Qualification Specification for:

OCN NI Level 4 Award in Creative Arts and Digital Technologies
  ➤ **Qualification No:** 610/2553/7

OCN NI Level 4 Certificate in Creative Arts and Digital Technologies
  ➤ **Qualification No:** 610/2552/5

OCN NI Level 4 Extended Certificate in Creative Arts and Digital Technologies
  ➤ **Qualification No:** 610/2551/3

OCN NI Level 4 Diploma in Creative Arts and Digital Technologies
  ➤ **Qualification No:** 610/2550/1

Qualification Regulation Information

OCN NI Level 4 Award in Creative Arts and Digital Technologies
Qualification Number: 610/2553/7

OCN NI Level 4 Certificate in Creative Arts and Digital Technologies
Qualification Number: 610/2552/5

OCN NI Level 4 Extended Certificate in Creative Arts and Digital Technologies
Qualification Number: 610/2551/3

OCN NI Level 4 Diploma in Creative Arts and Digital Technologies
Qualification Number: 610/2550/1

Operational start date: 15 April 2023
Operational end date: 31 March 2028
Certification end date: 31 March 2032

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. The certificate end date is the last date by which the learner can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (**http://register.ofqual.gov.uk/**). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: **www.ocnni.org.uk**

Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

→ OCN NI Level 4 Award in Creative Arts and Digital Technologies
→ OCN NI Level 4 Certificate in Creative Arts and Digital Technologies
→ OCN NI Level 4 Extended Certificate in Creative Arts and Digital Technologies
→ OCN NI Level 4 Diploma in Creative Arts and Digital Technologies

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at **www.ocnni.org.uk**

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

Introduction

OCN NI
Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview
The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level
The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size
Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Summary

Sector Subject Area
9.1   Performing Arts

These qualifications relate to the following National Occupational Standards:

https://www.ukstandards.org.uk/NOS-Finder#k=creative%20and%20digital%20technology#s=31

Qualifications' Aim
The OCN NI Level 4 suite of Creative Arts and Digital Technologies qualifications has been designed to meet emerging skills requirements in these sectors. The creative arts and digital technologies sectors are recognised as growth areas within the economy and these qualifications offer a wide range of options mirroring the careers and occupations available within these sectors.

Qualifications' Objectives
The OCN NI Level 4 suite of Creative Arts and Digital Technologies qualifications has been designed to reflect the skills and knowledge required to undertake activities that fall under the creative arts and digital technology sectors including:

- → the use of technology within creative arts
- → working within the creative industries
- → creative skills and techniques

Progression Opportunities
The OCN NI Level 4 suite of Creative Arts and Digital Technologies qualifications allows for progression within the suite and to further learning in creative arts and digital technologies or related areas and/or into employment.

Grading
Grading for these qualifications is pass/fail.

Qualification Target Group
These qualifications are targeted at individuals who wish to develop the required technical, digital and creative skills and knowledge to progress to further learning or employment within a wide range of creative and digital industries.

Entry Requirements

Learners must be at least 18 years old and have a level 3 qualification or have relevant industry experience.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (https://www.ocnni.org.uk/my-account/), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer the qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval
New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing
Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors
Tutors delivering the qualifications should be occupationally competent, qualified to at least one level higher than the qualifications and have a minimum of one year's experience in the area they are teaching.

Assessors
The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:
- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:
- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure of Qualifications

OCN NI Level 4 Award in Creative Arts and Digital Technologies

Learners must complete a minimum of 6 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification:	60 hours
Minimum Guided Learning Hours (GLH) for this qualification:	36 hours

OCN NI Level 4 Certificate in Creative Arts and Digital Technologies

Learners must complete a minimum of 13 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification:	130 hours
Minimum Guided Learning Hours (GLH) for this qualification:	78 hours

OCN NI Level 4 Extended Certificate in Creative Arts and Digital Technologies

Learners must complete a minimum of 30 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification:	300 hours
Minimum Guided Learning Hours (GLH) for this qualification:	180 hours

OCN NI Level 4 Diploma in Creative Arts and Digital Technologies

Learners must complete a minimum of 54 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification:	540 hours
Minimum Guided Learning Hours (GLH) for this qualification:	324 hours

