



PART OF **nocn** GROUP

# QUALIFICATION SPECIFICATION

## NOCN Suite of Carpentry and Joinery Qualifications

**NOCN\_Cskills Awards Level 1 Award in Carpentry and Joinery**

Qualification No: 603/5766/6

**NOCN\_Cskills Awards Level 1 Certificate in Carpentry and Joinery**

Qualification No: 603/5772/1

**NOCN\_Cskills Awards Level 1 Extended Certificate in Carpentry and Joinery**

Qualification No: 603/5778/2

**NOCN\_Cskills Awards Level 1 Diploma in Carpentry and Joinery**

Qualification No: 603/5789/7

### Operational Start Date

1<sup>st</sup> August 2020

### Version

1.1 – April 2021

### 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, 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.

Information about all our courses and qualifications is available from our website:

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

## Qualifications at a Glance

Title	Size
NOCN_Cskills Awards Level 1 Award in Carpentry and Joinery	Award = 11 Credits
NOCN_Cskills Awards Level 1 Certificate in Carpentry and Joinery	Certificate = 17 Credits
NOCN_Cskills Awards Level 1 Extended Certificate in Carpentry and Joinery	Extended Certificate = 26 Credits
NOCN_Cskills Awards Level 1 Diploma in Carpentry and Joinery	Diploma = 37 Credits
Purpose	Target Audience
The purpose of these qualifications is to equip learners with the knowledge and understanding to progress to further training in carpentry and joinery at Level 2, and on completion at Level 2 to progress into a job role in the construction industry.	These Level 1 qualifications are primarily for post-16 and 19+ learners who want to continue their education and develop their skills for progression to further learning and ultimately, to employment. The qualifications are also available to 14+ learners.
Content Overview	Entry Requirements
<p>These Level 1 qualifications provide learners with a range of carpentry and joinery skills and knowledge. Learners will also develop an understanding of the health and safety requirements for working in the construction industry.</p> <p>The award and certificate focus on carpentry and joinery but learners can choose to complete an extended certificate or diploma to broaden their construction skills and knowledge.</p>	There are no formal entry requirements for learners undertaking these qualifications. The qualifications can be undertaken without any previous training or qualifications in this subject area.
Assessment	Additional Resources
There are a variety of assessment methods used in this qualification. Please see each unit for information on how it must be assessed.	Supporting resources are available for these qualifications on NOCN's vLearn platform.

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# 1. Overview of Qualifications

These qualifications are vocationally based and as such, offer the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge in carpentry and joinery and will provide learners with a good introduction to a particular trade within the construction sector to enable them to progress to the next level.

The qualifications will support progression to further learning and ultimately to work in the construction sector.

The qualifications are for: Learners who wish to gain a good introduction to a specific trade in the construction sector, equipping learners with underpinning knowledge and skills specific to the sector.

## 1.1. Entry Requirements

There are no formal entry requirements for learners undertaking these qualifications. The qualifications can be undertaken without any previous training or qualifications in this subject area.

Learners must be in a position 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 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.

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

## 1.2. Progression Routes

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

- Progress directly into employment
- Progress into further learning at a higher level

## 2. Qualifications Details

### 2.1. Qualification Structures

The NOCN\_Cskills Awards Level 1 Award in Carpentry and Joinery is an 11-credit qualification with a Total Qualification Time (TQT) of 110, including 110 Guided Learning Hours (GLH). Learners **must** achieve all 11 credits from the two components in the Mandatory Components below.

Component Title	Level	Credit Value	Mandatory or Optional	Ofqual Reference Number
<b>Mandatory Components</b>				
Construction Health and Safety	1	5	M	F/618/0738
Skills for Carpentry and Joinery	1	6	M	R/618/0887

The NOCN\_Cskills Awards Level 1 Certificate in Carpentry and Joinery is a 17-credit qualification with a Total Qualification Time (TQT) of 170, including 164 Guided Learning Hours (GLH). Learners **must** achieve all 17 credits from the three mandatory components outlined below.

The NOCN\_Cskills Awards Level 1 Extended Certificate in Carpentry and Joinery is a 26-credit qualification with a Total Qualification Time (TQT) of 260, including 236-254 Guided Learning Hours (GLH). Learners **must** achieve all 17 credits from the three mandatory components and a minimum of 9 credits from any combination of components from the Optional Group.

