



PART OF **nocn** GROUP

# QUALIFICATION SPECIFICATION

## Level 1 Basic Construction Skills Qualifications

### **NOCN Level 1 Award in Basic Construction Skills**

Qualification No: 600/6569/2

### **NOCN Level 1 Certificate in Basic Construction Skills**

Qualification No: 600/6570/9

### **Operational Start Date**

1 September 2012

### **Version**

3.1 – March 2019

### **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**

[www.nocn.org.uk](http://www.nocn.org.uk)

## Introduction

NOCN is a leading awarding organisation that has been creating amazing opportunities for learners for over 30 years. It is the organisation preserving the proud heritage of the Open College Network (OCN) in the UK and is a brand trusted by learners, colleges, training providers and employers who recognise NOCN qualifications as an indicator of competence and quality. An NOCN qualification can provide a learner with the skills and knowledge they need to get on in life, progress to further education or training, improve their job prospects and increase their health and personal wellbeing.

This handbook is a resource for NOCN centres who wish to offer the NOCN Level 1 Award and Certificate in Basic Construction Skills.

These qualifications are relevant to anyone wishing to gain an insight into working within the Construction Sector.

The handbook details the qualification specification and provides guidance to the training provider on assessment criteria and evidence requirements.



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## 1. NOCN Level 1 Award and Certificate in Basic Construction Skills

The **NOCN Level 1 Award and Certificate in Basic Construction Skills** is designed to offer an introduction to the construction industry and will prepare learners to progress to higher level related qualifications in the construction sector.

The **NOCN Level 1 Award and Certificate in Basic Construction Skills** are designed for those seeking an introductory route into the construction industry. They can be used to introduce learners to the initial skills and knowledge needed to enter the construction sector and will provide learners with the basic skills and knowledge and understanding required by the construction industry.

Learners will gain the initial skills, knowledge and understanding required to enter the construction sector and meet the requirements of the industry.

The qualifications will meet the needs of a named employer or other organisation.

Achievement of a standalone qualification that offers an **introduction to the Construction Industry**.

The qualifications are suitable for those who:

- Have expressed an interest in working in the construction sector and require underpinning knowledge and skills in preparation for entry to that industry
- Are working towards a career in the construction sector.

The qualification links to: the National Occupational Standards (NOS) developed by Construction Skills (SSC). The qualifications provide a significant amount of knowledge, understanding and skills development and learners must demonstrate practical application of skills to achieve the qualifications.

### 1.1. Entry Requirements

There are no formal entry requirements for learners undertaking this qualification.

These qualifications are suitable for learners **aged 16 years or over**.

### 1.2. Progression Routes

Learners will gain the knowledge and skills required to gain employment within the construction industry in roles such as a builder, joiner, painter, plasterer etc.

The qualification will lead to progression onto a range of job opportunities with the construction sector.

### 1.3. Qualification Structure

The **NOCN Level 1 Award in Basic Construction Skills** is a **7** credit qualification with a Total Qualification Time (TQT) of **70** including **63** guided learning hours. Learners **must** achieve 1 credit from the mandatory unit and 6 credits from optional units listed below:

The **NOCN Level 1 Certificate in Basic Construction Skills** is a **13** credit qualification with a Total Qualification Time (TQT) of **130** including **115** guided learning hours. Learners **must** achieve 1 credit from the mandatory unit and 12 credits from optional units. All the units are the same as per the NOCN Level 1 Award in Basic Construction Skills with the addition of 2 further optional units as listed below:

#### Mandatory Unit

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Number
Health and Safety in a Practical Environment	1	1	M	Y/600/3239