Summary Table of Units

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	GLH	Level
F/650/6642	CBG183	Digital Fabrication	40	4	24	Four
H/650/6643	CBG184	Film and Video Production	70	7	42	Four
K/650/6645	CBG185	Multi-track Recording	60	6	36	Four
L/650/6646	CBG186	Sound Checking an Ensemble	40	4	24	Four
M/650/6647	CBG187	Live Sound Engineering	40	4	24	Four
R/650/6648	CBG188	Studio Mixing	60	6	36	Four
T/650/6649	CBG189	Technical Sound and Audio Production	50	5	30	Four
D/650/6650	CBG190	Using Social Media to Market and Promote Events, Products and Services in the Fine and Performing Arts	40	4	24	Four
H/650/6652	CBG191	Developing Websites	50	5	30	Four
J/650/6653	CBG192	Event Management within the Fine Arts or Performing Arts Sectors	60	6	36	Four
L/650/6655	CBG193	Using Imaging Software	50	5	30	Four
M/650/6656	CBG194	Grant and Project Funding Applications	50	5	30	Four

Unit Details

Title	Digital Fabrication
Level	Four
Credit Value	4
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBG183
Unit Reference No	F/650/6642
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to design and fabricate a 3D object to meet a client requirements.

Learning Outcomes	Assessment Criteria
1. Be able to develop a plan with a client to fabricate an object.	1.1. Determine client requirements, including design and materials. 1.2. Develop a plan to meet requirements determined in AC 1.1. 1.3. Confirm with client that the plan meets requirements and amend as needed.
2. Be able to conduct a digital fabrication risk assessment.	2.1. Explain the health and safety issues associated with digital fabrication. 2.2. Demonstrate the application of health and safety practice relating to digital fabrication. 2.3. Conduct a risk assessment of a digital fabrication environment.
3. Be able to use 3D software to create designs.	3.1. Use 3D design software to create complex polygonal shapes to meet requirements determined in AC 1.1. 3.2. Use software features to produce 3D designs that can be fabricated. 3.3. Save files in appropriate formats. 3.4. Explain the use of machines for various schemes of work.
4. Be able to fabricate a 3D design.	4.1. Demonstrate the use of machine specific Computer Aided Manufacture (CAM) software. 4.2. Demonstrate the fabrication of the 3D design produced in AC 3.2 using appropriate machines and processes. 4.3. Demonstrate the application of health and safety best practice relating to digital fabrication.
5. Be able to evaluate 3D design fabricated with the client.	5.1. Evaluate the 3D design fabricated in AC 4.2 with the client identifying possible areas of improvement.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Film and Video Production
Level	Four
Credit Value	7
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBG184
Unit Reference No	H/650/6643
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to carry out the film and video production process.

Learning Outcomes	Assessment Criteria
1. Be able to develop a plan with a client to produce a short film or sequence.	1.1. Determine client requirements, including structure and length of production. 1.2. Develop a plan to meet requirements determined in AC 1.1 including a) technical requirements b) target audience c) copyright issues 1.3. Confirm with client that the plan meets requirements and amend as needed.
2. Understand the film and video production process.	2.1. Explain the key milestones of the film and video production process. 2.2. Critically compare different genres of film and video and how these may impact on the production process. 2.3. Explain the potential health and safety issues associated with film and video production and how they may be minimised.
3. Be able to create pre-production materials.	3.1. Create pre-production materials for a short film or sequence in a given genre including: a) treatment b) script c) storyboard d) set designs e) recce f) risk assessment g) daily shooting schedule h) crew and actor call sheets 3.2. Evaluate pre-production materials developed in AC 3.1 identifying possible areas for improvement.
4. Be able to create and evaluate production materials.	4.1. Create production materials for use in a short film or sequence, including setting up appropriate equipment and following: a) shooting script or storyboard b) safe working practices c) production processes 4.2. Evaluate production materials created in AC 4.1 identifying possible areas for improvement.
5. Be able to apply and evaluate post-production processes.	5.1. Explain the steps involved in the post production process. 5.2. Use appropriate equipment and software to edit production materials to a final version including: a) editing film appropriately b) inclusion of transitions and visual effects c) inclusion of credits d) editing audio appropriately and inclusion of audio effects as required