The NOCN\_Cskills Awards Level 1 Diploma in Carpentry and Joinery is a 37-credit qualification with a Total Qualification Time (TQT) of 370, including 335-364 Guided Learning Hours (GLH). Learners **must** achieve all 17 credits from the three mandatory components and a minimum of 20 credits from any combination of components from the Optional Group.

Component Title	Level	Credit Value	Mandatory or Optional	Ofqual Reference Number
<b>Mandatory Components</b>				
Construction Health and Safety	1	5	M	F/618/0738
Skills for Carpentry and Joinery	1	6	M	R/618/0887
Further Skills for Carpentry and Joinery	1	6	M	T/618/0784

Optional Group				
Preparing and Using Carpentry and Joinery Portable Power Tools	2	9	O	T/618/0803
Repair and Maintain Plasterwork	1	2	O	H/618/0750
Repair and Maintain Masonry	1	3	O	M/618/0749
The Construction Industry	1	5	O	M/618/0735
Environmental Awareness and Sustainability in Construction	1	3	O	J/618/0739
Employment in the Construction Industry	1	1	O	Y/618/0745
Handle, Move and Store resources	1	2	O	F/618/0755
Erect and Dismantle Access Equipment or Working Platforms	1	2	O	M/618/0752
Community Construction Project	1	3	O	D/618/0763
Personal Wellbeing in Construction	1	3	O	A/618/0656
Cost Calculations	1	2	O	H/618/0747
Personal Skills in the Construction Industry	1	1	O	F/618/0741
Modern Technologies in the Construction Industry	2	4	O	A/618/0799
Construction Multiskills	1	6	O	K/618/0734
Construction Principles	2	5	O	K/618/0748

## 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
<b>1. Guided Learning Hours (GLH):</b> <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>
<b>2. Other Learning Hours (OLH):</b> <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

#### Internal assessment

Internal assessment activity must ensure evidence of achievement against **all** the requirements specified within each component.

Centres must ensure that knowledge-based learning is at the correct level for the qualifications.

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 qualifications. 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.

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

Learners will be required to complete the assessments created by NOCN for some units. Once the learner has completed the tasks, they are to be assessed internally by appropriate centre staff.

The assessment documents are available from NOCN and they include all information needed by the learner to complete the tasks. The assessment decisions are to be recorded on the assessment documents.

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

Learners will be required to complete an NOCN-Cskills Awards end of unit knowledge test, accessed via the Test Platform, for the following units:

- Construction Health and Safety F/618/0738 (mandatory unit)
- The Construction Industry M/618/0735 (optional unit)
- Construction Principles K/618/0748 (optional unit)

The knowledge assessment is designed to be taken on a computer using the NOCN-Cskills Awards online Test Platform, however, 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 at Pass/Fail. The qualifications are graded at Pass/Fail.

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

For further information on the NOCN-Cskills Awards Test Platform and Cskills Awards Invigilation Policy for Training Qualifications, please refer to the Products and Support section on the NOCN website or contact our Customer Services 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 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 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](mailto: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](http://www.nocn.org.uk)

## **2.7. Assessment and Evidence for the Components**

Assessment materials are only available to centres approved to deliver these qualifications.

All current assessment materials are 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:

[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 qualifications 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.

### 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 these qualifications, please contact: [business-enquiries@nocn.org.uk](mailto:business-enquiries@nocn.org.uk).

Use Horizon to add the qualification to your centres.

### 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

Within the Level 1 Carpentry and Joinery suite of qualifications, each qualification consists of Mandatory or Mandatory and Optional components. The qualification structures (**see section 2**) sets out the rules for achieving each qualification.

To achieve these qualifications 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 and Optional components can be downloaded via the NOCN website.

- NOCN\_Cskills Awards Level 1 Award in Carpentry and Joinery - 603/5766/6  
<https://bit.ly/3wy7TBF>
- NOCN\_Cskills Awards Level 1 Certificate in Carpentry and Joinery - 603/5772/1  
<https://bit.ly/3mUCpCv>
- NOCN\_Cskills Awards Level 1 Extended Certificate in Carpentry and Joinery - 603/5778/2  
<https://bit.ly/3bUqiPH>
- NOCN\_Cskills Awards Level 1 Diploma in Carpentry and Joinery - 603/5789/7  
<https://bit.ly/3016gjU>

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