



PART OF **nocn** GROUP

# QUALIFICATION SPECIFICATION

## NOCN\_Cskills Awards Level 3 Diploma in Site Carpentry (Construction)

Qualification No: **600/8604/X**

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- Visit the NOCN website: [www.nocn.org.uk](http://www.nocn.org.uk)
- Call the Customer Service Team: 0300 999 1177

# NOCN\_Cskills Awards Level 3 Diploma in Site Carpentry (Construction)

Reference : 600/8604/X

Total Qualification Time (TQT) : 1230

Credits : 123

Award Code : DIP058

Minimum Age : 16

Level : Level 3

Registration Start Date : 1/8/2013

## Qualification Overview

The Level 3 Diploma in Site Carpentry qualification has been developed for achievement in a training environment which means you do not need to be employed to undertake this qualification.

This qualification enables you, the learner, to demonstrate and recognise your skills, knowledge and understanding so you can work as a Site Carpenter within the construction industry.

You will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for your occupational area. You will be trained and assessed by an occupationally competent and qualified trainer whose job is to help you complete your qualification.

This qualification supports the learner to attain enabling, fundamental and transferable practical skills with associated underpinning knowledge.

This qualification can be taken as part of an apprenticeship framework, if desired. This qualification sits within the Construction Apprenticeship Framework in England and Wales.

This can be taken alongside the following qualifications in contribution towards achievement of a Level 3 Advanced Apprenticeship in Construction Building -Site Carpentry:

-Level 3 NVQ Diploma in Wood Occupations

For further information about the Construction Apprenticeship Frameworks, please see website: [www.afo.sscalliance.org](http://www.afo.sscalliance.org).

This qualification is supported by the British Woodworking Federation (BWF).

The purpose of the qualification is to equip a learner with specialist knowledge and skills, enabling entry into employment or to progress in Site Carpentry within the construction industry. Please note that to meet DfE requirements, learners are permitted two resits only for each multiple choice knowledge test (see the Qualification Assessment & Grading section in the Details tab for further details about the tests).

This qualification comprises the following 8 mandatory units;

- Health, safety and welfare in construction and associated industries
- Carry out first fixing operations
- Carry out second fixing operations
- Set up and operate cutting and shaping machinery
- Analysing technical information, quantities and communication with others
- Analysing the construction industry and built environment
- Erect complex structural carcassing components
- Install and maintain non-structural and structural components.

## Topics Covered In This Qualification

The learner will cover knowledge in three core subject areas:

- Health, safety and welfare
- Technical information, quantities and communication
- Construction industry and built environment

The Learner will also learn key practical skills and knowledge in:

- First fixing operations
- Second fixing operations

- Set up and operate cutting and shaping machinery
- Erect complex structural carcassing components
- Maintain non-structural and structural components.

## **Entry Requirements**

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.

You do not need any prior qualifications to undertake this level 3 qualification however we do offer a level 2 in Site Carpentry which will give you the knowledge and skills required to work in the construction industry. If you have already undertaken a level 2 qualification in Site Carpentry or a similar qualification or have relevant experience, you may already have the skills and knowledge required to undertake this qualification.

## Progression

On completion of this qualification you will have obtained the skills, knowledge and understanding to progress on to a higher level supervisory or management qualifications e.g. Level 4 NVQ Diploma in Construction Site Supervision or progress into employment in their chosen trade. For further details on other qualifications available in this occupational area, see our Qualification Search on the NOCN website. Industry will accept the qualification on its own as entry to a job role.

Employment opportunities could include:

- Construction Supervisor / Team leader
- Site Manager.

Achievement of this qualification within an Advanced Apprenticeship in Construction Building – Site Carpentry could lead to a higher apprenticeship framework, if desired. This could include Level 4 Higher Apprenticeship in Construction Site Management:

-Level 4 NVQ Diploma in Construction Site Supervision. For further information about the Construction Apprenticeship Frameworks, please see website: [ww](http://www.nocn.org.uk)

## Qualification Structure

The Qualification structure below specifies the combination of units that need to be achieved for the individual to be awarded the qualification.

**Qualification Title: Level 3 Diploma in Site Carpentry (Construction)**

**Minimum Credit Value: 123**

**Total Qualification Time (TQT) for this qualification: 1230**

An estimate of the total time it could reasonably be expected for a learner to achieve a qualification. TQT includes guided learning hours (GLH) plus an estimate of the time a learner is likely to spend in preparation, study or other learning activities as directed by but not under the immediate guidance of a lecturer, supervisor, or tutor.

**Minimum Guided Learning Hours (GLH) for this qualification: 916**

The time a learner spends in activities under the immediate guidance or supervision of a lecturer, supervisor, or tutor. This includes assessment if under supervision.

**To achieve this qualification a minimum of 123 credits need to be attained. This comprises the 8 mandatory units.**

## Units

**Qualification Specification :** To achieve this qualification a minimum of 123 credits need to be attained. This comprises the 8 mandatory units. (Min Credits : 123)

**Mandatory Group :** To achieve this qualification a minimum of 123 credits need to be attained. This comprises the 8 mandatory units. (Min Credits : 123)

Title	Reference	Credit Value	Level
Set up and operate cutting and shaping machinery	D/504/7930	6	Level 2
Install and maintain non-structural and structural components	H/504/8013	25	Level 3
Health, safety and welfare in construction and associated industries	J/504/7856	5	Level 1
Erect complex structural carcassing components	T/504/7951	28	Level 3
Carry out second fixing operations	R/504/7925	21	Level 2
Carry out first fixing operations	H/504/7895	18	Level 2
Analysing the construction industry and built environment	T/504/7867	9	Level 3
Analysing technical information, quantities and communication with others	F/504/7855	11	Level 3

