QUALIFICATION SPECIFICATION

NOCN Level 3 Skills for Employment, Training and Personal Development

NOCN Level 3 Award in Skills for Employment, Training and Personal Development

Qualification No: 601/1683/3

NOCN Level 3 Certificate in Skills for Employment, Training and Personal Development

Qualification No: 601/1684/5

Operational Start Date

1 December 2013

Version

4.0 – February 2019

To know more about NOCN:

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

Introduction

NOCN has been providing a qualification and accreditation service to providers across the UK for over 25 years and is justifiably proud of its reputation as, "…a provider of fully accessible, trusted and flexible qualification and accreditation services".

Over the years, NOCN has worked effectively with our centres for the benefit of learners across the country; with a mutual interest in providing a continuously improving service. NOCN, whilst retaining all the advantage of being a national body, has always provided a personal, bespoke service to its customers and prides itself on its local presence and expertise within communities.

This handbook is a resource for NOCN centres who wish to offer the NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development.

The qualifications are relevant to schools, colleges and voluntary or private training providers working with learners aged 14 and above in Personal Development, Vocational Support and IT Skills.

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

Contents

1. NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development

The NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development are designed to provide an introduction to Personal Development, Vocational Support, and IT Skills designed to build confidence for the workplace. Learners will gain an overview of key skills and areas of knowledge in order to inform further study and/or employment choices.

These qualifications are suitable for learners **aged 14 years or over**. These qualifications will provide learners with an opportunity to:

➢ Gain knowledge and understanding of transferable vocational skills such as problem solving or time management.
➢ Gain an overview of a chosen sector, relating it to personal goals and choices.
➢ Progress onto further NOCN Level 3 qualifications such as the NOCN Level 3 qualifications in Information, Advice or Guidance, NOCN Level 3 qualifications in Youth Work, or another training programme such as an Advanced Apprenticeship.

Entry Requirements

There are no formal entry requirements for learners undertaking these qualifications.

Qualification Structure

The NOCN **Level 3 Award in Skills for Employment, Training and Personal Development** is a **6** credit qualification and has **41** guided learning hours with a Total Qualification Time (TQT) of **60** hours. Learners must achieve a total of 6 credits with a maximum of 3 credits to be achieved from Group C. (See unit details below).

The NOCN **Level 3 Certificate in Skills for Employment, Training and Personal Development** is a **21** credit qualification and has **146** guided learning hours with a Total Qualification Time (TQT) of **210** hours. Learners must achieve a total of 21 credits. A minimum of 3 credits must be achieved from Group A and a minimum of 3 credits must be achieved from Group B. The remaining 15 credits can be taken from a combination of units from any of the groups with a maximum of 6 credits from Group C. (See unit details below).

Group A   Personal Development

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Reference Number
Nutrition and Healthy Eating	L3	3	O	M/505/5725
Child Protection	L3	3	O	T/505/5726
Cognitive Development of Children	L3	3	O	D/505/5753

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Reference Number
Physical Development of Children	L3	3	O	H/505/5754
Play and Child Development	L3	3	O	A/505/5727
Play for Children Birth to Three Years	L3	3	O	F/505/5728
Understanding Sports Coaching Skills	L3	6	O	J/505/5729
Improvisation and Performance Skills	L3	3	O	A/505/5730
Musical Ensemble Skills	L3	6	O	F/505/5731
Music Skills for Solo Performance	L3	6	O	K/505/5724
Performance Realisation Skills	L3	9	O	K/505/5755
Performing Physical Theatre	L3	3	O	M/505/5756
Rehearsal Skills	L3	3	O	D/505/5767
Song Writing Skills	L3	6	O	F/505/5759
Using Digital Sampling Techniques for Composing	L3	6	O	A/505/5761
Design Project	L3	3	O	H/505/5768
Preparation for Employment in the Creative and Cultural Industries	L3	3	O	D/505/5770
Work with Volunteers in a Creative and Cultural Context	L3	3	O	Y/505/6089
Making a Radio Magazine Programme	L3	2	O	K/505/5772
Preparing for a Career in the Media Industry	L3	9	O	M/505/5773
Radio Production Editing Techniques	L3	2	O	A/505/5775
Creative Writing Skills	L3	3	O	J/505/5777
Building a Personal Career Portfolio	L3	3	O	R/505/5779
Interpersonal Skills	L3	3	O	T/505/6035
Personal Learning Goals	L3	3	O	L/505/6042
Personal Study Skills	L3	6	O	D/505/6045
Stress and Stress Management Techniques	L3	6	O	H/505/6046
Personal Career Preparation	L3	1	O	K/505/6047

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Reference Number
Recognising Employment Opportunities	L3	1	O	M/505/6048
Undertaking an Enterprise Project	L3	6	O	T/505/6049
Understanding the Intellectual and Language Development of Children from Birth to Eight	L3	3	O	A/503/8121

Group B   Vocational Support

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Reference Number
Customer Service Skills	L3	2	O	A/505/5257
Decision Making Skills	L3	2	O	J/505/5262
Improving Own Learning and Performance	L3	2	O	H/505/5270
Negotiation Skills	L3	2	O	H/505/8413
Presentation Skills	L3	2	O	M/505/5272
Team Leading Skills	L3	2	O	A/505/5274
Teamwork	L3	2	O	F/505/5275
Time Management	L3	2	O	J/505/5276
Equality and Diversity at Work	L3	1	O	L/505/5828
Communication in the Workplace	L3	2	O	F/505/5261
Employment Rights and Responsibilities	L3	2	O	D/505/5266
Health and Safety Procedures in the Workplace	L3	1	O	Y/505/5833
Problem Solving in the Workplace	L3	2	O	T/505/5273
Work Experience	L3	1	O	R/505/5829

Group C   IT Skills

Unit Title	Level	Credit Value	Mandatory or Optional	Ofqual Unit Reference Number
Database Software	L3	6	O	T/502/4556
Design Software	L3	5	O	A/502/4574
Desktop Publishing Software	L3	5	O	H/502/4567
Imaging Software	L3	5	O	R/502/4614
Multimedia Software	L3	6	O	H/502/4617
Presentation Software	L3	6	O	T/502/4623
Spreadsheet Software	L3	6	O	J/502/4626
Using Email	L3	3	O	T/502/4301
Using the Internet	L3	5	O	F/502/4298
Video Software	L3	4	O	T/502/4394
Website Software	L3	5	O	Y/502/4632
Word Processing Software	L3	6	O	Y/502/4629

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

Offering these qualifications

Recognised Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering the NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development, please contact: business-enquiries@nocn.org.uk.

