3	10	1	J/618/0319
Read Texts for Meaning	E1	10	1	H/618/0294
Read Texts for Meaning	E2	20	2	A/618/0303
Read Texts for Meaning	E3	10	1	F/618/0318
Take Part in a Discussion with Another Person	E1	10	1	R/618/0291
Take Part in Group Discussions	E2	10	1	F/618/0299
Take Part in Group Discussions	E3	10	1	T/618/0316

Unit title	Level	GLH	Credit	Unit Number
Use Writing Skills	E1	20	2	M/618/0296
Use Writing Skills	E2	20	2	F/618/0304
Use Writing Skills – Format and Structure	E3	20	2	J/618/0322
Write Using Correct Punctuation and Grammar	E1	20	2	T/618/0297
Write Using Correct Punctuation	E2	20	2	L/618/0306
Write Using Correct Punctuation and Grammar	E3	20	2	F/618/0321
Numeracy				
Addition	E1	20	2	A/618/0401
Addition	E2	20	2	D/618/0410
Applying Fraction Skills	E3	20	2	D/618/0424
Applying Number, Addition and Subtraction Skills	E3	20	2	K/618/0426
Division	E2	20	2	L/618/0421
Fractions	E2	30	3	H/618/0411
Handling Data	E1	20	2	F/618/0402
Handling Data	E2	30	3	K/618/0412
Handling Data	E3	30	3	M/618/0430
Measure: Distance and Length	E3	20	2	T/618/0431
Measure: Weight and Capacity	E3	20	2	F/618/0433
Money	E2	10	1	M/618/0413
Money: Adding and Subtracting	E3	10	1	Y/618/0437
Multiplication	E2	20	2	T/618/0414
Multiplication and Division of Whole Numbers	E3	30	3	Y/618/0440

Unit title	Level	GLH	Credit	Unit Number
Number	E1	10	1	J/618/0403
Number	E2	20	2	A/618/0415
Subtraction	E1	20	2	L/618/0404
Subtraction	E2	20	2	F/618/0416
Time and Temperature	E2	20	2	J/618/0417
Time, Position and Direction	E3	20	2	H/618/0442
Understanding Decimals	E2	20	2	R/618/0422
Understanding Decimals	E3	20	2	M/618/0444
Understanding Measures	E1	20	2	R/618/0405
Understanding Measures: Capacity	E2	10	1	L/618/0418
Understanding Measures: Length	E2	10	1	R/618/0419
Understanding Measures: Weight	E2	10	1	T/618/0445
Understanding Shape and Space	E1	20	2	Y/618/0406
Understanding Shape and Space	E2	20	2	J/618/0420
Understanding the Properties of Regular Shapes	E3	20	2	K/618/0443
Using Money and Time	E1	30	3	H/618/0408
Animal Care				
Caring for Unwell Animals	E3	20	2	L/618/2024
Feeding Animals	E3	20	2	R/618/2025
Grooming Pets or Farm Animals	E3	20	2	Y/618/2026
Moving Animals to New Accommodation	E3	20	2	A/618/2083

Business and Administration				
Unit title	Level	GLH	Credit	Unit Number
Assist in Handling Mail	E1	10	1	D/618/2027
Assist in Handling Mail	E2	10	1	H/618/2028
Assist in Handling Mail	E3	10	1	D/505/0441
Filing Skills	E1	10	1	K/618/2029
Filing Skills	E2	20	2	D/618/2030
Filing Skills	E3	20	2	K/505/0443
Presentation Applications	E3	20	2	F/618/2702
Reception Skills	E1	10	1	H/618/2031
Reception Skills	E2	20	2	K/618/2032
Reception Skills	E3	20	2	H/505/0442
Spreadsheet Applications	E3	20	2	A/618/2701
Undertaking an Enterprise Activity	E1	40	4	F/618/2084
Undertaking an Enterprise Activity	E2	40	4	J/618/2085
Undertaking an Enterprise Activity	E3	60	6	M/505/0444
Using the Telephone and Photocopier	E1	10	1	L/618/2086
Using the Telephone and Photocopier	E2	30	3	R/618/2087
Using the Telephone and Photocopier	E3	30	3	T/505/0445
Using E-mail	E3	10	1	T/618/2700
Using the Internet	E3	10	1	L/618/2699
Word Processing Applications	E3	20	2	J/618/2698