		5.3.	Evaluate the post production process and final version of film or sequence created in AC 5.2 identifying possible areas for improvement.
6.	Understand the film and video certification process.	6.1.	Explain the certification process for film and video.
7.	Be able to evaluate short film or sequence with the client.	7.1.	Evaluate the short film or sequence created in AC 5.3 with the client identifying possible areas of improvement.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Multi-Track Recording
Level	Four
Credit Value	6
Guided Learning Hours (GLH)	36
OCN NI Unit Code	CBG185
Unit Reference No	K/650/6645
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to produce multi-track recordings of ensemble performances.

Learning Outcomes	Assessment Criteria
1. Be able to develop a recording plan with a client.	1.1. Determine client requirements including: a) tracks b) instrumentation c) influences d) style e) approach f) reference tracks g) expectations 1.2. Develop a plan to meet requirements determined in AC 1.1. including: a) project intent outline b) timetabled tracking plan c) pre-production demo 1.3. Confirm with client that the plan meets requirements and amend as needed.
2. Be able to conduct a risk assessment for a recording session.	2.1. Explain the health and safety issues associated with making recordings. 2.2. Demonstrate the application of health and safety practice relating to making recordings. 2.3. Conduct a risk assessment for a recording session environment.
3. Understand the use of microphones in the recording process.	3.1. Critically compare the use of different microphones in the recording process including: a) microphone types b) application and design c) pick up patterns 3.2. Critically compare the placement of microphones for different recording situations. 3.3. Explain how spill may be minimised or used in a complementary fashion.
4. Understand the recording process.	4.1. Critically compare the impact of different room acoustics on a recording process and plan. 4.2. Explain the multi-track recording process. 4.3. Explain the use of outboard equipment and inline effects that are applied during the recording process. 4.4. Explain different digital processing and digital effects and how they can be applied to recorded material.
5. Be able to record an ensemble and evaluate the recording process.	5.1. Use digital recorders to record a given ensemble. 5.2. Evaluate the recording process undertaken in AC 5.1 identifying possible areas for improvement.

6. Be able to evaluate recording with the client.	6.1. Evaluate the recording made in AC 5.1 with the client identifying possible areas of improvement.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Sound Checking an Ensemble
Level	Four
Credit Value	4
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBG186
Unit Reference No	L/650/6646
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to conduct efficient sound checks for ensemble performance.

Learning Outcomes	Assessment Criteria

1. Be able to develop a sound check plan with a client.	1.1. Determine client requirements including
	  a) sound level
	  b) advancing the show with stage plot
	  c) stage size
	  d) technical specifications
	  e) load in times
	  f) venue access
	1.2. Develop a plan to meet requirements determined in AC 1.1 including:
	  a) technical requirements
	  b) equipment requirements
	  c) technical rider
	  d) prior live performances
	1.3. Confirm with client that the plan meets requirements and amend as needed.

2. Be able to conduct a sound check risk assessment.	2.1. Explain the health and safety issues associated with performing a sound check. 2.2. Demonstrate the application of health and safety practice in performing a sound check. 2.3. Conduct a risk assessment of a sound check environment.
3. Understand how to perform a sound check.	3.1. Explain the activities involved in performing a sound check.

4. Be able to prepare a public address (PA) system for sound check.	4.1. Prepare a PA system for sound check in line with plan confirmed in AC 1.3 including:
	  a) using appropriate techniques to capture different instrumental sounds
	  b) line checking each connected channel
	  c) troubleshooting

5. Be able to sound check instruments.	5.1. Sound check each instrument to be used in line with plan confirmed in AC 1.3 and adjust levels appropriately including:
	  a) applying equalisation (EQ) for each instrument
	  b) applying gating and compression to instruments
	  c) applying effects

6. Be able to address the needs of performers.	6.1. Evaluate the needs of performers identifying any associated issues and how they may be resolved.
7. Be able to create a clear and balanced mix.	7.1. Critically compare different mixes for different genres and styles. 7.2. Create and maintain a clear and balanced mix in line with plan confirmed in AC 1.3.
8. Be able to evaluate sound check and mix with the client.	8.1. Evaluate sound check and mix with the client identifying possible areas of improvement.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Live Sound Engineering
Level	Four
Credit Value	4
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBG187
Unit Reference No	M/650/6647
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to undertake live sound engineering.