If you are ready to add these qualifications to your curriculum offer, please log in to the NOCN website, under Centres/Processes and Documents, and complete the 'Additional Qualification Approval Request Form,' which can then be returned to business-enquiries@nocn.org.uk for the attention of your Account and Sector Manager.

New Centres

If you are interested in offering the NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development, but do not currently offer any other NOCN qualifications, you will need to be recognised as an NOCN approved centre. This process includes:

➢ Confirmation that the organisation has an adequate infrastructure in place to support the effective delivery of NOCN qualifications.

➢ An agreement signed by the principal authority in the organisation confirming adherence to the specified terms and conditions. This safeguards the quality assurance standards, in relation to the delivery and assessment process.

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 Verifier. The External Verifier will have ongoing responsibility for monitoring the Centre's compliance with the requirements of centre recognised status.

External Verifiers 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 moderators, learners and administrative staff.

➢ Sign off the Recommendation for the Award of Credit (RAC).

➢ Verify recommendations for achievement submitted by the centre via Quartzweb.

Required Resources for Delivering these 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 these 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 Personal Development, Vocational Support or IT Skills as dictated by the units they are delivering 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 Personal Development, Vocational Support, or IT Skills as dictated by the units they are delivering. 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, for example, 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 Personal Development, Vocational Support, or IT Skills as dictated by the units they are verifying 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 Personal Development, Vocational Support or IT Skills as dictated by the units they are verifying. The minimum expectation is that the level of knowledge should be at the same level as the training that is to be delivered.

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 3 Award and Certificate in Skills for Employment, Training and Personal Development, both consist of optional units.

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.

3.1. Accessing the unit content

All units are available to download from our website

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

4.   Assessment and Evidence

The NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development, are **internally** assessed qualifications. Learners must provide evidence of learning and achievement against **all** of the assessment criteria specified within each unit.

The NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development, 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 substantive, and relevant to the work or events likely to be encountered in the course of a relevant 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.

Fair and Equitable Assessment

Assessment within the NOCN Level 3 Award and Certificate in Skills for Employment, Training and Personal Development, are designed to be accessible and inclusive.

The assessment methodology is appropriate for individual assessment or for groups of learners.

Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

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

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.

Functional Skills

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

English
- o Speaking, listening and communication – could be demonstrated through group discussions or role play.
- o Reading – could be demonstrated when working through completing risk assessment forms.
- o Writing – could be demonstrated through completing work sheets or a reflective diary or logbook.

ICT
- o Development of ICT skills could be demonstrated through completing work sheets and other assessments or research on line.

Mathematics
- o Development of mathematics skills could be demonstrated through setting number related tasks for the development of team work skills.

For more information see the Functional Skills criteria for English, ICT and/or maths on the NOCN website: www.nocn.org.uk

Assessment and Evidence for the units

Centres can use a variety of assessment activities to capture evidence of learners' understanding. Activities may include:

- ➢ Case Studies
- ➢ Oral Question and Answer
- ➢ Role Play/Simulation
- ➢ Report
- ➢ Practice file
- ➢ Reflective Log or Diary
- ➢ Practical Demonstration
- ➢ Written Question and Answer/Test/Exam

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website: http://www.nocn.org.uk/qualifications_and_units/additional_qualification_documents. Alternatively, centres can use their own paperwork provided they ensure that the learners' work is ordered and portfolio references provided as required.

Appendix 1 - Resource suggestions

Personal Development
Resources and information at
http://www.bbc.co.uk/learning/subjects/personal_development.shtml
Expert speakers – for example careers advisors, motivational speakers

Vocational Support Units
Job descriptions and examples of workplace procedures and proformas
Information and downloadable resources can be found at -
tlp.excellencegateway.org.uk/tlp/xcurricula/employability/
Expert speakers - for example safety officers

IT Skills
http://www.bbc.co.uk/keyskills/toolkit
www.computeach.co.uk/IT-Careers

This list is indicative, not exhaustive.

Appendix 2 - Assessment Documentation

1.   **Learner Evidence Record Unit 1**

NOCN Level 3 Award in Skills for Employment, Training and Personal Development

Unit Title: Nutrition and Healthy Eating

Assessment Criteria	Evidence	Portfolio Ref	Completed By	Signed Off By
1.1.				
1.2.				
1.3.				

Learner Signature:

Tutor Signature:

Confirmation of Achievement of Unit – Date:

Evidence Record cont….

NOCN Level 3 Award in Skills for Employment, Training and Personal Development

Unit Title: Nutrition and Healthy Eating

Assessment Criteria	Evidence	Portfolio Ref	Completed By	Signed Off By
2.1.				
2.2.				
2.3.				

Learner Signature:

Tutor Signature:

Confirmation of Achievement of Unit – Date:

Appendix 3 – Feedback Sheet

Feedback Sheet

Tutor/Assessor Comments:
Learner comments:

Tutor/assessor sign:	Date:
Learner sign:	Date:

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