Catering				
Unit title	Level	GLH	Credit	Unit Number
Basic Cooking	E2	20	2	Y/618/2088
Basic Cooking	E3	20	2	D/618/2089
Basic Food Preparation	E2	20	2	R/618/2090
Basic Food Preparation	E3	20	2	Y/618/2091
Food and Drink Preparation	E1	10	1	D/618/2092
Food, Drink and Cooking	E2	30	3	T/618/2096
Food, Drink and Cooking	E3	30	3	L/505/3660
Hospitality Event Planning	E3	20	2	A/618/2097
Meeting Special Dietary Needs	E3	20	2	F/618/2098
Serving Food and Drink	E3	20	2	M/618/2095
Using Kitchen Equipment	E2	10	1	H/618/2093
Using Kitchen Equipment	E3	10	1	L/505/0595
Charity and Voluntary Sector				
Preparing for a Volunteer Placement	E1	20	2	T/618/2101
Preparing for a Volunteer Placement	E2	20	2	J/618/2099
Preparing for a Volunteer Placement	E3	20	2	M/618/2159
Recognising Voluntary Opportunities	E3	20	2	T/505/3748
Working as a Volunteer	E1	30	3	A/600/6506
Working as a Volunteer	E2	30	3	F/600/6507
Working as a Volunteer	E3	30	3	J/600/6508
Cleaning				
Understanding Cleaning Skills Required for Work in the Cleaning Industry	E3	30	3	Y/618/2107

Construction				
Unit title	Level	GLH	Credit	Unit Number
First Steps into Construction	E3	30	3	J/618/0658
Introducing Bricklaying	E3	50	5	M/618/0671
Introducing Painting and Decorating	E3	50	5	K/618/0684
Introducing Carpentry and Joinery	E3	50	5	A/618/0673
Creative Skills				
Art Appreciation	E3	30	3	L/506/7929
Ceramics	E3	30	3	M/506/7907
Craft Skills	E3	30	3	D/505/3596
Discover Local History	E3	30	3	A/505/3606
Drawing	E3	30	3	K/506/7906
Ensemble Music Performance	E3	30	3	F/505/3610
Floristry Principles and Techniques	E3	10	1	M/505/3604
Garment Making	E3	30	3	Y/505/3600
Introduction to the Performing Arts	E3	30	3	M/506/8040
Needle/Textile Crafts	E3	30	3	D/505/3601
Painting	E3	30	3	L/506/7901
Performance Skills	E1	20	2	Y/618/2155
Performance Skills	E2	20	2	K/618/2158
Performance Skills	E3	30	3	Y/505/3614
Physical Performance Skills	E3	30	3	Y/505/3595
Practical Floristry Skills	E3	30	3	K/505/3603
Sculpture	E3	30	3	R/506/7897
Solo Music Performance	E3	30	3	J/505/3611

Unit title	Level	GLH	Credit	Unit Number
Using Mixed Media in 2D	E3	30	3	J/505/3608
Using Mixed Media in 3D Art	E3	30	3	J/506/7895
Using the Internet as a Medium for Music	E3	30	3	F/505/3607
Customer Service/Contact Centres				
Customer Service in a Contact Centre	E3	20	2	R/618/2106
Customer Service Skills	E1	20	2	F/618/2103
Customer Service Skills	E2	20	2	J/618/2104
Customer Service Skills	E3	20	2	H/505/0392
Knowing Your Customers	E3	20	2	L/618/2105
Hair and Beauty				
Assist with Styling Men's Hair	E3	30	3	Y/505/0583
Assist with Styling Women's Hair	E3	30	3	D/505/0584
Blow Dry Women's Hair	E1	20	2	T/618/2146
Blow Dry Women's Hair	E2	30	3	A/618/2147
Blow Dry Women's Hair	E3	30	3	H/505/0585
Hand Care	E1	20	2	J/618/2152
Hand Care	E2	30	3	J/618/2149
Hand Care	E3	30	3	K/502/3467
Prepare and Maintain the Salon	E1	20	2	F/618/2148
Prepare and Maintain the Salon	E2	30	3	M/618/2114
Prepare and Maintain the Salon	E3	30	3	M/505/0587
Providing Basic Manicure Treatments	E2	20	2	K/618/2113
Providing Basic Manicure Treatments	E3	30	3	D/506/7899