#### Optional Units

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Number
Starting Work in Construction	1	4	O	M/502/3695
Developing Building Maintenance Skills	1	4	O	L/502/3686
Developing Construction Drawing Skills	1	4	O	D/502/3689
Developing Construction Painting Skills	1	4	O	R/502/3690
Understanding Length, Weight and Capacity	1	1	O	L/503/3277
Developing Plumbing Skills	1	4	O	K/502/3694
Fix and Fit Work Surfaces	1	1	O	F/507/1055
Using Plastering Skills - Floating Coat to an Attached Pier	1	3	O	D/507/1046
Fitting Units for Interiors	1	1	O	T/507/1053
Assemble Units for Interiors	1	1	O	F/507/1265
Using Plastering Skills - Plastering to a Window Reveal	1	3	O	A/507/1264
Produce Specialist Decorative Finishes	1	2	O	A/507/1037

Constructing a One Brick Wide Wall using Bricklaying Skills	1	3	○	L/507/1043
Constructing a Half Brick Wall using Bricklaying Skills	1	3	○	J/507/1039
Use of Tools and Equipment for Bricklaying	1	3	○	R/507/1044
Preparing Ceilings and Walls for Decoration	1	1	○	H/507/1047
Using Painting Skills for Interior Ceilings and Walls	1	3	○	K/507/1048
Know how to Produce Basic Woodworking Joints	1	3	○	F/507/1038
Basic Tiling: Equipment and Materials	1	1	○	K/506/7940
Basic Tiling Skills	1	2	○	M/506/7941
Measure: Time and Temperature	1	2	○	D/505/4022
Wallpapering Skills	1	3	○	R/505/4115
Plastering Techniques	1	3	○	H/507/1050
Carpentry Hand skills	1	3	○	M/507/1309
Using and Maintaining Woodworking Tools	1	3	○	M/507/1052

### **Additional Optional Units for the NOCN Level 1 Certificate in Basic Construction Skills**

Project in Sustainability	1	3	○	R/601/3168
Communication Skills in Preparing for Work	1	2	○	Y/503/5209

#### **1.4. Total Qualification Time (TQT)**

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve this qualification.

TQT is split into two areas:

- Guided Learning Hours (GLH):
  - learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training

- includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.
- Other Learning Hours (OLH):
  - an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including:
    - preparatory work
    - self-study
    - or any other form of education or training, including assessment.

Examples of GLH activities include:

- Classroom-based learning supervised by a teacher
- Work-based learning supervised by a teacher
- Live webinar or telephone tutorial with a teach in real time
- E-learning supervised by a teacher in real time
- All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training
- Exam time

Examples of OLH activities include:

- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning

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

## 2. Centre Information

### 2.1. Offering the qualification

#### Recognised Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering the **NOCN Level 1 Award and Certificate in Basic Construction Skills** please contact: [business-enquiries@nocn.org.uk](mailto:business-enquiries@nocn.org.uk).

If you are ready to add the qualification to your curriculum offer, please refer to the **NOCN Curriculum Development User Guide**.

NOCN are in the process of launching Horizon, NOCN's portal for centre management. Every NOCN centre will be contacted to confirm when the centre account has been activated. Once you have received your log in details the **Additional Qualification Request and New Course Notification Form** will be completed and submitted electronically. **As this Qualification has an internally set Assessment please upload your Assessment task along with the Additional Qualification form for review by NOCN.** Until you have received your log in details you can continue to submit a paper version of the form, which is available to download from Quartzweb. Please refer to the NOCN Curriculum Development User Guide for further guidance on how to submit the request for Additional Qualifications.

#### New Centres

If you are interested in offering this qualification, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN centre and offering this qualification please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

#### External Verification

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.



## 2.2. Required Resources for Delivering the Qualifications

As part of the requirement to deliver these 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.

### Tutor/Assessor

NOCN expects that Tutors/Assessors are able to demonstrate the following competencies:

- Be technically competent in the construction industry and/or have experience of delivering training within the area. The minimum expectation is that the level of experience should be at the same level as the training that is to be delivered.
- An occupational knowledge of construction. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.
- Hold a recognised teaching qualification or, for new tutors, undertake and complete initial teacher training to a minimum Level 3 standard within 12 months of taking up the tutor role.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal verifier, but they **cannot** carry out any verification on work that they have previously assessed.