## Qualification Assessment & Grading

**Assessment:** The assessment requirements set for this qualification are multiple choice knowledge tests and practical assignments. All units in this qualification are mandatory and learners must attain at least a pass in each unit in order to achieve the overall qualification. Achievement of this qualification will be assessed via a combination of knowledge testing and practical assessments that can be combined for synoptic delivery. Approximately 50% of this qualification is subject to external assessment via our knowledge test platform. The tests will be in a format of multiple choice questions and will be under invigilated conditions. Once each unit has been passed, it cannot be re-taken to improve the grade achieved. This qualification is graded using a Pass, Merit and Distinction format and has been included in the Department for Education performance tables. **Grading:** Each of the qualification's knowledge units will be graded pass, merit or distinction. These grades will then be aggregated into one overall qualification grade of pass, merit or distinction to apply to the overall qualification using an algorithm process built into our registration and certification system. The grading applies to the overall qualification and all elements must be passed to achieve the qualification. **Practical assignments** have been developed for each individual unit, which gives you the flexibility to assess learners in the manner which best suits you. This gives you the option to sign learners off on a unit-by-unit basis to aid with retention and recognise every learner's achievements. **Skills Test:** These practical assignments have been designed so that certain units are able to be delivered together, however others should be delivered in isolation. Ultimately your learners' will cover all of the skills learning outcomes and assessment criteria for all of the units. They are designed to be taken within a simulated construction environment, away from the stresses and distractions experienced on a real site. They are practical assignments that are to be taken within a set period of time. The assignments can be delivered by single unit, several units at a time or at the end of the whole qualification. The assignments are to be monitored and marked by the trainers. Please note:- A proportion of the skills required to complete the Level 2 Synoptic Practical Assignments (SPAs) for the first and second fix units (CSA-L2Occ36 and CSA-L2Occ37) will have been achieved by learners completing the equivalent old unit SPAs (for CC2008 and CC2009 respectively). Consequently, some of the tasks do not need to be repeated, but the following tasks within the practical assignments will need to be completed and achieved. • CSA-L2Occ36 - Carry out first fixing operations Stairs and handrail - A) Fix staircase - B) Fix handrail and spindles • CSA-L2Occ37 – Carry out second fixing operations Units and encasements - A) Box in pipes - B) Fit a kitchen Combined, this reduces the time required from 28 hours to 13 hours (5 hours for the first fixing and 8 hours for the second fixing). Learners will still need to complete the knowledge test. **Knowledge Test:** The knowledge assessment is designed to be taken on a computer using the NOCN Cskills Awards online testing platform. However paper testing is also available. The tests are externally set and marked multiple choice tests where learners can choose one of four possible answers. The tests cover the learning outcomes for each unit and measures that they have been met. Testing can be by single unit, several units at a time or all the units at the end of the whole qualification.

## Fair & Equitable Assessment

Assessments designed by centres must 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.

## Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustment 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.

## Recognition of 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, which is available on the NOCN website.

## Centre Requirements



In order to gain and retain NOCN qualification approval status, centres must continue to meet the required standards of NOCN regarding internal management and systems, delivery staff, resources and equipment, assessment and training, internal quality assurance and external assessment arrangements. Each requirement is detailed as one of NOCN's Approval Criteria.

For a full list of NOCN Approval Criteria, as well as further guidance and support in meeting that criteria, please refer to the NOCN Quality Assurance Manual, available on the NOCN website under the 'Help & Support' section.

### **Centre Staff Requirements**

As part of the requirement to deliver this qualification, the Centre staff involved with the delivery, assessment and quality assurance of the qualification must have a demonstrable level of expertise. NOCN expects that all Tutors/Trainers, Assessors and Internal Quality Assurers are able to demonstrate that they have the relevant occupational knowledge and experience to perform their role.

### **Tutor/Trainer and Assessor Requirements**

A Tutor/Trainer includes anyone within your Centre who is facilitating the training to learners in any environment e.g. tutor, trainer, teacher, coach, facilitator.

A Tutor is not required for NOCN\_Cskills Awards NVQ qualifications, but is required for construction training diplomas. All construction qualifications require an Assessor. For training diplomas, an individual can perform both roles of Tutor/Trainer and Assessor, where they meet the individual requirements for both. Tutors/Trainers and Assessors are not able to perform the role of the Internal Quality Assurer for cohorts where they have delivered training or assessment.

All Tutors/Trainers and Assessors must:

- Hold verifiable knowledge of the occupational standards at or above the level being taught.
- Hold a recognised teaching/training or assessor qualification (dependent on their role), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Any specific assessment/training requirements are detailed under the Assessment guidance and/or in the requirements section of each unit.

### **Internal Quality Assurer Requirements**

All construction qualifications must be internally quality assured by an appropriately qualified and experienced IQA. Each Centre must have a quality system which ensures that decisions made by assessors are appropriate, consistent, fair and transparent, and that they do not discriminate any learner. The quality system must ensure the quality of the award, ensuring validity, reliability and consistency.

Further guidance regarding the requirements of a Centre's quality system is detailed within the Quality Assurance Manual.

All Internal Quality Assurers must:

- Hold verifiable knowledge of the occupational standards at or above the level they are quality assuring.
- Hold a recognised internal quality assurance qualification (for NVQs only), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Understand the content, structure, assessments and training/testing requirements of the units they are quality assuring.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

### **Resources and Equipment**

For training diplomas, centres must have the resource available for the assessment and training requirements as set out by the relevant health and safety acts. There should be adequate provision of physical resources to support the learning and meet the requirements of the qualification/training.

Please refer to the specific resources and equipment specification for each individual training diploma.

## **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 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.

## Offering This 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 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.