Unit title	Level	GLH	Credit	Unit Number
Providing Basic Pedicure Treatments	E2	20	2	H/618/2112
Providing Basic Pedicure Treatments	E3	30	3	Y/506/7898
Shampoo and Conditioning	E1	20	2	D/618/2111
Shampoo and Conditioning	E2	30	3	Y/618/2110
Shampoo and Conditioning	E3	30	3	L/502/3753
Skin Care	E2	20	2	D/618/2108
Skin Care	E3	30	3	Y/502/3464
Horticulture				
Clearing and Weeding a Garden	E2	20	2	H/618/2160
Clearing and Weeding a Garden	E3	20	2	F/505/0397
Garden Horticulture	E3	30	3	A/505/0401
Maintaining Garden Habitats	E3	20	2	L/505/0404
Planting in a Container	E1	30	3	K/618/2161
Planting in a Container	E2	30	3	T/618/2163
Planting in a Container	E3	30	3	D/505/0407
Propagating Seeds	E3	30	3	K/505/0409
Weeding a Garden	E1	20	2	M/618/2162
IT				
Computer Basics	E3	10	1	F/618/2697
Database Applications	E3	20	2	A/618/2696
Design and Imaging Applications	E3	20	2	T/618/2695
Digital Fundamentals	E3	20	2	M/618/2694
Using Mobile Devices	E3	10	1	K/618/2693

Motor Vehicle Maintenance				
Unit title	Level	GLH	Credit	Unit Number
Checking Car Tyres	E1	10	1	L/618/2170
Checking and Maintaining Car Tyres	E2	10	1	A/618/2164
Checking and Maintaining Car Tyres	E3	10	1	M/505/0413
Identification of Basic External and Internal Car Parts	E1	10	1	D/618/2173
Identification of Basic External and Internal Car Parts	E2	10	1	Y/618/2172
Identification of Basic External and Internal Car Parts	E3	10	1	A/505/0415
Valeting a Car Interior	E1	20	2	Y/618/2169
Valeting a Car Interior	E2	20	2	L/618/2167
Valeting a Car Interior	E3	30	3	J/505/0417
Washing a Car Exterior	E1	10	1	J/618/2166
Washing a Car Exterior	E2	10	1	F/618/2165
Washing a Car Exterior	E3	10	1	L/505/0418
Retail				
Handling Customer Payments in a Retail Business	E3	10	1	A/618/2102
Stock Handling in a Retail Environment	E3	20	2	H/618/2109
The Retail Selling Process	E3	20	2	K/618/2094
Understanding Customer Service in the Retail Sector	E3	20	2	M/618/2176

Sport and Leisure				
Unit title	Level	GLH	Credit	Unit Number
Assisting at a Sport or Active Leisure Event	E3	30	3	D/501/7245
Health and Fitness	E3	30	3	A/505/0429
Improving own Fitness	E3	30	3	A/506/8039
Participating in Leisure Activities	E3	30	3	F/505/0433
Planning and Participating in Countryside Walks	E1	20	2	K/618/2208
Planning and Participating in Countryside Walks	E2	30	3	Y/618/2205
Planning and Participating in Countryside Walks	E3	30	3	L/505/0435
Promoting Mental Wellbeing through Physical Activity	E3	10	1	J/618/2202

Barred Units

Entry Level 1, Entry Level 2 and Entry Level 3 units with the same or similar unit title are barred against each other. This means that the learner can only achieve credit for the unit at one of the three Entry Levels in the selected qualification size.