Learning Outcomes	Assessment Criteria

1. Be able to develop a live sound engineering plan with a client .	1.1. Determine client requirements, including:
	   a) sound level
	   b) stage plan
	   c) technical rider
	   d) channel list or table, with mic type and processing
	1.2. Develop a plan to meet requirements determined in AC 1.1 including:
	   a) technical requirements
	   b) equipment needed
	   c) venue equipment maintenance
	1.3. Confirm with the client that the plan meets requirements and amend as needed.

2. Be able to set optimal signal to noise ratio.	2.1. Explain the importance of optimal signal to noise ratio and how to use sound equipment to achieve this. 2.2. Demonstrate the use of sound equipment to optimise signal to noise ratio.

3. Be able to maintain a mix.	3.1. Explain and demonstrate how to maintain a mix in line with plan confirmed in AC 1.3 using:
	   a) pre-fade listen (PFL)
	   b) equalisation (EQ)
	   c) sub-grouping
	   d) digital effects
	   e) auxiliary sends

4. Be able to monitor the stage in order to maintain an optimal mix to enhance the overall live performance.	4.1. Explain the importance of monitoring the stage. 4.2. Demonstrate how to monitor the stage in order to maintain an optimal mix to enhance the overall live performance.
5. Be able to conduct a live sound engineering risk assessment.	5.1. Explain the health and safety issues associated with live sound engineering. 5.2. Demonstrate the application of health and safety practice relating to live sound engineering. 5.3. Conduct a live sound engineering risk assessment.

6. Be able to carry out post performance activities.	6.1. Explain the potential health and safety issues and equipment damage risks associated with post performance activities.
	6.2. Carry out the following post performance activities in line with the plan confirmed in AC 1.3:
	   a) safely power down rig in correct sequence
	   b) systematically break down the rig
	   c) follow correct storage procedures for component parts

7. Be able to evaluate the live performance with the client.	7.1. Evaluate the live performance carried out in AC 3.1 and 4.2 with the client identifying possible areas of improvement.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Studio Mixing
Level	Four
Credit Value	6
Guided Learning Hours (GLH)	36
OCN NI Unit Code	CBG188
Unit Reference No	R/650/6648
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to apply mixing techniques using a studio mixing desk.

Learning Outcomes	Assessment Criteria

1. Be able to develop a plan with a client to produce a studio mix.	1.1. Determine client requirements, including:
	   a) project genre and feel
	   b) primary playback medium and audience
	1.2. Develop a plan to meet requirements determined in AC 1.1 including:
	   a) project intent outline
	   b) pre-production demo
	1.3. Confirm with client that the plan meets requirements and amend as needed.

2. Understand what is meant by mixing and the application of mixing techniques.	2.1. Explain what is meant by mixing and how it is used in the production of music. 2.2. Critically compare the application of mixing techniques to different musical types and genres.

3. Be able to demonstrate mixing techniques.	3.1. Explain the function and controls on a mixing desk.
	3.2. Demonstrate mixing desk techniques including:
	   a) applying mixing at appropriate times
	   b) the stages of mixing
	   c) creating balance in a recording in terms of pan and dynamic levels
	   d) making a clean recording
	   e) depth of field
	   f) stereo field
	   g) how effects can be used to refine and modify recording
	3.3. Create a studio mix in line with plan confirmed in AC 1.3.

4. Be able to evaluate a studio mix.	4.1. Evaluate the studio mix created in AC 3.3 identifying how appropriate mixing and effects may improve the resultant project.
5. Be able to evaluate a studio mix with the client.	5.1. Evaluate studio mix created in AC 3.3 with the client identifying possible areas of improvement.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Technical Sound and Audio Production
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBG189
Unit Reference No	T/650/6649
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to undertake the technical sound and audio production process.