### Internal Verifier

Each centre must have internal verification 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 Verifier is able to demonstrate the following competencies:

They should:

- Be technically competent in construction and/or have experience of delivering training within the area. The minimum expectation is that the level of experience should be at the same level as the training that is to be delivered.
- An occupational knowledge of construction. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.
- Hold an approved Internal Quality Assurance Qualification, or equivalent.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should encourage standardisation and sharing of good practice.

### **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 verification.

### 3. Unit Information

The **NOCN Level 1 Award and Certificate in Basic Construction Skills** both consist of one mandatory unit and various optional units which are detailed below.

Health and Safety is a key component of the NOCN Level 1 Award and Certificate in Basic Construction Skills qualifications which is reflected in the Health and Safety in a Practical Environment unit being mandatory. The range of optional units will contribute to widening the breadth of knowledge and understanding requirements for the learner.

To achieve these qualifications a learner **must** provide evidence of learning and achievement against **all** of the assessment criteria within each unit. However a number of assessment criteria can be taught and assessed through one activity.

**NOCN Level 1 Award in Basic Construction Skills - 600/6569/2**

**Rules of Combination:** The learner must achieve 1 credit from the mandatory unit and 6 credits from the optional group

**Mandatory Group** The learner must achieve the unit in this group

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level
Y/600/3239	<a href="#">Health and Safety in a Practical Environment</a>	Mandatory	1	L1

**Optional Group** The learner must achieve at least 6 credits from this group.

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level
M/502/3695	<a href="#">Starting Work in Construction</a>	Optional	4	L1
L/502/3686	<a href="#">Developing Building Maintenance Skills</a>	Optional	4	L1
D/502/3689	<a href="#">Developing Construction Drawing Skills</a>	Optional	4	L1
R/502/3690	<a href="#">Developing Construction Painting Skills</a>	Optional	4	L1
L/503/3277	<a href="#">Understanding Length, Weight and Capacity</a>	Optional	1	L1
K/502/3694	<a href="#">Developing Plumbing Skills</a>	Optional	4	L1
F/507/1055	<a href="#">Fix and Fit Work Surfaces</a>	Optional	1	L1
D/507/1046	<a href="#">Using Plastering Skills - Floating Coat to an Attached Pier</a>	Optional	3	L1
T/507/1053	<a href="#">Fitting Units for interiors</a>	Optional	1	L1
F/507/1265	<a href="#">Assemble Units for Interiors</a>	Optional	1	L1
A/507/1264	<a href="#">Using Plastering Skills - Plastering to a Window Reveal</a>	Optional	3	L1
A/507/1037	<a href="#">Produce specialist decorative finishes</a>	Optional	2	L1

L/507/1043	<a href="#">Constructing a One Brick Wide Wall Using Bricklaying Skills</a>	Optional	3	L1
J/507/1039	<a href="#">Constructing a Half Brick Wall Using Bricklaying Skills</a>	Optional	3	L1
R/507/1044	<a href="#">Use of Tools and Equipment for Bricklaying</a>	Optional	3	L1
K/507/1048	<a href="#">Using Painting Skills for Interior Ceilings and Walls</a>	Optional	3	L1
F/507/1038	<a href="#">Know how to produce basic woodworking joints</a>	Optional	3	L1
K/506/7940	<a href="#">Basic Tiling: Equipment and Materials</a>	Optional	1	L1
M/506/7941	<a href="#">Basic Tiling Skills</a>	Optional	2	L1
D/505/4022	<a href="#">Measure: Time and Temperature</a>	Optional	2	L1
R/505/4115	<a href="#">Wallpapering Skills</a>	Optional	3	L1
H/507/1050	<a href="#">Plastering Techniques</a>	Optional	3	L1
H/507/1047	<a href="#">Preparing Ceilings and Walls for Decoration</a>	Optional	1	L1
M/507/1309	<a href="#">Carpentry Hand Skills</a>	Optional	3	L1
M/507/1052	<a href="#">Using and Maintaining Woodworking Tools</a>	Optional	3	L1