As the titles of Literacy and Numeracy units vary, a detailed listing of which Literacy and Numeracy units are barred against each other can be found on pages 18 – 22 of this qualification specification.

Literacy Units

Unit title	Unit Level	Unit Number	Barred Against
Ask and Respond to Questions and Make Requests	E1	Y/618/0292	K/618/0300 A/618/0317
Ask and Respond to Questions and Make Requests	E2	K/618/0300	Y/618/0292 A/618/0317
Ask and Respond to Questions and Make Requests	E3	A/618/0317	Y/618/0292 K/618/0300
Read and Spell Words for Everyday Life	E1	K/618/0295	T/618/0302 J/618/0319

Unit title	Unit Level	Unit Number	Barred Against
Read and Spell Words for Everyday Life	E2	T/618/0302	K/618/0295 J/618/0319
Read and Spell Words for Everyday Life and Work	E3	J/618/0319	K/618/0295 T/618/0302
Read Texts for Meaning	E1	H/618/0294	A/618/0303 F/618/0318
Read Texts for Meaning	E2	A/618/0303	H/618/0294 F/618/0318
Read Texts for Meaning	E3	F/618/0318	H/618/0294 A/618/0303
Take Part in a Discussion with Another Person	E1	R/618/0291	F/618/0299 T/618/0316
Take Part in Group Discussions	E2	F/618/0299	R/618/0291 T/618/0316
Take Part in Group Discussions	E3	T/618/0316	R/618/0291 T/618/0316
Use Writing Skills	E1	M/618/0296	F/618/0304 J/618/0322
Use Writing Skills	E2	F/618/0304	M/618/0296 J/618/0322
Use Writing Skills – Format and Structure	E3	J/618/0322	M/618/0296 F/618/0304
Write Using Correct Punctuation and Grammar	E1	T/618/0297	L/618/0306 F/618/0321
Write Using Correct Punctuation	E2	L/618/0306	T/618/0297 F/618/0321
Write Using Correct Punctuation and Grammar	E3	F/618/0321	T/618/0297 L/618/0306

Numeracy Units

Unit title	Unit Level	Unit Number	Barred Against
Addition	E1	A/618/0401	D/618/0410 K/618/0426
Addition	E2	D/618/0410	A/618/0401 K/618/0426
Applying Fraction Skills	E3	D/618/0424	H/618/0411
Applying Number, Addition and Subtraction Skills	E3	K/618/0426	A/618/0401 D/618/0410 J/618/0403 A/618/0415 L/618/0404 F/618/0416
Division	E2	L/618/0421	Y/618/0440
Fractions	E2	H/618/0411	D/618/0424
Handling Data	E1	F/618/0402	K/618/0412 M/618/0430
Handling Data	E2	K/618/0412	F/618/0402 M/618/0430
Handling Data	E3	M/618/0430	F/618/0402 K/618/0412
Measure: Distance and Length	E3	T/618/0431	R/618/0405 R/618/0418 R/618/0419 T/618/0445 F/618/0433

Unit title	Unit Level	Unit Number	Barred Against
Measure: Weight and Capacity	E3	F/618/0433	R/618/0405 L/618/0418 R/618/0419 T/618/0445 T/618/0431
Money	E2	M/618/0413	H/618/0408 Y/618/0437
Money: Adding and Subtracting	E3	Y/618/0437	H/618/0408 M/618/0413
Multiplication	E2	T/618/0414	Y/618/0440
Multiplication and Division of Whole Numbers	E3	Y/618/0440	L/618/0421 T/618/0414
Number	E1	J/618/0403	A/618/0415 K/618/0426
Number	E2	A/618/0415	J/618/0403 K/618/0426
Subtraction	E1	L/618/0404	F/618/0416 K/618/0426
Subtraction	E2	F/618/0416	L/618/0404 K/618/0426
Time and Temperature	E2	J/618/0417	H/618/0442
Time, Position and Direction	E3	H/618/0442	J/618/0417
Understanding Decimals	E2	R/618/0422	M/618/0444
Understanding Decimals	E3	M/618/0444	R/618/0422
Understanding Measures	E1	R/618/0405	L/618/0418 R/618/0419 T/618/0445 T/618/0431 F/618/0433