Learning Outcomes	Assessment Criteria
1. Be able to develop a sound and audio production plan with a client.	1.1. Determine client requirements, including structure and end use of audio artefacts. 1.2. Develop a plan to meet requirements determined in AC 1.1. 1.3. Confirm with client that the plan meets requirements and amend as needed.
2. Be able to conduct a sound and audio production risk assessment.	2.1. Explain the health and safety issues associated with sound and audio production. 2.2. Demonstrate the application of health and safety practice relating to sound and audio production. 2.3. Conduct a risk assessment of a sound and audio production environment.
3. Be able to use sound and audio production equipment.	3.1. Critically compare the use of different types of sound and audio production equipment for different production projects. 3.2. Select, justify and use different sound and audio equipment for the recording and storing of sound to meet the needs of the plan confirmed in AC 1.3.
4. Be able to develop and communicate ideas for production.	4.1. Develop ideas to support production through use of recording, editing and altering sound. 4.2. Distinguish between constructive and non-constructive feedback. 4.3. Communicate ideas for production, seeking and responding positively to feedback from others.
5. Be able to create and evaluate a sound or audio product.	5.1. Create a finished sound or audio product to meet the needs of the plan confirmed in AC 1.3. 5.2. Evaluate the use of techniques used and the finished sound or audio product developed in AC 5.1 identifying possible areas for improvement.
6. Be able to reflect on own work and performance.	6.1. Evaluate own work and performance of the finished sound or audio product created in AC 5.1 identifying possible areas of improvement.
7. Be able to evaluate sound and audio production with the client.	7.1. Evaluate the sound and audio production created in AC 5.1 in conjunction with the client identifying possible areas of improvement.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**

Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Using Social Media to Market and Promote Events, Products and Services in the Fine and Performing Arts
Level	Four
Credit Value	4
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBG190
Unit Reference No	D/650/6650
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to use social media to market and promote events, products and services in the fine and performing arts.

Learning Outcomes	Assessment Criteria
1. Understand the opportunities and threats associated with using social media.	1.1. Critically compare the positive and negative aspects of using social media. 1.2. Analyse the risks associated with using social media and how best to minimise these.
2. Be able to use social media within the fine and performing arts industries.	2.1. Critically compare how different social media sites may be used by groups, individuals, businesses and organisations within the fine and performing arts. 2.2. Explain potential risks to an organisation associated with using social media for marketing or promotion. 2.3. Demonstrate the use of different widely used social media platforms in a fine or performing arts context.

3. Be able to develop a social media marketing plan with a client.	3.1. Explain issues that should be considered when planning a social media campaign including:
	  a) mobile or non-mobile platforms
	  b) nature of campaign
	  c) nature of product, service or event
	  d) target market
	3.2. Determine client requirements for a social media marketing campaign within the fine or performing arts.
	3.3. Develop a plan to meet requirements determined in AC 3.2.
	3.4. Confirm with client that the plan meets requirements and amend as needed.

4. Be able to implement a social media marketing campaign within the fine and performing arts.	4.1. Implement a social media marketing campaign for a given product, service, brand or event within the fine and performing arts in line with the plan confirmed in AC 3.4.
5. Be able to evaluate social media marketing campaign with the client.	5.1. Evaluate the social media marketing campaign implemented in AC 4.1 with client identifying possible areas of improvement.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken	Learner notes/written work Learner log/diary

	to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Developing Websites
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBG191
Unit Reference No	H/650/6652
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to develop websites.

Learning Outcomes	Assessment Criteria
1. Be able to develop a plan with a client to develop a website.	1.1. Determine client requirements including devices the website will be accessed on. 1.2. Develop a plan to meet requirements determined in AC 1.1. 1.3. Confirm with client that the plan meets requirements and amend as needed.
2. Be able to create structures and styles for websites.	2.1. Plan and create website to address requirements confirmed in AC 1.3 to include: a) page content b) templates c) layout d) navigation 2.2. Create, select and use styles to maintain webpage consistency and user engagement. 2.3. Explain possible compatibility issues between combinations of input device and video software. 2.4. Select and use an appropriate combination of input device and video software to optimise the recording of information. 2.5. Select and use an appropriate combination of hardware and software to originate and develop new content for sequences. 2.6. Analyse the possible impact of file size and file format, including when to use information coding and compression. 2.7. Explain issues that need to be taken into account when developing websites including: a) copyright b) access 2.8. Explain file types to use for saving content. 2.9. Store and retrieve files in line with local guidelines and conventions where available. 2.10. Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available.
3. Be able to use software tools to prepare content for websites.	3.1. Prepare content for webpages so that it is ready for editing and formatting. 3.2. Organise and combine information required for webpages. 3.3. Select and use appropriate editing and formatting techniques to aid clarity and navigation.