**NOCN Level 1 Certificate in Basic Construction Skills - 600/6570/9**

**Rules of Combination:** The learner must achieve 1 credit from the mandatory unit and 12 credits from the optional group

**Mandatory Group** The learner must achieve the unit in this group

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level
Y/600/3239	<a href="#">Health and Safety in a Practical Environment</a>	Mandatory	1	L1

**Optional Group** The learner must achieve at least 12 credits from this group.

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level
M/502/3695	<a href="#">Starting Work in Construction</a>	Optional	4	L1
L/502/3686	<a href="#">Developing Building Maintenance Skills</a>	Optional	4	L1
D/502/3689	<a href="#">Developing Construction Drawing Skills</a>	Optional	4	L1
R/502/3690	<a href="#">Developing Construction Painting Skills</a>	Optional	4	L1
L/503/3277	<a href="#">Understanding Length, Weight and Capacity</a>	Optional	1	L1
K/502/3694	<a href="#">Developing Plumbing Skills</a>	Optional	4	L1
F/507/1055	<a href="#">Fix and Fit Work Surfaces</a>	Optional	1	L1
D/507/1046	<a href="#">Using Plastering Skills - Floating Coat to an Attached Pier</a>	Optional	3	L1
T/507/1053	<a href="#">Fitting Units for interiors</a>	Optional	1	L1
F/507/1265	<a href="#">Assemble Units for Interiors</a>	Optional	1	L1
A/507/1264	<a href="#">Using Plastering Skills - Plastering to a Window Reveal</a>	Optional	3	L1
A/507/1037	<a href="#">Produce specialist decorative finishes</a>	Optional	2	L1
L/507/1043	<a href="#">Constructing a One Brick Wide Wall Using Bricklaying Skills</a>	Optional	3	L1

J/507/1039	<a href="#">Constructing a Half Brick Wall Using Bricklaying Skills</a>	Optional	3	L1
R/507/1044	<a href="#">Use of Tools and Equipment for Bricklaying</a>	Optional	3	L1
K/507/1048	<a href="#">Using Painting Skills for Interior Ceilings and Walls</a>	Optional	3	L1
F/507/1038	<a href="#">Know how to produce basic woodworking joints</a>	Optional	3	L1
K/506/7940	<a href="#">Basic Tiling: Equipment and Materials</a>	Optional	1	L1
M/506/7941	<a href="#">Basic Tiling Skills</a>	Optional	2	L1
D/505/4022	<a href="#">Measure: Time and Temperature</a>	Optional	2	L1
R/505/4115	<a href="#">Wallpapering Skills</a>	Optional	3	L1
H/507/1050	<a href="#">Plastering Techniques</a>	Optional	3	L1
H/507/1047	<a href="#">Preparing Ceilings and Walls for Decoration</a>	Optional	1	L1
M/507/1309	<a href="#">Carpentry Hand Skills</a>	Optional	3	L1
M/507/1052	<a href="#">Using and Maintaining Woodworking Tools</a>	Optional	3	L1
R/601/3168	<a href="#">Project in Sustainability</a>	Optional	3	L1
Y/503/5209	<a href="#">Communication Skills in Preparing for Work</a>	Optional	2	L1

## 4. Assessment and Evidence

The **NOCN Level 1 Award and Certificate in Basic Construction Skills** are **internally** set, **internally** assessed qualifications. Learners must provide evidence of learning and achievement against **all** of the assessment criteria specified within each unit.

The **NOCN Level 1 Award and Certificate in Basic Construction Skills** are **vocationally based** qualifications and as such, the units offer the opportunity for learners to achieve a balance of practical skill and knowledge.