Unit title	Unit Level	Unit Number	Barred Against
Understanding Measures: Capacity	E2	L/618/0418	R/618/0405 R/618/0419 T/618/0445 T/618/0431 F/618/0433
Understanding Measures: Length	E2	R/618/0419	R/618/0405 R/618/0418 T/618/0445 T/618/0431 F/618/0433
Understanding Measures: Weight	E2	T/618/0445	R/618/0405 R/618/0418 R/618/0419 T/618/0431 F/618/0433
Understanding Shape and Space	E1	Y/618/0406	J/618/0420 K/618/0443
Understanding Shape and Space	E2	J/618/0420	Y/618/0406 K/618/0443
Understanding the Properties of Regular Shapes	E3	K/618/0443	Y/618/0406 J/618/0420
Using Money and Time	E1	H/618/0408	M/618/0413 Y/618/0437

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:

Guided Learning Hours (GLH):

- 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.

Other Learning Hours (OLH):

- 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:
 - preparatory work
 - self-study
 - or any other form of education or training, including assessment.

Examples of GLH activities include:

- Classroom-based learning supervised by a teacher
- Work-based learning supervised by a teacher
- Live webinar or telephone tutorial with a teach 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.

Examples of OLH activities include:

- 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

The agreed Total Qualification Time has been used to identify the qualification's Credit Value.

2.3. Assessment and Evidence

This qualification is **internally** set and **internally** assessed. Assessment activity must ensure evidence of achievement against **all** of the assessment criteria specified within each component.

Assessment activities must be robust in that they are:

- Valid** Fit for purpose in that they are suitable for the identified assessment criteria and offer the learner the opportunity to demonstrate achievement at the required level.
- Sufficient** Provide the opportunity for the learner to provide adequate evidence, showing full coverage of the requirements of the assessment criteria.
- Reliable** Generate clear and consistent outcomes recognising that the activities may be applied to differing scenarios and in different contexts, with different learners. The evidence sought by the activity must be able to be assessed and result in assessment decisions that are consistent across all assessors and centres offering the qualification. Assessment activities should not deliberately offer an unfair advantage to or disadvantage specific groups of learners.
- Authentic** Evidence presented must be the learner's own work.

This qualification is graded at Pass/Fail.

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 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 Recognition process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please contact assurance@nocn.org.uk 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

Centres can use the following assessment methods:

- Oral / Written Questioning
- Discussion with the Learner
- Use of Others (Witness Testimony)
- Looking at Learner Statements
- Simulation
- Skills Tests
- Assignments
- Projects
- Case Studies.

Which can be presented in a Portfolio of Evidence.

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.

Alternatively, centres can use their own paperwork provided they ensure that the learners' work is ordered and portfolio references provided as required.

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 are able to demonstrate the following competencies:

3.1.1. Tutor Requirements

- 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.

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 centre recognised status.

The External Quality Assurer will make regular visits to all Centres. During these visits he/she will:

- Monitor the Centre's compliance with the Centre Recognition agreement by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners and administrative staff.
- Verify recommendations for achievement submitted by the centre via Quartzweb.

Refer to the **NOCN Quality Assurance User Guide** 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.

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

To achieve the qualifications in this suite a learner **must** provide evidence of learning and achievement against **all** of the assessment criteria within each component. However, a number of assessment criteria can be assessed through one activity using holistic assessment which focuses on the whole work activity rather than specific component of a qualification.

A copy of each of the components can be found on the hyperlinked unit list on the NOCN website.



NOCN

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

Tel: 0300 999 1177

Email: nocn@nocn.org.uk

www.nocn.org.uk