		3.4.	Select and use appropriate development techniques to link information across pages.
		3.5.	Select and use appropriate video software tools and techniques to mark-up and edit sequences to achieve required effects.
		3.6.	Change the file formats appropriately for content.
4. Be able to publish websites.		4.1.	Select and use appropriate testing methods to check that all elements of websites are working making any necessary amendments.
		4.2.	Confirm with client website meets requirements.
		4.3.	Select and use an appropriate programme to upload and publish the website.
		4.4.	Select and use an appropriate combination of video playback software and display device to suit the file format.
		4.5.	Present sequences effectively by exploiting the features and settings of the playback software and display device to maximise quality and meet needs.
		4.6.	Respond appropriately to problems with multiple page websites.
5. Be able to evaluate websites developed with client.		5.1.	Evaluate the website published in AC 4.3 with the client identifying possible areas of improvement.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Event Management within the Fine Arts or Performing Arts Sectors
Level	Four
Credit Value	6
Guided Learning Hours (GLH)	36
OCN NI Unit Code	CBG192
Unit Reference No	J/650/6653
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to set up and run an event within the fine arts or performing arts sectors.

Learning Outcomes	Assessment Criteria
1. Understand the role of the event manager and other stakeholders in event management.	1.1. Explain the responsibilities of the event manager within the fine arts or performing arts sectors. 1.2. Explain the roles of other stakeholders in fine arts or performing arts events including how they should communicate.
2. Understand how to plan an event within the fine arts or performing arts sectors.	2.1. Explain the purpose of a given event. 2.2. Critically compare an event in the fine arts sector to one in the performing arts. 2.3. Explain the issues to be considered when planning an event within the fine arts or performing arts sectors, including: a) relevant legislation or regulations b) marketing c) setting up, running and post event activities d) roles of those involved e) risk assessments
3. Be able to develop a plan with a client to run an event within the fine arts or performing arts sectors.	3.1. Determine client requirements. 3.2. Develop a plan to meet requirements determined in AC 1.1 including: a) relevant legislation or regulations b) marketing c) setting up, running and post event activities d) roles of those involved e) risk assessments 3.3. Confirm with client that the plan meets requirements and amend as needed.
4. Be able to allocate roles and responsibilities and secure resources for an event within the fine arts or performing arts sectors.	4.1. Allocate required roles and responsibilities to run the event planned in AC 3.2. 4.2. Secure resources for the event planned in AC 3.2.
5. Be able to publicise and run an event within the fine arts or performing arts sectors.	5.1. Explain the key aspects of an event publicity plan. 5.2. Produce and implement an event publicity plan. 5.3. Summarise the activities involved in running an event including: a) conducting a risk assessment b) venue set up and co-ordination c) liaising with stakeholders and event users 5.4. Run event in line with event plan developed in AC 3.2. addressing any issues that may occur.

		5.5. Perform post event activities in line with event plan developed in AC 3.2.
6. Be able to evaluate event with the client.		6.1. Evaluate the event in AC 5.4 with the client identifying possible areas of improvement.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Using Imaging Software
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBG193
Unit Reference No	L/650/6655
Learn Direct Code	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand how to use imaging software.

Learning Outcomes	Assessment Criteria

1. Be able to develop a plan with a client to incorporate multiple images to meet client requirements.	1.1. Determine client requirements, including image usage and context.
	1.2. Develop a plan to incorporate multiple images to meet requirements determined in AC 1.1 including:
	   a) technical requirements
	   b) target audience
	   c) copyright issues
	1.3. Confirm with client that the plan meets requirements and amend as needed.