Centres must ensure that knowledge based learning is at a sufficient level for the qualification, and relevant to the work or events likely to be encountered in the course of a construction related job role.

The centre must ensure that the assessment activities are

**Valid** The assessment activity **must** be fit for purpose which means that the assessment tasks measure the intended outcomes of the unit. They should afford the learner an opportunity to provide sufficient evidence of learning to meet the assessment criteria at the appropriate level.

**Sufficient** The assessment activities afford the learner an opportunity to provide sufficient evidence of learning to meet the assessment criteria.

**Reliable** Assessment activities must generate clear and consistent outcomes across all assessors.

Although the activities may be applied to differing scenarios and in different contexts, with different learners, the evidence sought by the activity must be assessed with a universal standard to ensure that the resulting assessment decisions are consistent across all assessors and centres offering the qualification.

**Authentic** Evidence presented must be the learner's own work.

### 4.1. Fair and Equitable Assessment

Assessment within the **NOCN Level 1 Award and Certificate in Basic Construction Skills** must be designed to be accessible and inclusive.

The assessment methodology must be appropriate for individual assessment.



## 4.2. 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.

## 4.3. Recognised Prior Learning

Recognition of prior learning is an assessment method leading to the award of credit. The process involves considering if a learner can meet the specified assessment requirements for a unit through knowledge, understanding or skills that they possess already, as a consequence, they do not need to undertake a course of learning.

Centres are encouraged to recognise previous achievements and experience, both formal, for example through accredited units or qualifications and informal, for example through continuous learning. This involves the recognition of achievement from a range of activities that will have been assessed through any valid method of assessment.

When using the process of the recognition of prior learning, it is essential that the assessment requirements of a specific unit or, more exceptionally, a qualification have been met. The evidence of learning provided must be sufficient, reliable, authentic and valid.

## 4.4. Functional Skills

These qualifications could contribute towards the learning for Functional Skills in the following areas:

English

- Speaking, listening and communication – could be demonstrated through **following instructions and communicating when working with colleagues.**
- Reading - demonstrated when working through **following drawing and written instructions.**
- Writing – could be demonstrated through written **assignments.**

## ICT

- Development of ICT skills can be demonstrated where learners utilise this to research materials, working methods and through the use of software packages related to developing construction drawing skills.

## mathematics

- Development of mathematics skills can be demonstrated through addition, subtraction and calculation of calculating units of measurement and the conversion of length and capacity from one metric unit to another.

For more information see the Functional Skills criteria for English, ICT and/or maths on the NOCN website: [www.nocn.org.uk/learning\\_providers/functional\\_skills](http://www.nocn.org.uk/learning_providers/functional_skills)

### 4.5. Assessment and Evidence for the units

Centre can use the following assessment methods:

- Aural Examination
- Coursework
- E-Assessment
- Multiple Choice Examination
- Oral Examination
- Portfolio of Evidence
- Practical Demonstration/Assignment
- Practical Examination
- Task-Based Controlled Assessment
- Written Examination

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).

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

## Appendix 1 - Resource suggestions

**Film footage and reports**

**Acts of Parliament**

**eg** Health and Safety at Work Act 1974

**National guidance documents**

**Visits to appropriate venues**

**Expert speakers**

**eg** Safety Officers

**Note:** *this is not an exhaustive list*

## Appendix 2 - Assessment Documentation

### Learner Evidence Record

### NOCN Level 1 Award in Basic Construction Skills

### Unit Title: Health and Safety in a Practical Environment

Assessment Criteria	Portfolio Ref	Evidence
1.1.		
1.2.		
1.3.		

Learner Signature: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_

Date of Achievement: \_\_\_\_\_

### Appendix 3 - Unit Feedback Sheet

Tutor/Assessor Comments:

Learner comments:

Tutor/assessor signature:

Date:

Learner signature:

Date:



## **NOCN**

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