2. Be able to obtain, insert and combine information for images.	2.1. Research and select images needed to meet requirements confirmed in AC 1.3. 2.2. Demonstrate how to obtain, input and prepare images to meet client needs. 2.3. Explain what copyright and other constraints apply to the use of images. 2.4. Research and select appropriate techniques to organise and combine information from different sources and forms. 2.5. Critically compare different file formats uses for saving images for different presentation methods. 2.6. Store and retrieve files effectively, in line with local guidelines and conventions where available.
3. Be able to use imaging software to create, manipulate and edit images.	3.1. Explain the technical factors affecting images that need to be taken into account. 3.2. Research suitable techniques to create images to meet the plan agreed in AC 1.3. 3.3. Select, justify and use suitable techniques to create images. 3.4. Use guidelines and dimensioning tools appropriately to enhance precision. 3.5. Research appropriate tools and techniques to manipulate and edit images. 3.6. Select, justify and use appropriate tools and techniques to manipulate and edit images to meet the plan agreed in AC 1.3. 3.7. Use IT tools to ensure images meet client needs agreed in AC 1.3 and make corrections as necessary. 3.8. Identify and respond to image quality issues to ensure they meet client needs.
4. Be able to confirm with client that images meet requirements.	4.1. Confirm with client images agreed in AC 3.7 and AC 3.8 meet requirements and amend as required.

OCN NI Level 4 Suite of Creative Arts and Digital Technologies
Updated: 18 April 2023

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Grant and Project Funding Applications
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBG194
Learn Direct Code	M/650/6656
Unit Reference No	KJ3

Unit purpose and aim(s): This unit will enable the learner to understand the processes involved in applying for grants and project funding applications. The learner will also complete and evaluate a grant or project funding application.

Learning Outcomes	Assessment Criteria
1. Understand the processes involved in applying for grant and project funding.	1.1. Research different types of organisations to which applications may be made for grant and project funding. 1.2. Summarise grant and project funding sources in own sector that may be applied for by both individuals and groups. 1.3. Research common reasons why grant and project funding applications are unsuccessful. 1.4. Explain why it is important to estimate the full costs involved in undertaking a project and common areas that are not always costed including preparation time, travel and administration costs. 1.5. Explain the criteria required to apply for grant or project funding in a given sector and associated reporting requirements for: a) small grants or project funding between £500 and £15,000 b) large grants or project funding between £15,001 and £50,000 c) multiple grant or project funding for a combination of both small and large grants or project funding
2. Understand the processes used by funders in evaluating grant or project funding applications.	2.1. Explain the processes funders use to evaluate both large and small grant and project funding applications including: a) who undertakes evaluation b) criteria used to evaluate applications c) use of points based evaluation systems d) providing feedback on successful and unsuccessful applications
3. Be able to complete a grant or project funding application.	3.1. Explain the key elements of best practice in writing grant and project funding applications including: a) writing application letters b) completing application forms 3.2. Explain how grant or project funding applications in own sector are evaluated using the processes explained in AC 2.1. 3.3. Select and complete a grant or project funding application in own sector, identifying reasons for choice.

4.	Be able to evaluate a completed funding application.	4.1.	Evaluate a given grant or project funding application against the initial criteria using a points based system.
		4.2.	Use the evaluation carried out in AC 4.1 to identify possible areas for improvement including how points may be maximised against each criteria.
5.	Understand the procedures involved when a funding application has been successful or unsuccessful.	5.1.	Explain the procedures for a successful funding application for both the funder and individual or group being funded to include: a) reporting and timelines b) legal requirements c) recording and reporting expenditure d) addressing variations to contract
		5.2.	Explain the procedures for an unsuccessful funding application for both the funder and individual or group including feedback and appeals processes.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of this qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

OCN NI Level 4 Suite of Creative Arts and Digital Technologies

OCN NI Level 4 Award in Creative Arts and Digital Technologies
Qualification Number: 610/2553/7

OCN NI Level 4 Certificate in Creative Arts and Digital Technologies
Qualification Number: 610/2552/5

OCN NI Level 4 Extended Certificate in Creative Arts and Digital Technologies
Qualification Number: 610/2551/3

OCN NI Level 4 Diploma in Creative Arts and Digital Technologies
Qualification Number: 610/2550/1

Operational start date: 15 April 2023
Operational end date: 31 March 2028
Certification end date: 31 March 2032

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk