



Qualification Specification for:

OCN NI Entry Level Award in Vocational Skills (Entry 3)

- Qualification No: 601/3678/9

OCN NI Entry Level Certificate in Vocational Skills (Entry 3)

- Qualification No: 601/3679/0

OCN NI Entry Level Diploma in Vocational Skills (Entry 3)

- Qualification No: 601/3680/7

Qualification Regulation Information

OCN NI Entry Level Award in Vocational Skills (Entry 3)

Qualification Number: 601/3678/9

Operational start date: 01 July 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2031

OCN NI Entry Level Certificate in Vocational Skills (Entry 3)

Qualification Number: 601/3679/0

Operational start date: 01 July 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2031

OCN NI Entry Level Diploma in Vocational Skills (Entry 3)

Qualification Number: 601/3680/7

Operational start date: 01 July 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2031

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.

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 Entry Level Award in Vocational Skills (Entry 3)**
- **OCN NI Entry Level Certificate in Vocational Skills (Entry 3)**
- **OCN NI Entry Level Diploma in Vocational Skills (Entry 3)**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- 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.

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About Regulation

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

The OCN NI qualifications in Vocational Skills at Entry Level are designed to provide learners with an introduction to skills and knowledge required for working in a range of sector areas including Building and Construction, Catering, Communication Technology and Office Skills, Core Skills, Creative Arts, Crafts and Performance, Horticulture, Salon Skills for Hair and Beauty, Sport and Leisure and Vehicle Care and Maintenance. The qualifications give learners an opportunity to gain valuable generic skills for work and also enable them to progress to OCN NI's higher level qualifications in a range of vocational skills.

Sector Subject Area

14.1 Foundations for learning and life

Qualification Target Group

The qualifications allow learners to sample basic skills in a range of vocational areas. Learners also can enhance their core skills in areas such as career preparation, presentation skills, teamwork and health and safety.

Progression Opportunities

The OCN NI Entry Level qualifications in Vocational Skills enable progression to OCN NI Level 1 Award, Certificate and Diploma in Vocational Skills. They also take learners a step towards gaining valuable skills for employment.

Entry Requirements

There are no formal restrictions on entry for these qualifications however learners should be at least 14 years old. If you wish to deliver any units to learners under the age of 14, please seek guidance from OCN NI.

Ensuring Health and Safety of Learners

Within the suite of vocational skills qualifications, the health, safety and security of learners are paramount, particularly for pre-16 learners. Every effort must be made by the centre and those involved in the delivery to ensure that learners operate in a safe and secure environment where risk of injury is minimum. Particular attention should be given to:

- ensuring learners are briefed about health, safety and security procedures including how to identify hazards
- ensuring learners understand the key legislative and best practice aspects of the relevant vocational area
- ensuring necessary risk assessments are carried out

- ensuring appropriate levels of supervision are agreed and implemented prior to delivery
- ensuring clear guidance will be available for those organising work placements to ensure appropriate health and safety procedures are in place
- adhering to child protection regulations
- clear accident reporting procedures being in place
- machinery, tools and/or equipment to ensure they are in safe working order and learners are given proper instruction, training, protective clothing and supervision
- appropriate insurance arrangements being in place particularly for learners on work placements and workplace visits.

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 these 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 qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in the subject area.

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 a minimum of one year's 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 and Content

The information below summarise the structure of these qualifications.

OCN NI Entry Level Award in Vocational Skills (Entry 3)

In order to achieve the qualification learners must complete a total of 3 credits. Units can be taken from any group.

Total Qualification Time (TQT) for this qualification:	30 hours
Guided Learning Hours (GLH) for this qualification:	30 hours

OCN NI Entry Level Certificate in Vocational Skills (Entry 3)

In order to achieve the qualification learners must complete a total of 13 credits. A minimum of 3 credits must be taken from the Core Skills group up to a maximum of 9 credits. The remaining 10 credits may be taken from any group.

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

OCN NI Entry Level Diploma in Vocational Skills (Entry 3)

In order to achieve the qualification learners must complete a total of 37 credits. A minimum of 3 credits must be taken from the Core Skills group up to a maximum of 18 credits. The remaining 34 credits may be taken from any group.

Total Qualification Time (TQT) for this qualification:	370 hours
Guided Learning Hours (GLH) for this qualification:	370 hours

****Please note that the units highlighted in RED are not appropriate for a school-based environment and entries will not be accepted for these units from schools.***

The Qualifications consist of the following units:

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Core Skills					
D/506/2086	CAZ425	Accessing the Local Community and Facilities	30	3	Entry 3
H/506/2106	CAZ443	Exploring Local History	30	3	Entry 3
D/506/4419	CAZ960	Active Citizenship in the Community	10	1	Entry 3
R/506/4420	CAZ961	Career Preparation and Planning	20	2	Entry 3
Y/506/4421	CAZ962	Diversity within Society	20	2	Entry 3
D/506/4422	CAZ963	Improving Assertiveness	10	1	Entry 3
H/506/4423	CAZ964	Oral Presentation Skills in Practice	20	2	Entry 3
K/506/4424	CAZ965	Personal Confidence and Self-Esteem	10	1	Entry 3
M/506/4425	CAZ966	Skills for Decision Making	30	3	Entry 3
F/506/4431	CAZ967	Study Skills and Learning Styles	10	1	Entry 3
J/506/4432	CAZ968	Take Part in a Vocational Taster	30	3	Entry 3
L/506/4433	CAZ969	Taking Part in an Enterprise Project	30	3	Entry 3
R/506/4434	CAZ970	Teamwork Skills in Practice	30	3	Entry 3
Y/506/4435	CAZ971	Developing Listening and Responding Skills	10	1	Entry 3
D/506/4436	CAZ972	Exploring Employment Opportunities	30	3	Entry 3
H/506/4437	CAZ973	Interpersonal Skills for the Individual	30	3	Entry 3
K/506/4438	CAZ974	Promoting Self-Improvement	10	1	Entry 3

M/506/4439	CAZ975	Rights and Responsibilities for the individual	10	1	Entry 3
L/506/8336	CAZ976	Skills in Customer Service	30	3	Entry 3
M/506/4442	CAZ977	Health and Safety in Practice	10	1	Entry 3
T/506/4443	CAZ978	Setting and Achieving Personal Goals	30	3	Entry 3
M/617/3381	CBE353	Customer Service Skills in a Retail Environment	30	3	Entry 3
J/617/4326	CBE380	Skills for Stock Rotation	30	3	Entry 3
Building and Construction					
M/506/4120	CAZ896	Brickwork Skills	30	3	Entry 3
T/506/4121	CAZ897	Carpentry and Joinery Skills	30	3	Entry 3
A/506/4122	CAZ898	Plumbing: Measuring and Marking Out	30	3	Entry 3
F/506/4123	CAZ899	Skills for Plastering	30	3	Entry 3
J/506/4124	CAZ900	Using Tools and Materials to Construct a Timber Product	30	3	Entry 3
L/506/4125	CAZ901	Introduction to Assisting with Brickwork	30	3	Entry 3
R/506/4126	CAZ902	Introduction to Building a Half Brick Wall Three Courses High	30	3	Entry 3
Y/506/4127	CAZ903	Introduction to Building a Three Brick Square Hollow Pillar	30	3	Entry 3
D/506/4128	CAZ904	Introduction to Building and Construction Skills	30	3	Entry 3
H/506/4129	CAZ905	Introduction to Health and Safety in Building and Construction	30	3	Entry 3

Y/506/4130	CAZ906	Introduction to Painting and Decorating Skills	30	3	Entry 3
Catering					
D/506/4131	CAZ907	Health and Safety for Catering	30	3	Entry 3
H/506/4132	CAZ908	Healthy Diet Planning	20	2	Entry 3
K/506/4133	CAZ909	Basic Cookery	20	2	Entry 3
M/506/4134	CAZ910	Basic Food and Drink Service	20	2	Entry 3
T/506/4135	CAZ912	Basic Food Preparation	20	2	Entry 3
L/506/4156	CAZ911	Food and Drink Preparation	30	3	Entry 3
D/506/4159	CAZ913	Food Safety and Hygiene	30	3	Entry 3
K/506/4164	CAZ914	Food, Drink and Cooking Skills	30	3	Entry 3
T/506/4166	CAZ915	Understanding Food and Nutrition	30	3	Entry 3
F/506/4168	CAZ916	Working in the Hospitality Industry	10	1	Entry 3
Communication Technology and Office Skills					
J/506/4169	CAZ917	Handling Customer Telephone Calls	20	2	Entry 3
F/506/4171	CAZ918	Office Administrator Skills	20	2	Entry 3
H/506/4180	CAZ919	Telephone Skills	20	2	Entry 3
K/506/4181	CAZ920	Using Spreadsheet Software	20	2	Entry 3
T/506/4183	CAZ921	Using Word Processing Software	20	2	Entry 3
A/506/4184	CAZ922	Customer Service Skills	30	3	Entry 3
J/506/4186	CAZ923	Introduction to Audio and Video Software	20	2	Entry 3
L/506/4187	CAZ924	Introduction to Computer Security and Privacy	10	1	Entry 3
R/506/4188	CAZ925	Introduction to Design and Imaging Software	20	2	Entry 3

Y/506/4189	CAZ926	Introduction to Desktop Publishing Software	20	2	Entry 3
L/506/4190	CAZ927	Introduction to Marketing and Selling a Product or Service	40	4	Entry 3
R/506/4191	CAZ928	Introduction to Presentation Software	20	2	Entry 3
Y/506/4192	CAZ929	Introduction to Reception and Filing Skills	30	3	Entry 3
A/506/4203	CAZ930	Introduction to the Basics of a Computer	10	1	Entry 3
F/506/4204	CAZ931	Introduction to the Internet and World Wide Web	10	1	Entry 3
J/506/4205	CAZ932	Introduction to Using Mobile IT Devices	10	1	Entry 3
R/506/4207	CAZ933	Personal Digital Photograph Processing	10	1	Entry 3
Y/506/4208	CAZ934	Using Basic Desk Top Publishing Software	10	1	Entry 3
D/506/4209	CAZ935	Using Email and Text Messaging	10	1	Entry 3
K/506/4214	CAZ936	Using Graphics Software	10	1	Entry 3
<i>Creative Arts, Crafts and Performance</i>					
A/506/4394	CAZ937	Basic Craft Skills and Techniques	30	3	Entry 3
F/506/4395	CAZ938	Introduction to Performance Skills	30	3	Entry 3
J/506/4396	CAZ939	Physical Performance Skills	30	3	Entry 3
L/506/4397	CAZ940	Using Mixed Media in 2D	30	3	Entry 3
Y/506/4399	CAZ941	Computer Applications in the Arts	30	3	Entry 3
R/506/4403	CAZ942	Exploring Dance Movements	30	3	Entry 3

Y/506/4404	CAZ943	Performance Skills in Practice	30	3	Entry 3
D/506/4405	CAZ944	Introduction to Ceramics	30	3	Entry 3
H/506/4406	CAZ945	Introduction to Digital Photography	20	2	Entry 3
K/506/4407	CAZ946	Introduction to Life Drawing	30	3	Entry 3
M/506/4408	CAZ947	Introduction to Painting - Mixed Media	30	3	Entry 3
T/506/4409	CAZ948	Introduction to Set Design and Construction	30	3	Entry 3
Horticulture					
K/506/4410	CAZ951	Basic Skills in Amenity Horticulture	30	3	Entry 3
M/506/4411	CAZ952	Awareness of Soil Types and Garden Habitats	30	3	Entry 3
T/506/4412	CAZ953	Basic Gardening for Pleasure	30	3	Entry 3
A/506/4413	CAZ954	Basic Skills for Cultivating Plant Cuttings	30	3	Entry 3
F/506/4414	CAZ955	Basic Skills for Sowing and Growing Plants	30	3	Entry 3
J/506/4415	CAZ956	Basic Skills in Garden Maintenance	30	3	Entry 3
L/506/4416	CAZ957	Basic Skills in Plant Propagation	30	3	Entry 3
R/506/4417	CAZ958	Basic Skills in Use and Maintenance of Garden Tools	30	3	Entry 3
Y/506/4418	CAZ959	Introduction to Environmental Issues	20	2	Entry 3
Salon Skills for Hair and Beauty					
A/506/4461	CAZ979	Hair Care: Shampoo and Conditioning	30	3	Entry 3
F/506/4462	CAZ980	Hair Styling Skills	30	3	Entry 3
L/506/4464	CAZ981	Make-up Application Skills	30	3	Entry 3

R/506/4465	CAZ982	Nail Art Application Skills	20	2	Entry 3
Y/506/4466	CAZ983	Understanding Skin Care	20	2	Entry 3
D/506/4467	CAZ984	Assisting a Hair Stylist	10	1	Entry 3
H/506/4468	CAZ985	Introduction to Hand care	30	3	Entry 3
K/506/4469	CAZ986	Introduction to Health and Safety in the Salon Environment	20	2	Entry 3
Sport and Leisure					
D/506/4470	CAZ987	Understand how Exercise Contributes to a Healthy Lifestyle	20	2	Entry 3
H/506/4471	CAZ988	Exploring Outdoor Adventure Sports	30	3	Entry 3
K/506/4472	CAZ989	Assisting at Active Leisure or Sport Events	30	3	Entry 3
M/506/4473	CAZ990	Increasing Personal Fitness	30	3	Entry 3
T/506/4474	CAZ991	Introduction to Health and Fitness	30	3	Entry 3
J/506/4480	CAZ992	Introduction to Outdoor Pursuits	30	3	Entry 3
L/506/4481	CAZ993	Plan and Participate in Short Walks	30	3	Entry 3
Y/506/4483	CAZ994	Taking Part in Team and Individual Sports	30	3	Entry 3
D/506/4484	CAZ995	Using Leisure Services	30	3	Entry 3
Vehicle Care and Maintenance					
H/506/4485	CAZ996	Motor Vehicle Workshop Safety	20	2	Entry 3
K/506/4486	CAZ997	Routine Motorcycle Maintenance	20	2	Entry 3
M/506/4487	CAZ998	Routine Vehicle Maintenance	20	2	Entry 3
Y/506/4497	CAZ999	Routine Wheel and Tyre Maintenance	20	2	Entry 3

D/506/4498	CBA000	Using Tools and Equipment Within a Motor Vehicle Workshop	20	2	Entry 3
Y/506/4502	CBA001	Vehicle Body Repairs	20	2	Entry 3
R/506/4501	CBA002	Car Interior Valeting	10	1	Entry 3
D/506/4503	CBA003	Car Washing	10	1	Entry 3
H/506/4504	CBA004	Identification of Basic External and Internal Car Components	10	1	Entry 3
K/506/4505	CBA005	Wax and Polish a Vehicle	30	3	Entry 3

Unit Details

Title:	Accessing the Local Community and Facilities	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ425	
Unit Reference No:	D/506/2086	
Unit purpose and aim(s): The learner will be able to access local facilities and make a positive contribution towards their local community.		
Learning Outcomes	Assessment Criteria	
1. Understand what a community is and how individuals can make a positive contribution.	1.1. Identify the geographical boundaries of own community. 1.2. Identify groups of people who make up own community. 1.3. Give examples of ways in which individuals can make a positive contribution to their community. 1.4. State own contribution to the community.	
2. Know the location of facilities and services in own local area.	2.1. Identify at least two facilities and services in own local area and their uses.	
3. Be able to access community facilities for personal use.	3.1. State facilities of personal interest and how to access them in own community. 3.2. State potential risks to personal safety when accessing these facilities.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary
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Title	Exploring Local History	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ443	
Unit Reference No	H/506/2106	
<i>Unit purpose and aim(s):</i> This unit will enable learners to access and record information about local history and present this to an audience.		
Learning Outcomes		Assessment Criteria
1. Be aware of how national events can affect own local area.	1.1. Identify how national events can affect own local area and community.	
2. Know how to access basic historical information.	2.1. Identify and use different sources to access basic historical information.	
3. Know how to create and present a simple record of findings.	3.1. Record information on a selected topic using an appropriate medium. 3.2. Present findings to a familiar audience.	
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

Title	Active Citizenship in the Community	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ960	
Unit Reference No	D/506/4419	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand diversity in society and recognise the role of active participation.		
Learning Outcomes		Assessment Criteria
1. Understand the social diversity of citizens in own community.	1.1. State what is meant by social diversity. 1.2. List different diverse groups within own community.	
2. Recognise the role of active participation in own community.	2.1. Outline own involvement in an organisation, club or activity identifying the diversity of those involved. 2.2. State the benefit of active participation in own community.	
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

Title	Career Preparation and Planning	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ961	
Unit Reference No	R/506/4420	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to identify own strengths, qualities, skills and abilities and how these relate to personal career preparation and planning.		
Learning Outcomes		Assessment Criteria
1. Understand own strengths, qualities, skills and abilities.	1.1. Identify own: a) strengths b) qualities c) skills d) abilities 1.2. State how these may be relevant to a career.	
2. Understand sources of information, advice and guidance in relation to career planning.	2.1. Identify sources of information, advice and guidance in relation to own career planning.	
3. Be able to plan for transition to the next stage of education, training or work.	3.1. State career goals and how these may be achieved.	
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

Title	Diversity within Society	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ962	
Unit Reference No	Y/506/4421	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by the term diversity and be aware of diverse groups and their contribution to society.		
Learning Outcomes	Assessment Criteria	
1. Know what is meant by the term diversity.	1.1. State what is meant by the term diversity.	
2. Be aware of a range of diverse groups and practices.	2.1. List at least two diverse groups including examples of their practices. 2.2. Identify similarities across at least two diverse groups.	
3. Understand the importance of respecting diversity.	3.1. State why it is important to respect diversity. 3.2. Give examples of a lack of tolerance of diverse groups within society.	
4. Recognise the contributions of diverse groups to society.	4.1. Give examples of contributions different diverse groups make to society.	
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

Title	Improving Assertiveness	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ963	
Unit Reference No	D/506/4422	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand assertive behaviour and when it is appropriate.		
Learning Outcomes	Assessment Criteria	
1. Understand assertiveness.	1.1. State what is meant by assertiveness. 1.2. Give an example of assertive behaviour. 1.3. State a benefit of being assertive.	
2. Understand a range of behaviours.	2.1. Give an example of the following behaviours: a) assertive b) passive c) aggressive	
3. Know when it is appropriate to be assertive.	3.1. Identify a situation in which it may be appropriate to be assertive to achieve a desired outcome. 3.2. Demonstrate assertiveness skills.	
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

Title	Oral Presentation Skills in Practice	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ964	
Unit Reference No	H/506/4423	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare, plan and deliver a short oral presentation.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare, plan and deliver an oral presentation.	1.1. Demonstrate how to prepare and plan for an oral presentation to a known audience taking into account the following: <ol style="list-style-type: none"> audience aims timing use of visual aids roles 1.2. Give a short oral presentation using the plan above. 1.3. Identify what went well and areas for 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

Title	Personal Confidence and Self-Esteem	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ965	
Unit Reference No	K/506/4424	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand confidence and self-esteem. The learner will also be required to set short term goals in order to improve personal confidence and self-esteem.		
Learning Outcomes		Assessment Criteria
1. Understand ways of building confidence and self-esteem.	1.1. State what is meant by confidence and self-esteem and factors that impact on them. 1.2. Identify ways of building confidence and self-esteem. 1.3. Identify a situation when he/she: a) felt confident b) lacked confidence 1.4. State the impact of own behaviour and how it influences others' perceptions.	
2. Be able to set objectives to improve personal confidence and self-esteem.	2.1. Identify short term goals to improve confidence and self-esteem. 2.2. Review progress towards achievement of goals. 2.3. State how goal setting has contributed to own confidence and self-esteem.	
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

Title	Skills for Decision Making	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ966	
Unit Reference No	M/506/4425	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand decision making skills and situations that require assertiveness and self-control.		
Learning Outcomes		Assessment Criteria
1. Be able to make personal decisions and choices with confidence.	1.1. State own personal decisions and choices in at least two situations.	
2. Be aware of the rights and responsibilities of self and others within a group.	2.1. Identify own and others' responsibilities and rights in a group situation. 2.2. Demonstrate how to contribute to a group discussion in a given situation.	
3. Recognise how negotiation skills contribute to achieving a desired outcome.	3.1. Give an example of how to negotiate with others to achieve a desired outcome.	
4. Be aware of the implications and benefits of self-control and assertiveness.	4.1. Give examples of situations where self-control and/or assertiveness may be required.	
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

Title	Study Skills and Learning Styles	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ967	
Unit Reference No	F/506/4431	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand different ways to learn, recognise own preference and identify areas for improvement.		
Learning Outcomes		Assessment Criteria
1. Recognise different ways to learn.	1.1. List the different ways in which people learn.	
2. Recognise and understand own learning preferences.	2.1. Give examples of past learning experiences and preferred learning method. 2.2. State what contributes to a good learning experience.	
3. Know how learning styles affect approaches to learning and study.	3.1. State how learning styles affect approaches to learning and study.	
4. Be able to reflect on own approaches to learning.	4.1. Reflect on own learning approach identifying areas for 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

Title	Take Part in a Vocational Taster	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ968	
Unit Reference No	J/506/4432	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand different job roles within a vocational area and take part in a vocational taster.		
Learning Outcomes		Assessment Criteria
1. Understand different job roles within a vocational area.	1.1. Identify different jobs within a vocational area. 1.2. State the necessary skills and knowledge required for one of the jobs identified.	
2. Understand the importance of appropriate workplace presentation and behaviour.	2.1. Identify the appropriate dress code for vocational area identified. 2.2. State the agreed working hours. 2.3. Outline appropriate behaviour required for vocational area. 2.4. Name own supervisor and their job title.	
3. Use relevant skills and knowledge in a vocational context.	3.1. State the duties / role to be undertaken. 3.2. Carry out tasks as directed in a vocational context using relevant skills and knowledge. 3.3. Identify own skills and knowledge used.	
4. Understand safe working practices within a vocational context.	4.1. Identify possible safety hazards. 4.2. Follow safety procedures and use given equipment as instructed. 4.3. Locate the first aid box. 4.4. Identify and locate the assembly point to be used during emergency procedures. 4.5. Name the person(s) to notify if there is an emergency or accident.	
5. Be able to review suitability for job role in a chosen vocational context.	5.1. List own strengths and areas for improvement to meet the requirements of the chosen vocational context.	
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

Title:	Taking Part in an Enterprise Project	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ969	
Unit Reference No:	L/506/4433	
Unit purpose and aim(s): This unit will enable the learner to undertake a small enterprise project including; advertising, selling, costs and evaluation.		
Learning Outcomes		Assessment Criteria
1. Be able to select a product to sell and advertise.	1.1. Identify a product to sell and its target market. 1.2. Identify a suitable venue to hold the sale and outline its benefits. 1.3. Identify ways to advertise the sale.	
2. Know how to set up a point of sale and sell products.	2.1. Identify the equipment and resources needed to sell the product. 2.2. Demonstrate product sales.	
3. Be aware of costs involved in the enterprise project.	3.1. Outline the costs involved in selecting, marketing and selling the product.	
4. Evaluate own contribution to enterprise project.	4.1. Outline own contribution to enterprise project.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log

Title	Teamwork Skills in Practice	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ970	
Unit Reference No	R/506/4434	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the different roles within a team and how to contribute to a team activity.		
Learning Outcomes	Assessment Criteria	
1. Understand the different roles within a team.	1.1. State the different roles within a team. 1.2. State own role within a team in a given situation.	
2. Be able to contribute to the setting of team and own goals.	2.1. State goals identified by team. 2.2. State own individual goals. 2.3. Contribute to a team activity. 2.4. Demonstrate the use of effective verbal communication skills within the team.	
3. Be aware of others' rights to communicate within a team.	3.1. Give an example of listening to others within a team. 3.2. State why it is important to listen without interrupting.	
4. Recognise the importance of co-operation within a team.	4.1. Give an example of when co-operation is necessary to achieve a team goal.	
5. Be able to review team performance.	5.1. Give an example of what was: a) successful b) unsuccessful 5.2. Identify ways to improve own performance.	
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

Title	Developing Listening and Responding Skills	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ971	
Unit Reference No	Y/506/4435	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to listen and respond to information from others.		
Learning Outcomes		Assessment Criteria
1. Be able to listen to and follow spoken information.	1.1. Demonstrate the ability to listen to and follow spoken information in at least two different contexts.	
2. Be able to obtain information from others.	2.1. Demonstrate the ability to listen for a narrative in different contexts. 2.2. Identify new and relevant information from discussions and explanations. 2.3. Demonstrate the use of verbal and non-verbal communication in order to confirm understanding.	
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

Title	Exploring Employment Opportunities	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ972	
Unit Reference No	D/506/4436	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of different career options, identify a preferred career option and how to apply for job opportunities.		
Learning Outcomes		Assessment Criteria
1. Be aware of different career options and what is involved in job search.	1.1. List areas of interest for future career options and personal limitations that may affect these. 1.2. Identify possible sources of information on jobs/training in local area.	
2. Be aware of different types of employment.	2.1. Name the characteristics of each of the following: a) employment b) self-employment c) unemployment d) voluntary work	
3. Be able to complete an application for work or training.	3.1. Complete a simple work or training application form.	
4. Be able to create a basic curriculum vitae (CV).	4.1. Complete a prepared CV to include essential information.	
5. Know how to conduct him/herself at an interview.	5.1. State how to prepare for an interview including: a) appropriate dress b) time of arrival c) possible questions d) appropriate body language	
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

Title	Interpersonal Skills for the Individual	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ973	
Unit Reference No	H/506/4437	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise own personal skills, how to manage stress and develop an awareness of different types of behaviours.		
Learning Outcomes		Assessment Criteria
1. Recognise own personal skills.	1.1. List own strengths and weaknesses.	
2. Understand time management.	2.1. State ways of improving own time management.	
3. Understand how to manage stress.	3.1. List signs and symptoms of stress in self. 3.2. Give examples of how to manage stress.	
4. Understand different types of criticism.	4.1. List different types of criticism.	
5. Understand how body language can be used.	5.1. State how body language can be used in a given situation.	
6. Understand different types of behaviours.	6.1. Give examples of the following behaviours: a) aggressive b) passive c) assertive d) confident	
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

Title	Promoting Self-Improvement	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ974	
Unit Reference No	K/506/4438	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise own strengths and weaknesses and skills for self-improvement.		
Learning Outcomes		Assessment Criteria
1. Recognise own strengths and weaknesses.	1.1. Give examples of two personal strengths and weaknesses.	
2. Recognise skills that promote self-improvement.	2.1. List skills that promote self-improvement and how they may be used.	
3. Know how to set personal goals for self-improvement.	3.1. List three personal short-term goals and identify how these may be achieved.	
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

Title	Rights and Responsibilities for the individual	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ975	
Unit Reference No	M/506/4439	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of rights and responsibilities.		
Learning Outcomes		Assessment Criteria
1. Understand rights and responsibilities for an individual.	1.1. Give examples of rights and responsibilities for an individual. 1.2. Identify own individual rights and responsibilities. 1.3. Identify sources of support or information about rights and responsibilities.	
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

Title	Skills in Customer Service	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ976	
Unit Reference No	L/506/8336	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand customer service skills		
Learning Outcomes		Assessment Criteria
1. Understand the benefits to an organisation of good customer service.	1.1. Give examples of good practice in customer service and why good customer service is important. 1.2. State reasons for maintaining customer confidentiality.	
2. Understand the possible consequences of poor customer service.	2.1. State how poor customer service can impact on: a) customers b) the organisation c) staff	
3. Understand the value of first impressions.	3.1. State why it is important to make a good first impression. 3.2. State ways of creating a positive first impression when communicating: a) face-to-face b) on the telephone c) in writing	
4. Understand positive verbal and non-verbal interaction with customers.	4.1. Give examples of non-verbal communication and how it can support face to face communication. 4.2. List appropriate and inappropriate ways of communicating verbally with customers.	
5. Understand how to deal with customer complaints.	5.1. Outline how to deal with a customer complaint.	
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

Title	Health and Safety in Practice	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ977	
Unit Reference No	M/506/4442	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to know about health and safety in a practical environment.		
Learning Outcomes	Assessment Criteria	
1. Know about health and safety procedures in a practical environment.	1.1. List possible emergencies and responses to each. 1.2. Identify at least two health and safety signs and symbols. 1.3. Identify the location of emergency equipment to include: a) fire alarm b) fire blanket c) fire extinguishers d) first aid box 1.4. Name the appointed health and safety representative within own organisation.	
2. Be able to follow safe working practices.	2.1. Demonstrate the use of safe working practices when carrying out a given task.	
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

Title	Setting and Achieving Personal Goals	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ978	
Unit Reference No	T/506/4443	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of own personal attributes, their impact on own situation and how to set and achieve goals.		
Learning Outcomes		Assessment Criteria
1. Be aware of personal attributes and how they have impacted on own situation.	1.1. Give an example of the following and how it has impacted on own situation: a) a personal achievement b) a skill c) an interest	
2. Be aware of information sources relevant to own development opportunities.	2.1. State information sources relevant to own development opportunities.	
3. Know how to set and achieve personal goals.	3.1. State a goal for the future and reason for choice. 3.2. Identify any factors which may hinder and/or help the achievement of goal. 3.3. List key steps to be taken to achieve personal goal. 3.4. Review progress towards achievement.	
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

Title	Customer Service Skills in a Retail Environment	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBE353	
Unit Reference No	M/617/3381	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop customer services skills within a retail environment		
Learning Outcomes		Assessment Criteria
1. Be aware of the benefits of good customer service to an organisation	1.1. State with examples, the benefits of good customer to an organisation within a retail environment.	
2. Understand the possible consequences of poor customer service	2.1. State how poor customer service in a retail environment can impact on: a) customers b) the organisation itself c) staff	
3. Understand the value of first impressions.	3.1. State the importance of making a good first impression within a retail environment. 3.2. State ways of creating a positive first impression when communicating with your customers: a) face-to-face b) on the telephone c) in writing	
4. Recognise positive verbal and non-verbal interaction with customers.	4.1. Give examples of non-verbal communication and how it can support face-to-face communication in the retail environment. 4.2. List appropriate and inappropriate ways of communicating verbally with customers.	
5. Recognise the importance of customer confidentiality	5.1. State reasons for maintaining customer confidentiality	
6. Understand how to deal with customer complaints.	6.1. Outline how to report a customer complaint within the retail environment.	
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 student'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
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Title	Skills for Stock Rotation	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBE380	
Unit Reference No	J/617/4326	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the relationship between stock levels and stock quality.		
Learning Outcomes		Assessment Criteria
1. Understand the relationship between levels of stock and customer satisfaction.	1.1. State the importance of stock control and factors that may affect stock demand.	
2. Understand the relationship between stock levels and quality.	2.1. State how stock rotation works. 2.2. Give examples of stock that is unfit for sale.	
3. Be able to check the level of stock on sale.	3.1. Follow instructions for checking stock levels. 3.2. Use a given organisation's stock control system to identify: a) current stock levels b) items which may need reordered	
4. Be able to replenish stock on sale.	4.1. Replenish and rotate stock for a given organisation to the required standard. 4.2. Keep area clean and tidy at all times.	
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 student'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

Title	Brickwork Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ896	
Unit Reference No	M/506/4120	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic brickwork skills.		
Learning Outcomes		Assessment Criteria
1. Know about the brickwork skills area.	1.1. List tools equipment and materials commonly used in brickwork including: a) trowel b) shovel c) level d) sand e) cement f) gravel	
2. Know how to interact with others.	2.1. Communicate effectively with others. 2.2. Follow simple instructions given by tutor or supervisor.	
3. Know how to work safely and correctly.	3.1. Use and handle tools and equipment correctly. 3.2. Prepare materials for use correctly. 3.3. Comply with health and safety procedures and demonstrate good working practices.	
4. Know how to tackle basic problems.	4.1. Select correct tools, equipment and materials for specific projects.	
5. Know how to review his/her performance and personal skills.	5.1. Give an example of what went well and what went not so well. 5.2. Outline how own performance of personal skills may be improved.	
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

Title	Carpentry and Joinery Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ897	
Unit Reference No	T/506/4121	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic carpentry and joinery skills.		
Learning Outcomes		Assessment Criteria
1. Know about carpentry and joinery.	1.1. List tools and equipment commonly used in carpentry and joinery. 1.2. Identify correct materials used in carpentry and joinery including: a) wood b) nails c) screws	
2. Know how to interact with others.	2.1. Communicate with others. 2.2. Follow simple instructions given by tutor or supervisor.	
3. Know how to work safely and correctly.	3.1. Use tools and equipment correctly. 3.2. Prepare materials for use correctly without excessive waste or mess. 3.3. Comply with health and safety procedures and demonstrate good working practices.	
4. Know how to tackle basic problems.	4.1. Select correct tools equipment and materials for specific projects.	
5. Know how to review his/her performance and personal skills.	5.1. Give an example of what went well and what went not so well. 5.2. Outline what might have been done to improve performance or personal skills.	
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

Title	Plumbing: Measuring and Marking Out	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ898	
Unit Reference No	A/506/4122	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use tools and equipment to measure and mark out in plumbing.		
Learning Outcomes		Assessment Criteria
1. Know the hand tools and equipment used for measuring and marking out.	1.1. Identify key hand tools and equipment used for measuring and marking out. 1.2. State the safety and basic maintenance requirements for each.	
2. Know how to measure and mark out components.	2.1. Follow instructions to measure, mark out and record length, diameter and area using: a) tape measure b) spirit level c) marking pen or pencil 2.2. Record length of pipe work, number and type of fittings for given pipe work assemblies.	
3. Be able to work safely.	3.1. Follow health and safety regulations when using hand tools and equipment.	
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

Title	Skills for Plastering	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ899	
Unit Reference No	F/506/4123	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to identify and use the tools, equipment and materials used in plaster work.		
Learning Outcomes	Assessment Criteria	
1. Know tools, equipment and materials used in plastering.	1.1. Identify basic tools, equipment and materials used in plastering. 1.2. Identify at least two backgrounds that may receive plaster work.	
2. Be able to apply plaster.	2.1. Follow instructions to apply plaster coatings to a suitable surface. 2.2. Produce a suitably smooth finish.	
3. Be able to work safely.	3.1. Follow health and safety requirements when applying plaster. 3.2. Use personal and protective equipment (PPE) to carry out plastering work.	
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

Title	Using Tools and Materials to Construct a Timber Product	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ900	
Unit Reference No	J/506/4124	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge of the tools and materials used in constructing a timber product. The learner will also be required to assemble a basic timber product.		
Learning Outcomes	Assessment Criteria	
1. Know tools and materials required to construct a timber product.	1.1. Identify appropriate tools and materials for constructing a timber product. 1.2. Select suitable timber and cut to length as required.	
2. Know how to prepare and fit joints together.	2.1. Identify a selection of joints and fit to the following tolerances: a) gaps not exceeding 1mm b) twist not exceeding 2mm c) square within 2mm	
3. Be able to assemble and clean up a timber product.	3.1. Apply adhesive. 3.2. Square and cramp up. 3.3. Screw up joints. 3.4. Clean off waste. 3.5. Plane faces flush.	
4. Be able to work safely and efficiently.	4.1. Follow health and safety requirements when constructing a timber product. 4.2. Maintain and store tools correctly leaving work area safe and free from debris.	
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

Title	Introduction to Assisting with Brickwork
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CAZ901
Unit Reference No	L/506/4125
<i>Unit purpose and aim(s):</i> The unit will enable the learner to assist with brickwork.	
Learning Outcomes	Assessment Criteria
1. Know how to prepare for tasks.	1.1. Select and use the appropriate protective clothing for designated tasks including: <ol style="list-style-type: none"> overalls safety hat boots goggles ear defenders face dust mask 1.2. Select and use the correct tools for designated tasks including: <ol style="list-style-type: none"> club hammer bolster chisel metre straight edge trowel gauge rod plumb line spirit level mortar board chalk mortar bricks
2. Know how to dismantle a section of wall.	2.1. Dismantle a small section of wall. 2.2. Clean bricks and stack ready for use. 2.3. Remove and dispose of soil and/or rubble appropriately.
3. Know how to mix mortar.	3.1. Use builder's bucket as measure. 3.2. Mix mortar to appropriate ratio and to correct consistency.
4. Know how to prepare a workplace.	4.1. Sweep site ready for building. 4.2. Select and stack bricks next to building line. 4.3. Position, dampen, load and replenish mortar boards with mortar mix. 4.4. Keep area clean and tidy while work is in progress.
5. Know how to tidy work area.	5.1. Clear and tidy work area including: <ol style="list-style-type: none"> disposal of rubbish appropriately cleaning and storing of tools and materials

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

Title	Introduction to Building a Half Brick Wall Three Courses High
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CAZ902
Unit Reference No	R/506/4126
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to build a half brick wall.	
Learning Outcomes	Assessment Criteria
1. Know how to prepare for tasks.	1.1. Select and use the appropriate protective clothing for designated tasks including: <ol style="list-style-type: none"> overalls safety hat boots goggles ear defenders face dust mask 1.2. Select and use the correct tools for designated tasks including: <ol style="list-style-type: none"> club hammer bolster chisel metre straight edge trowel, gauge rod plumb line spirit level mortar board chalk mortar bricks 1.3. Prepare area with bricks and mortar.
2. Know how to build a half brick wall, three courses high.	2.1. Participate in building a half brick wall, three courses high, four stretches long following laid down procedures. 2.2. Participate in ensuring that the wall is sound, level, straight and vertical. 2.3. Maintain a tidy working area while work is in progress.
3. Know how to tidy work area.	3.1. Clear and tidy work area including : <ol style="list-style-type: none"> disposing of rubbish appropriately cleaning and storing of tools and materials

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

Title	Introduction to Building a Three Brick Square Hollow Pillar	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ903	
Unit Reference No	Y/506/4127	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to build a three brick square hollow pillar.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare for building a three brick square hollow pillar.	1.1. Select and use the appropriate protective clothing for designated tasks including: <ol style="list-style-type: none"> overalls safety hat boots goggles ear defenders face dust mask 1.2. Select and use the correct tools for the designated task including: <ol style="list-style-type: none"> club hammer bolster chisel metre straight edge trowel gauge rod plumb line or spirit level mortar board chalk mortar bricks 	
2. Know how to build a three brick square hollow pillar.	2.1. Participate in building a half three brick square, six courses high hollow pillar built following laid down procedures. 2.2. Participate in ensuring that the wall is sound, level, straight and vertical. 2.3. Maintain a tidy working area while work is in progress.	
3. Know how to tidy a work area.	3.1. Clear and tidy work area including : <ol style="list-style-type: none"> disposal of rubbish appropriately cleaning and storing of tools and materials 	
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

Title	Introduction to Building and Construction Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ904	
Unit Reference No	D/506/4128	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic brickwork.		
Learning Outcomes		Assessment Criteria
1. Know about the vocational area.	1.1. Name tools, equipment and materials used in the building and construction area.	
2. Know how to communicate with others.	2.1. Communicate effectively and appropriately with others. 2.2. Follow instructions given by supervisor.	
3. Know how to work safely and correctly.	3.1. Use tools and equipment safely and correctly. 3.2. Prepare materials for use correctly without excessive waste or mess. 3.3. Outline good working practices. 3.4. Comply with health and safety procedures.	
4. Be able to plan basic projects.	4.1. Select correct tools and equipment for specific projects. 4.2. Select correct materials for specific projects.	
5. Know how to review his/her performance and personal skills.	5.1. Review and evaluate own performance. 5.2. Outline how to improve performance and personal skills.	
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

Title	Introduction to Health and Safety in Building and Construction	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ905	
Unit Reference No	H/506/4129	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand health and safety in a building and construction environment.		
Learning Outcomes	Assessment Criteria	
1. Understand safety issues in the building and construction area.	1.1. Identify the dangers of hazardous materials and situations when working in building and construction. 1.2. Identify Personal Protective Equipment (PPE).	
2. Be able to communicate with others.	2.1. Communicate effectively and in an appropriate manner with others in the group.	
3. Be able to develop own skills.	3.1. Outline the importance of adopting safe working practices. 3.2. Outline the importance of using PPE in the work place.	
4. Be able to problem solve.	4.1. Identify the potential dangers and hazards associated with a specific area of work. 4.2. Select appropriate PPE for the specific area of work.	
5. Know how to apply safe working practices.	5.1. Prepare simple health and safety rules for given area of work.	
6. Review own performance and personal skills.	6.1. Outline what went well and not so well. 6.2. Outline what might have been done differently.	
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

Title	Introduction to Painting and Decorating Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ906	
Unit Reference No	Y/506/4130	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to undertake basic painting and decorating.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare a work area for painting and decorating.	1.1. Outline an assessment of site and identify actions required to prepare an area for decorating. 1.2. Identify items to be removed and stored. 1.3. Outline how to apply dust sheets to work area.	
2. Know how to maintain a work area for painting and decorating.	2.1. Maintain a clean and tidy work area at all times.	
3. Be able to use tools and equipment for painting and decorating.	3.1. Indicate and use hand tools suitable for painting and decorating. 3.2. Demonstrate safe use of portable access equipment.	
4. Be able to maintain tools and equipment for painting and decorating.	4.1. Clean and check tools and equipment after use. 4.2. Store tools and equipment in the correct place and manner.	
5. Know how to prepare one surface for application of materials.	5.1. Outline and participate in the assessment of surface condition and identify the action required. 5.2. Outline and participate in preparation of surfaces including: a) wooden surface b) plastered c) rendered d) brick surface e) metal surface using hand or power tools as appropriate	
6. Know how to apply materials to prepared surfaces.	6.1. Outline and participate in the identification of materials and application procedure to a given prepared surface. 6.2. Outline and participate in the application of materials to surfaces including: a) wooden surface b) plastered c) rendered d) brick surface e) metal surface	
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

Title	Health and Safety for Catering	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ907	
Unit Reference No	D/506/4131	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of maintaining health & safety standards within a catering environment.		
Learning Outcomes	Assessment Criteria	
1. Be aware of the importance of health and safety in a catering environment.	1.1. State the main responsibilities of employers and employees towards health and safety. 1.2. Identify health and safety hazards in the workplace and how to report them. 1.3. State the importance of following instructions, safety rules and safe procedures at work.	
2. Be aware of the importance of food safety in a catering environment.	2.1. State own responsibility in relation to food safety. 2.2. State what is meant by the following terms: a) hazard b) risk c) control measure d) food hygiene e) contamination 2.3. Identify food hazards in the workplace. 2.4. State how food should be handled to prevent contamination. 2.5. State the importance of time/temperature controls and stock rotation.	
3. Understand how to keep self and work area safe, clean and hygienic.	3.1. State the reasons for keeping self and work area clean and hygienic. 3.2. State how to maintain personal hygiene. 3.3. State how to keep the work area clean and hygienic. 3.4. State how waste should be stored and disposed of.	
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

Title	Healthy Diet Planning	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ908	
Unit Reference No	H/506/4132	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of a healthy diet. The learner will also be asked to produce a healthy diet plan.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of a healthy diet.	1.1. State the importance of a healthy diet and its impact on health.	
2. Be able to create a healthy diet plan.	2.1. List factors to be considered when planning a healthy diet. 2.2. Create a healthy diet plan.	
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

Title	Basic Cookery	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ909	
Unit Reference No	K/506/4133	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to cook basic food items.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare food items and cook basic dishes.	1.1. Choose the correct ingredients for basic dishes. 1.2. Identify the correct equipment and handle safely and hygienically. 1.3. Cook food items safely and hygienically. 1.4. Clean work areas and equipment safely and hygienically during and after cooking. 1.5. Identify what went well and suggest any improvements.	
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

Title	Basic Food and Drink Service	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ910	
Unit Reference No	M/506/4134	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance and benefits of team work during food and drink service.		
Learning Outcomes	Assessment Criteria	
1. Know how to serve food and drink to customers.	1.1. Identify the stages when serving food and drink. 1.2. Serve food and drink in a polite and safe manner.	
2. Be able to work as part of a food and drink service team.	2.1. Assist others in the preparation of food and drink. 2.2. Work with others to serve food and drink. 2.3. Assist in the safe and hygienic preparation, maintenance and cleaning of service areas. 2.4. Outline the importance of working well as part of a food and drink service team.	
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

Title	Basic Food Preparation	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ912	
Unit Reference No	T/506/4135	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to prepare and store basic food items.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare basic food items.	1.1. Identify the correct equipment and handle safely and hygienically. 1.2. Use the correct ingredients for basic dishes. 1.3. Prepare food items safely and hygienically. 1.4. Clean work areas and equipment safely and hygienically during and after preparing food. 1.5. Store prepared food items safely and hygienically ready for use as required.	
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

Title	Food and Drink Preparation	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ911	
Unit Reference No	L/506/4156	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to prepare basic food and drink items.		
Learning Outcomes	Assessment Criteria	
1. Be able to make a hot or cold drink.	1.1. Identify the correct ingredients required to make hot and cold drinks. 1.2. Make and serve a hot drink.	
2. Know how to prepare snacks and basic dishes.	2.1. Identify the correct ingredients to make basic dishes. 2.2. Make a cold dish. 2.3. Make a hot dish.	
3. Be able to clean up after preparing food and drink.	3.1. Clean and store equipment and items used.	
4. Know how to store food and drink.	4.1. Identify how and where to store different items of food and drink. 4.2. State consequences of poor food/drink storage.	
5. Be able to work safely in a kitchen.	5.1. Identify hazards and work safely in the kitchen. 5.2. Identify main risks associated with food and drink preparation.	
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

Title	Food Safety and Hygiene	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ913	
Unit Reference No	D/506/4159	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to store food safely and hygienically.		
Learning Outcomes	Assessment Criteria	
1. Understand basic hygiene rules.	1.1. Identify and carry out basic hygiene procedures before handling food.	
2. Understand how to store different types of food.	2.1. Identify different food types. 2.2. Identify foods that are longer lasting and how to store them safely. 2.3. Identify perishable foods and how to store them safely.	
3. Know why and when to discard food.	3.1. State signs that food is still fresh. 3.2. State signs that food may not be safe to use. 3.3. Identify possible consequences of eating food that is no longer fresh. 3.4. Give the reason for "Use by" dates.	
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

Title	Food, Drink and Cooking Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ914	
Unit Reference No	K/506/4164	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to prepare basic food and drink items.		
Learning Outcomes	Assessment Criteria	
1. Be able to use of a range of basic kitchen equipment and utensils.	1.1. Identify small basic items of equipment used in a kitchen and demonstrate how to use them. 1.2. Identify which items of electrical equipment may be used and state when to use them. 1.3. Demonstrate how to use: a) hobs b) grill c) oven d) microwave	
2. Recognise the importance of preparing balanced nutritious meals.	2.1. State why it is important to eat balanced nutritious meals. 2.2. Identify foods to make a simple balanced meal or snack.	
3. Be able to prepare a range of hot and cold drinks.	3.1. Identify the range of hot and cold drinks available. 3.2. Prepare at least two basic hot and cold drinks.	
4. Recognise fresh foods that do not need to be cooked.	4.1. Identify different fresh foods that do not need to be cooked. 4.2. State the types of cold snacks available that do not need cooking/heating.	
5. Be able to prepare hot snacks.	5.1. Identify different fresh foods that can form a cooked snack. 5.2. Prepare at least two simple hot snacks using basic ingredients.	
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
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Title	Understanding Food and Nutrition	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ915	
Unit Reference No	T/506/4166	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of a balanced diet for Individual.		
Learning Outcomes	Assessment Criteria	
1. Know what constitutes a balanced diet for an individual.	1.1. Identify the main nutrients for a balanced diet. 1.2. Give examples of foods that contain the main nutrients and state their basic functions.	
2. Recognise food allergies and their effects on an individual.	2.1. Identify common food allergies. 2.2. List some of the effects of common food allergies.	
3. Be able to prepare nutritious food.	3.1. Outline menus for people of different ages. 3.2. Prepare a nutritious meal for an individual using one of these menus.	
4. Be able to present food in a way that is attractive.	4.1. Identify menus and illustrations which show how colour, texture, taste and smell can contribute to presenting attractive food. 4.2. Prepare and present a meal.	
5. Understand that foods restrictions affect the diets of religious and cultural groups.	5.1. Identify some of the food restrictions of different religious and cultural groups.	
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

Title	Working in the Hospitality Industry	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ916	
Unit Reference No	F/506/4168	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore the range of employment opportunities available within the hospitality industry.		
Learning Outcomes	Assessment Criteria	
1. Understand the main services provided by the hospitality industry.	1.1. State different services offered within the hospitality industry. 1.2. Give examples of service providers in the hospitality industry.	
2. Recognise the range of job opportunities within the hospitality industry.	2.1. Identify different types of job in the hospitality industry. 2.2. Give examples of job opportunities available in the hospitality industry.	
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

Title	Handling Customer Telephone Calls	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ917	
Unit Reference No	J/506/4169	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to receive customer telephone calls and deal with communication issues.		
Learning Outcomes	Assessment Criteria	
1. Be able to receive customer telephone calls and deal with any communication problems.	1.1. State why it is important to answer the telephone promptly using appropriate greetings. 1.2. Demonstrate how to receive at least two customer telephone calls including: a) identifying customer needs and appropriate personnel b) transferring of calls c) closure of calls 1.3. State ways of dealing with communication problems when receiving customer calls.	
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

Title	Office Administrator Skills	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ918	
Unit Reference No	F/506/4171	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role of an office administrator and the associated tasks.		
Learning Outcomes	Assessment Criteria	
1. Understand the role of an office administrator.	1.1. List at least two administration activities and how these contribute to a workplace.	
2. Know how to carry out a range of basic administrative tasks.	2.1. Carry out at least two basic administrative tasks using appropriate equipment when required. 2.2. State why it is important to maintain confidentiality within an office environment.	
3. Be aware of the importance of good self-presentation and time management.	3.1. State the importance of good self-presentation to include the following: a) appropriate dress b) manner 3.2. State the importance of own time management.	
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

Title	Telephone Skills	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ919	
Unit Reference No	H/506/4180	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to make and receive telephone calls appropriately.		
Learning Outcomes		Assessment Criteria
1. Be able to make and receive telephone calls.	1.1. State the purpose of at least two telephone calls. 1.2. Demonstrate how to make a telephone call including the following: a) confirm details of caller b) communicate basic information clearly and accurately 1.3. Demonstrate how to receive a telephone call including the following: a) answer promptly and politely b) identify the caller and reason for call c) take a short message	
2. Recognise the importance of handling calls appropriately.	2.1. State the importance of handling calls appropriately. 2.2. State how appropriate tone and language create a positive impression.	
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

Title	Using Spreadsheet Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ920	
Unit Reference No	K/506/4181	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop the basic skills required to enter data, use the formulae and display information effectively using spreadsheet software.		
Learning Outcomes		Assessment Criteria
1. Be able to enter and edit numerical and other information using spreadsheet software.	1.1. Demonstrate the use of spreadsheet software by: a) entering and editing numerical and other information b) storing and retrieving spreadsheet files c) using formulas and tools to summarise data	
2. Be able to use tools and techniques to present spreadsheet information.	2.1. Demonstrate the use of tools and techniques to present information including the following: a) correct formatting b) charts and/or graphs c) page layout and printing d) corrections	
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

Title	Using Word Processing Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ921	
Unit Reference No	T/506/4183	
<i>Unit purpose and aim(s):</i> This unit will introduce learners to the principal word processing skills required to input and edit text, format and present documents using word processing.		
Learning Outcomes	Assessment Criteria	
1. Be able to input text and edit word processing documents.	1.1. Demonstrate how to input text and edit documents by: a) using a keyboard or other input methods b) storing and retrieving files c) editing files	
2. Be able to create a range of documents using word processing.	2.1. Create at least two documents using word processing to include: a) at least two templates b) at least two page layouts c) formatting and editing techniques d) present and print finished documents	
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

Title	Customer Service Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ922	
Unit Reference No	A/506/4184	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand customer service skills		
Learning Outcomes		Assessment Criteria
1. Understand the benefits to an organisation of good customer service.	1.1. Give examples of good practice in customer service and why good customer service is important.	
2. Understand the possible consequences of poor customer service.	2.1. State how poor customer service can impact on: a) customers b) the organisation itself c) staff	
3. Understand the value of first impressions.	3.1. Give reasons why it is important to make a good, first impression. 3.2. State ways of creating a positive first impression when communicating: a) face-to-face b) on the telephone c) in writing	
4. Understand positive verbal and non-verbal interaction with customers.	4.1. Give examples of non-verbal communication and how it can support face-to-face communication. 4.2. List appropriate and inappropriate ways of communicating verbally with customers.	
5. Recognise the importance of respect for the individual.	5.1. State reasons for maintaining customer confidentiality and give examples.	
6. Understand how to deal with customer complaints.	6.1. Outline how to report a customer complaint.	
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

Title	Introduction to Audio and Video Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ923	
Unit Reference No	J/506/4186	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to perform basic tasks with audio and video software.		
Learning Outcomes	Assessment Criteria	
1. Be able to capture audio and/or video sequences.	1.1. Identify input device and associated software to use. 1.2. Use input devices and built-in audio and/or video software to record information.	
2. Be able to edit audio and/or video sequences.	2.1. Identify audio and/or video software editing software to use. 2.2. Edit sequences to meet needs. 2.3. Respond to basic problems with audio and/or video sequences. 2.4. Identify copyright constraints on using others' information.	
3. Be able to play and present audio and/or video sequences.	3.1. Select audio and/or video software to playback and display audio and/or video sequences. 3.2. Use appropriate device to playback and display audio and/or video sequences.	
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

Title	Introduction to Computer Security and Privacy	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ924	
Unit Reference No	L/506/4187	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic computer security and privacy.		
Learning Outcomes	Assessment Criteria	
1. Understand the basics of computer security and privacy.	1.1. Outline what is meant by computer security and privacy. 1.2. Identify threats to your computer and the measures that should be taken to protect against these.	
2. Understand how to protect your computer and your data.	2.1. Identify guidelines for protecting your computer. 2.2. Identify best practices for securing online and network transactions. 2.3. Identify measures for protecting e-mail and instant messaging.	
3. Understand how to protect yourself and your family from security threats.	3.1. Identify measures that you can use to protect your privacy. 3.2. Outline how online predators operate and how to protect your family from these.	
4. Understand how to keep your computer secure and updated.	4.1. Identify the security settings on your computer and their purpose. 4.2. Identify the options for keeping your computer up-to-date.	
5. Understand computer ethics.	5.1. Identify intellectual property and copyright as they apply to computing. 5.2. Give examples of copyright violation and the measures to prevent those acts. 5.3. Identify the legal concerns associated with information exchange.	
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

Title	Introduction to Design and Imaging Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ925	
Unit Reference No	R/506/4188	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use design and imaging software.		
Learning Outcomes	Assessment Criteria	
1. Be able to obtain and insert information for designs or images.	1.1. Identify what designs or images are needed. 1.2. Obtain, input and prepare images to meet needs. 1.3. Identify what copyright constraints apply to selected images. 1.4. Save design or image files in appropriate file format.	
2. Be able to manipulate and edit drawings or images.	2.1. Identify which manipulation and editing tools and techniques to use. 2.2. Use suitable tools and techniques to create, manipulate and edit drawings and images. 2.3. Review if designs or images meet needs and edit as appropriate.	
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

Title	Introduction to Desktop Publishing Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ926	
Unit Reference No	Y/506/4189	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to basic desk top publishing.		
Learning Outcomes	Assessment Criteria	
1. Use appropriate designs and page layouts for a publication.	1.1. Identify what types of information and page layouts can be used in a publication. 1.2. Use an appropriate page design and layout for a publication in line with local guidelines. 1.3. Use appropriate media for the publication.	
2. Input text and other information into a publication.	2.1. Input, combine and edit information into a publication ready for editing and formatting. 2.2. Identify copyright constraints on using others' information. 2.3. Save and retrieve publication files effectively, in line with local guidelines.	
3. Use desktop publishing software techniques.	3.1. Identify what editing and formatting was used for the publication. 3.2. Use appropriate techniques to edit text, images and graphic elements within publications. 3.3. Review publications meet needs, and make corrections as required.	
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

Title	Introduction to Marketing and Selling a Product or Service	
Level	Entry 3	
Credit Value	4	
Guided Learning Hours (GLH)	40	
OCN NI Unit Code	CAZ927	
Unit Reference No	L/506/4190	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to market and sell a product or service.		
Learning Outcomes	Assessment Criteria	
1. Select a product or service to sell to a particular target market.	1.1. Ask people which product or service they might like to buy from a given list. 1.2. Select the most popular product or service from the list. 1.3. State who their target market is.	
2. Select a suitable venue or avenue to sell the product or service.	2.1. Outline a venue or avenue and its suitability to sell a product or service.	
3. Advertise the product or service.	3.1. Identify ways in which s/he could advertise the product or service. 3.2. Produce a poster to advertise the product or service. 3.3. Outline where s/he would advertise the product or service.	
4. Understand how to set up a point of sale and sell products.	4.1. Identify the equipment/resources that s/he will need to sell the product. 4.2. Set up the stall and sell the product. 4.3. Outline avenues to sell a service.	
5. Demonstrate awareness of the costs involved in the project.	5.1. Identify the costs involved in selecting, marketing and selling the product or service.	
6. Appreciate own involvement with the project.	6.1. State which aspects of the project s/he enjoyed.	
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

Title	Introduction to Presentation Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ928	
Unit Reference No	R/506/4191	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use presentation software.		
Learning Outcomes	Assessment Criteria	
1. Be able to input information within presentation slides.	1.1. Identify what types of information to use in the presentation. 1.2. Enter and edit information in presentation slides. 1.3. Store and retrieve presentation files. 1.4. Outline copyright constraints on using others' information. 1.5. Combine information for presentations in line with any copyright constraints.	
2. Use presentation software tools to structure, edit and format slides.	2.1. Apply format techniques to slides. 2.2. Use appropriate techniques to edit slides. 2.3. Select a template and theme for slides.	
3. Prepare slides for presentation.	3.1. Check presentation using IT tools making corrections as appropriate. 3.2. Identify how the slides should be presented. 3.3. Prepare and present slides.	
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

Title	Introduction to Reception and Filing Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ929	
Unit Reference No	Y/506/4192	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic reception and filing skills.		
Learning Outcomes	Assessment Criteria	
1. Perform reception duties in an office environment.	1.1. Outline why personal appearance is important. 1.2. Outline and demonstrate the main responsibilities of a receptionist. 1.3. Demonstrate how to greet, direct and introduce a visitor appropriately.	
2. Perform filing in an office environment.	2.1. Outline why filing is necessary. 2.2. Outline systems for filing documents in hardcopy or electronically. 2.3. Find and save hardcopy and electronic files.	
3. Be able to manage messages in an office environment.	3.1. Outline reasons for taking and delivering messages. 3.2. Recognise different kinds of messages including: a) written b) spoken c) electronic 3.3. Be able to pass messages in accordance with organisational procedures.	
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

Title	Introduction to the Basics of a Computer	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ930	
Unit Reference No	A/506/4203	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the basic functions of a computer.		
Learning Outcomes	Assessment Criteria	
1. Understand the basics of a computer.	1.1. Outline the importance of computers in today's world. 1.2. Identify the main components of a computer and a keyboard. 1.3. Identify the steps for starting and shutting down a computer and using a mouse.	
2. Understand computer terminology.	2.1. Identify the main hardware components of a computer. 2.2. Outline what is meant by: a) an operating system b) programs and data c) a computer network d) the internet and intranets	
3. Understand computer performance and features.	3.1. Compare the features of different types of computers. 3.2. Outline the role of memory. 3.3. Outline the basics of computer performance. 3.4. Identify the types of communication programs and their uses. 3.5. Outline the uses of educational and entertainment programs.	
4. Understanding computer operating systems.	4.1. Outline the functions of an operating system. 4.2. Identify the main components of the interface. 4.3. Outline the options available at start up. 4.4. Work with the interface within programs. 4.5. Perform basic file operations.	
5. Understand career opportunities for those who are IT literate.	5.1. Outline how computers have become a central part of everyday life. 5.2. Identify the career opportunities available for a computer-literate person.	
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

Title	Introduction to the Internet and World Wide Web	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ931	
Unit Reference No	F/506/4204	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use the internet and world wide web.		
Learning Outcomes	Assessment Criteria	
1. Understand the basics of the Internet.	1.1. Outline the uses of the Internet. 1.2. Outline what is meant by the term bandwidth. 1.3. Give two types of Internet connections and requirements to connect them to the internet.	
2. Understand the basics of the World Wide Web.	2.1. Outline the components of the Web and how to use it. 2.2. Outline how to assess the reliability of information on the Web. 2.3. Demonstrate the use of a browser to navigate to a website. 2.4. Outline how Web addresses work.	
3. Understand the basics of using e-mail.	3.1. Outline how e-mail works. 3.2. Outline correct e-mail etiquette. 3.3. Manage, write and send e-mail messages.	
4. Understand methods of communicating on the Internet.	4.1. Outline how to create and publish Web pages. 4.2. Outline how instant messaging works. 4.3. Identify the features of online communities. 4.4. Outline the security issues associated with communicating through the internet.	
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
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Title	Introduction to Using Mobile IT Devices	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ932	
Unit Reference No	J/506/4205	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use mobile devices.		
Learning Outcomes	Assessment Criteria	
1. Understand how to use a mobile device.	1.1. Outline and use correct procedures to start up and shutdown a mobile device. 1.2. Identify any specific health and safety issues associated with the use of the mobile device. 1.3. Use standard interface features and settings.	
2. Be able to input and store data on a mobile device.	2.1. Input, store and retrieve data into a mobile device. 2.2. Outline why it is important to stay safe, keep information secure and to respect others when using mobile devices.	
3. Transfer data between mobile devices.	3.1. Outline and demonstrate how to transfer data between mobile devices. 3.2. Outline copyright constraints on the use of information.	
4. Be able to maintain the performance of a mobile device.	4.1. Outline common problems that occur with mobile devices and where to get expert advice to solve them. 4.2. Respond appropriately to common device problems. 4.3. Identify factors that can affect the performance of the mobile device.	
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

Title	Personal Digital Photograph Processing	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ933	
Unit Reference No	R/506/4207	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to process digital photographs.		
Learning Outcomes	Assessment Criteria	
1. Be able to process digital photographs.	1.1. Load image editing software package. 1.2. Connect a digital camera to a computer and download photographs. 1.3. Load and save a photograph file. 1.4. Edit a photograph on a page and save. 1.5. Print a photograph. 1.6. Close the image editing software package.	
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

Title	Using Basic Desk Top Publishing Software	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ934	
Unit Reference No	Y/506/4208	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to perform basic desk top publishing tasks.		
Learning Outcomes		Assessment Criteria
1. Use a desktop publishing application to create a document.		1.1. Load a desk top publishing application. 1.2. Load relevant images and text appropriate to given task. 1.3. Create and edit a simple document containing text and an image for a given purpose. 1.4. Save and print the document. 1.5. Close the desk top application.
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

Title	Using Email and Text Messaging	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ935	
Unit Reference No	D/506/4209	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use email and text messaging.		
Learning Outcomes	Assessment Criteria	
1. Be able to use email software.	1.1. Open and close an email software package. 1.2. Access and read an email. 1.3. Delete an email. 1.4. Reply to and forward an email. 1.5. Find an email address. 1.6. Create an email and send it to a specified address.	
2. Be able to use a mobile phone for text messaging.	2.1. Access the message menu on a mobile phone. 2.2. Select and read a message in the inbox. 2.3. Reply to a message. 2.4. Find the phone number of a person to send a text to. 2.5. Write a message and send it to a number stored in the phone book. 2.6. Use predictive mode for writing messages. 2.7. Save and delete messages.	
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

Title	Using Graphics Software	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ936	
Unit Reference No	K/506/4214	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use basic graphics software.		
Learning Outcomes	Assessment Criteria	
1. Use a graphics software package.	1.1. Load and exit from a graphics software package. 1.2. Load and save an image file for a given project. 1.3. Resize and position an image on a page. 1.4. Add a caption to an image. 1.5. Print an image file.	
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

Title	Basic Craft Skills and Techniques	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ937	
Unit Reference No	A/506/4394	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic craft skills and techniques.		
Learning Outcomes	Assessment Criteria	
1. Understand health and safety in relation to craft.	1.1. State at least two examples of health and safety and hygiene practice in relation to craft area. 1.2. Demonstrate working within health, safety and hygiene guidelines.	
2. Be able to assess work.	2.1. Review own work and identify areas for improvement.	
3. Be able to communicate effectively.	3.1. Demonstrate the ability to communicate effectively with others. 3.2. Follow simple written, verbal or pictorial instructions.	
4. Be aware of planning and organisational skills.	4.1. State and demonstrate the importance of basic planning.	
5. Be aware of equipment and materials.	5.1. Identify common craft equipment and materials. 5.2. Compare common craft equipment and materials used for different crafts.	
6. Be aware of design elements.	6.1. Outline two examples of design elements and their impact on each piece of work.	
7. Be able to produce items of work.	7.1. Demonstrate the production of an item of work.	
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

Title	Introduction to Performance Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ938	
Unit Reference No	F/506/4395	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic performance skills.		
Learning Outcomes	Assessment Criteria	
1. Be able to express feelings/emotions/ideas through performance.	1.1. Demonstrate ability to convey feelings/emotions/ideas through: a) simple mime b) simple sequence of movements c) simple choreography d) dramatic improvisation	
2. Be able to contribute to a dramatic performance.	2.1. Demonstrate own contribution to a dramatic performance by means of three roles which may include: a) design b) theatre management c) publicity, backstage d) front of house e) research, discussion f) theme g) video recording h) script writing i) music j) prop making k) choreography l) dance m) mime n) acting/performance skills o) administration skills	
3. Be able to use drama space appropriately.	3.1. Use drama space safely and appropriately, for example follow Health and Safety procedures in the theatre.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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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
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Title	Physical Performance Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ939	
Unit Reference No	J/506/4396	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop physical performance skills.		
Learning Outcomes	Assessment Criteria	
1. Understand health and safety requirements.	1.1. Identify essential health and safety requirements for given activity.	
2. Understand the processes of warming up and relaxation.	2.1. State the reasons for warming up and relaxation when performing. 2.2. Participate in a warm-up activity. 2.3. Participate in a relaxation exercise.	
3. Be able to demonstrate basic improvisation and role-play techniques.	3.1. Participate in a simple role-play situation. 3.2. Demonstrate emotions through at least two techniques by self or collaboratively. 3.3. Outline what worked well with performance and what may improve.	
4. Be able to work with others.	4.1. Work positively with others. 4.2. Perform to others and receive feedback.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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Title	Using Mixed Media in 2D	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ940	
Unit Reference No	L/506/4397	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the use of mixed media in 2D.		
Learning Outcomes	Assessment Criteria	
1. Show an awareness of basic techniques and design elements.	1.1. Use materials and equipment and basic techniques for set task. 1.2. Use formal art and design elements including: a) colour b) shape c) texture	
2. Be able to communicate and work with others.	2.1. Demonstrate good workshop practice in a shared space including: a) sharing equipment and materials b) cleaning work area c) replacing materials and equipment 2.2. Demonstrate communicating effectively with peers and staff.	
3. Be able to produce an item of work.	3.1. Outline the processes to be utilised for a set task and reasons for choice. 3.2. Demonstrate the production of a piece of 2D art mixed media.	
4. Show basic awareness of safe working practices.	4.1. Follow health, safety and hygiene rules including safe handling of materials and equipment.	
5. Review own performance and personal skills.	5.1. Outline what was successful and what was not so successful and what changes may be made to improve.	
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
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Title	Computer Applications in the Arts	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ941	
Unit Reference No	Y/506/4399	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of how software packages can be used within the arts.		
Learning Outcomes	Assessment Criteria	
1. Be able to use software packages in the arts.	1.1. Demonstrate the application of software packages for a given arts task to include: <ol style="list-style-type: none"> create text/images/notations enter information format, position and size of image/text remove items save and print task 1.2. List the advantages and disadvantages of the software package used.	
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

Title	Exploring Dance Movements	
Level	Entry Level Three	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ942	
Unit Reference No	R/506/4403	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore dance movements and reflect on own performance.		
Learning Outcomes	Assessment Criteria	
1. Understand dance movements.	1.1. Demonstrate dance movements to the following: <ol style="list-style-type: none"> different types of music in own space as part of a group 1.2. Demonstrate at least two dance performances to include: <ol style="list-style-type: none"> personal freeform dance simple solo dance sequence simple group dance sequence 	
2. Know how to review and reflect on own dance performance.	2.1. Identify strengths and areas for improvement on own dance performance.	
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
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Title	Performance Skills in Practice	
Level	Entry Three	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ943	
Unit Reference No	Y/506/4404	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain basic performance skills.		
Learning Outcomes		Assessment Criteria
1. Understand own role within a performance.	1.1. State own role and how it contributes to a performance as a whole.	
2. Know how to prepare for a performance.	2.1. Carry out a rehearsal for own performance role identifying areas for improvement.	
3. Perform own role in a final performance for an audience.	3.1. Carry out own role in final performance.	
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

Title	Introduction to Ceramics	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ944	
Unit Reference No	D/506/4405	
<i>Unit purpose and aim(s):</i> This unit will provide the learner with an introduction to ceramics.		
Learning Outcomes	Assessment Criteria	
1. Know the materials, tools and techniques used in ceramics.	1.1. Outline the materials and techniques used in ceramics.	
2. Be able to use techniques and materials in ceramics.	2.1. Use materials, techniques and tools to produce a basic item of ceramics.	
3. Know safe working practices.	3.1. Demonstrate safe working practices.	
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

Title	Introduction to Digital Photography	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ945	
Unit Reference No	H/506/4406	
<i>Unit purpose and aim(s):</i> This unit will provide the learner with an introduction to digital photography.		
Learning Outcomes	Assessment Criteria	
1. Know the functions of a digital camera.	1.1. Outline the main functions and controls of a digital camera.	
2. Be able to use a digital camera.	2.1. Use a digital camera to take photos in at least two environments.	
3. Be able to use a software package to process digital photographs.	3.1. Connect a digital camera to a computer and use a software package to transfer pictures. 3.2. Perform basic editing of photos and save in appropriate format. 3.3. Print a photograph.	
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
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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

Title	Introduction to Life Drawing	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ946	
Unit Reference No	K/506/4407	
<i>Unit purpose and aim(s):</i> This unit will provide the learner with an introduction to different life drawing approaches.		
Learning Outcomes	Assessment Criteria	
1. Recognise different life drawing approaches.	1.1. Outline different approaches to life drawing. 1.2. Demonstrate shadowing, proportion and shape.	
2. Be able to apply techniques to life drawing.	2.1. Use basic line and tone techniques to enhance the life drawing. 2.2. Apply basic proportioning techniques to the figure work. 2.3. Outline and demonstrate how to maintain a sketchbook.	
3. Know safe working practices.	3.1. Demonstrate safe working practices.	
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

Title	Introduction to Painting - Mixed Media	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ947	
Unit Reference No	M/506/4408	
<i>Unit purpose and aim(s):</i> This unit will provide the learner with an introduction to painting with mixed media.		
Learning Outcomes	Assessment Criteria	
1. Be able to use mixed media methods.	1.1. Use basic mixed media methods as subject matter. 1.2. Use basic mixed media methods as a means of expression.	
2. Be able to use mixed-media materials, techniques and methods.	2.1. Use mixed media a) materials b) techniques c) methods	
3. Know the value of supporting research and 3.1. Notation.	3.2. Outline the value of using research and Notation, for selecting and collecting information.	
4. Be able to produce work which shows choice of form and content.	4.1. Produce work which shows choice of form and content.	
5. Know about Health and Safety procedures.	5.1. Follow Health and Safety procedures. 5.2. Use safe studio practice.	
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

Title	Introduction to Set Design and Construction	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ948	
Unit Reference No	T/506/4409	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to participate in the design and construction of sets.		
Learning Outcomes	Assessment Criteria	
1. Know how to work safely.	1.1. Outline the safety issues associated with set design. 1.2. Demonstrate working in accordance with health and safety practices and procedures.	
2. Be able to participate in the process of set design.	2.1. Outline the tools, techniques and process involved in set design. 2.2. Participate in the design of a set.	
3. Be able to participate in the process of set design construction.	3.1. Outline the tools, techniques and process involved in set design construction. 3.2. Participate in the construction of a set.	
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

Title	Basic Skills in Amenity Horticulture	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ951	
Unit Reference No	K/506/4410	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be develop and use basic amenity skills.		
Learning Outcomes	Assessment Criteria	
1. Be able to use relevant tools.	1.1. Identify the range of tools to be used. 1.2. Use tools safely under supervision. 1.3. Clean and store tools safely after use under supervision.	
2. Be able to prepare land for planting and sowing.	2.1. Assist in clearing and preparing a site. 2.2. Demonstrate how to remove soil from first trench and fork bottom of trench to improve drainage. 2.3. Demonstrate how to replace soil from first trench to back and fill last trench. 2.4. Demonstrate how to add compost as required.	
3. Be able to plant and maintain plants.	3.1. Demonstrate how to prepare site, removing weeds and debris. 3.2. Demonstrate how to mark out plant positions, adding fertiliser and position plants. 3.3. Demonstrate how to work soil around plants and firm it. 3.4. Assist with to plant maintenance.	
4. Be able to prepare and turf an area.	4.1. Demonstrate how to mow grass correctly under supervision. 4.2. Demonstrate how to prepare site, removing debris as directed. 4.3. Assist in laying turf in straight rows. 4.4. Assist with watering, setting down and filling spaces with sand.	
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 practice 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
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Title	Awareness of Soil Types and Garden Habitats	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ952	
Unit Reference No	M/506/4411	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of different soil types and garden habitats.		
Learning Outcomes	Assessment Criteria	
1. Know about different soil types.	1.1. Identify a characteristic of different soil types.	
2. Be aware of different garden habitats.	2.1. Indicate preferred areas in a garden for cultivating different plants.	
3. Be aware of the role of wildlife in the garden.	3.1. Identify useful wildlife and pests within a garden.	
4. Be able to prepare soil for plants.	4.1. Demonstrate how to improve the cultivation of plants by using soil hand-tools.	
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
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Title	Basic Gardening for Pleasure	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ953	
Unit Reference No	T/506/4412	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use basic gardening skills.		
Learning Outcomes	Assessment Criteria	
1. Understand what gardening is.	1.1. State what a garden is. 1.2. List preferred plants to be used in a garden. 1.3. Give examples of plants which could be grown in a small garden.	
2. Be able to identify plants and weeds.	2.1. Identify at least two plants and weeds.	
3. Be able to use basic garden tools.	3.1. Give examples of basic garden tools. 3.2. State the purpose of and demonstrate the use of basic hand tools.	
4. Know where to locate plants.	4.1. Locate a container to use for planting. 4.2. Identify at least two containers.	
5. Know how to plant.	5.1. Identify plants to be planted. 5.2. State at least two ways to care for the plants. 5.3. State how to prepare the soil. 5.4. Participate in planting.	
6. Be able to care for equipment.	6.1. Demonstrate how to clean tools store them correctly.	
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
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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

Title	Basic Skills for Cultivating Plant Cuttings	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ954	
Unit Reference No	A/506/4413	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop basic skills to cultivate and grow plant cuttings.		
Learning Outcomes	Assessment Criteria	
1. Be able to take a cutting.	1.1. Use a knife or scissors as instructed. 1.2. Identify a plant from which cuttings are to be taken and take a plant cutting.	
2. Be able to root plant cuttings.	2.1. Demonstrate how to make a hole or dent in the compost using a pencil. 2.2. Demonstrate how to fill pot with a given compost. 2.3. Demonstrate how to dip bottom of cutting in rooting compounds. 2.4. Demonstrate how to detach lower leaves of cutting.	
3. Be able to take plants cuttings.	3.1. Demonstrate how to put canes in a pot without damaging the cuttings. 3.2. Demonstrate how to place cuttings close to the side of the pot and water as required. 3.3. Demonstrate how to plant cuttings as soon as they are prepared.	
4. Be able to cultivate plant cuttings.	4.1. Demonstrate how to protect cuttings with a secure cover. 4.2. Demonstrate how to locate cuttings in an appropriate place. 4.3. Monitor cuttings for new growth.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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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
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Title	Basic Skills for Sowing and Growing Plants	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ955	
Unit Reference No	F/506/4414	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop basic skills to sow and grow plants.		
Learning Outcomes	Assessment Criteria	
1. Be able to use indoor sowing techniques.	1.1. Demonstrate how to sow at least two seeds. 1.2. Demonstrate how to use water trays and spots of compost. 1.3. Demonstrate how to fill and seed trays and spot to an appropriate level.	
2. Be able to use outdoor sowing techniques.	2.1. Demonstrate how to make a hole and sow seeds and protect them. 2.2. Demonstrate how to prepare the ground by digging and working it down.	
3. Be able to maintain and transplant seedling plants.	3.1. Demonstrate appropriate handling methods to transplant seedlings and plants. 3.2. Use appropriate tools and equipment to transplant seedlings and plants. 3.3. Identify stages of seedling development.	
4. Understand the processes of “hardening off” and “planting out”.	4.1. Use the correct method and equipment to “harden off” and “plant out” plants.	
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
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Title	Basic Skills in Garden Maintenance	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ956	
Unit Reference No	J/506/4415	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic skills in garden maintenance.		
Learning Outcomes	Assessment Criteria	
1. Be able to use garden tools.	1.1. Identify and use at least two tools and equipment needed for garden maintenance.	
2. Be able to maintain a lawn.	2.1. Outline and demonstrate the correct processes for lawn preparation and maintenance.	
3. Be able to maintain a garden.	3.1. Demonstrate garden maintenance tasks according to season.	
4. Be able to use correct methods of garden waste disposal.	4.1. List types of garden waste. 4.2. Demonstrate the correct methods of garden waste disposal.	
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

Title	Basic Skills in Plant Propagation	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ957	
Unit Reference No	L/506/4416	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop basic skills to propagate plants.		
Learning Outcomes	Assessment Criteria	
1. Recognise different forms of embryo plants.	1.1. Identify at least two plant seeds. 1.2. Identify bulbs and tubers. 1.3. Use plants where cuttings can be taken.	
2. Understand potential sources of embryo plants.	2.1. Outline sources where these plants can be sourced. 2.2. Identify alternative ways of obtaining new plants including thinning.	
3. Be able to grow plants.	3.1. Identify at least two containers. 3.2. Identify planting materials. 3.3. Give examples of factors affecting plant propagation. 3.4. Outline the benefits of correct plant maintenance.	
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
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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

Title	Basic Skills in Use and Maintenance of Garden Tools	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ958	
Unit Reference No	R/506/4417	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be develop basic skills in using and maintaining horticultural hand tools.		
Learning Outcomes	Assessment Criteria	
1. Be able to use a range of hand tools used in gardening.	1.1. State and demonstrate the use of at least two hand tools used in gardening.	
2. Know how to maintain a range of garden hand tools.	2.1. Check hand tools and identify any damage or problems. 2.2. Follow a maintenance procedure for at least two hand tools under supervision. 2.3. Put hand tools back into stores in the correct location.	
3. Be able to use appropriate garden hand tools for given task.	3.1. Select appropriate tools for at least two tasks. 3.2. Demonstrate the correct use of the selected hand tools under supervision.	
4. Understand basic Health and Safety when the using hand tools.	4.1. Demonstrate the correct use of horticultural hand tools. 4.2. Demonstrate how to correctly transport hand tools.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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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

Title	Introduction to Environmental Issues	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ959	
Unit Reference No	Y/506/4418	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how people can impact on environmental issues.		
Learning Outcomes	Assessment Criteria	
1. Understand how people can affect the environment.	1.1. Give examples of how people have had a negative effect on the environment. 1.2. Outline the consequences of these negative effects to the environment.	
2. Understand how people can take action to benefit the environment.	2.1. Give examples of actions that an individual can take to benefit the environment. 2.2. Describe how these actions could benefit the environment. 2.3. Give examples of laws or regulations that benefit the environment. 2.4. Give examples of group action to benefit the environment.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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Title	Hair Care: Shampoo and Conditioning	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ979	
Unit Reference No	A/506/4461	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand different hair types and the application of shampoo and conditioner.		
Learning Outcomes		Assessment Criteria
1. Be aware of hair types, structures and conditions.	1.1. State the main hair types, structures and conditions. 1.2. State the effects of shampooing and conditioning on the hair.	
2. Know how to prepare hair for shampooing and conditioning.	2.1. Prepare client for shampooing and conditioning hair including appropriate products and tools.	
3. Be able to shampoo, condition and towel dry hair.	3.1. Demonstrate how to carry out the following on a client's hair: a) shampoo b) condition c) towel dry d) detangle 3.2. Follow safe and hygienic working practices.	
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

Title	Hair Styling Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ980	
Unit Reference No	F/506/4462	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare for and style a client's hair.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare for client hair styling.	1.1. State techniques for styling at least two hair types and influencing factors. 1.2. State the importance of preparation when styling hair. 1.3. Prepare for client hair styling including products, tools and equipment.	
2. Be able to style a client's hair.	2.1. Demonstrate basic techniques for styling a client's hair. 2.2. Follow safe and hygienic working practices.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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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

Title	Make-up Application Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ981	
Unit Reference No	L/506/4464	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to have a basic knowledge of make-up applications.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare skin for basic make-up application.	1.1. State how to prepare skin for make-up application. 1.2. List the steps required for preparing to apply basic make-up including products, tools and equipment.	
2. Know how to apply basic make-up.	2.1. State how to apply basic make-up taking into account: a) skin type b) structure and function of skin c) facial bone structure 2.2. Demonstrate how to prepare for, apply and remove basic makeup. 2.3. Follow safe and hygienic working practices.	
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

Title	Nail Art Application Skills	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ982	
Unit Reference No	R/506/4465	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge of basic nail art techniques and application.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare for basic nail art techniques.	1.1. Prepare for basic nail art techniques including products, tools and equipment. 1.2. Design a 2D nail art image. 1.3. List factors that may influence choice of basic nail art techniques.	
2. Know how to apply basic nail art.	2.1. Demonstrate how to apply basic nail art techniques including art image. 2.2. Follow safe and hygienic working practices.	
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

Title	Understanding Skin Care	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ983	
Unit Reference No	Y/506/4466	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain a basic knowledge of skin care.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare for and carry out a basic skin care treatment.	1.1. List basic skin types. 1.2. Prepare for a client skin care treatment including products, materials and tools. 1.3. Carry out a basic skin care treatment. 1.4. Follow safe and hygienic working practices.	
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

Title	Assisting a Hair Stylist	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ984	
Unit Reference No	D/506/4467	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to assist a hair stylist.		
Learning Outcomes	Assessment Criteria	
1. Know how to assist a stylist.	1.1. List at least two hair care items and products. 1.2. Select clean and protective clothing to prepare a client for styling. 1.3. Escort client to a clean and tidy work area. 1.4. Assist stylist providing appropriate equipment when required. 1.5. Clean, protect and store equipment.	
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

Title	Introduction to Hand care	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ985	
Unit Reference No	H/506/4468	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and carry out a basic hand care treatment.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare for a basic hand care treatment.	1.1. Identify products and tools for a hand care treatment. 1.2. Outline the procedure for client preparation. 1.3. Prepare for a basic hand care treatment.	
2. Know how to provide basic hand care treatment.	2.1. Identify typical nail shapes and basic nail structure. 2.2. Demonstrate a basic hand care treatment. 2.3. Follow safe and hygienic working practices. 2.4. Communicate and behave in a professional manner.	
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

Title	Introduction to Health and Safety in the Salon Environment	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ986	
Unit Reference No	K/506/4469	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand health and safety requirements when working in hairdressing.		
Learning Outcomes	Assessment Criteria	
1. Know how to comply with health and safety requirements in a salon environment.	1.1. Identify salon safety signs. 1.2. Locate first aid box, fire safety equipment and exits. 1.3. Select and wear the appropriate protective clothing for different tasks. 1.4. Store products, tools and equipment in appropriate location after use. 1.5. Maintain clean and tidy working environment and dispose of spillages or breakages correctly. 1.6. Identify appropriate dressing for use on open cuts and abrasions.	
2. Be able to maintain personal hygiene and appearance.	2.1. Maintain a high standard of personal hygiene.	
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

Title	Understand how Exercise Contributes to a Healthy Lifestyle	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ987	
Unit Reference No	D/506/4470	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of how sport can improve own health.		
Learning Outcomes	Assessment Criteria	
1. Be aware of how sport can contribute to a healthy lifestyle.	1.1. State the health benefits of regular exercise. 1.2. Give examples of lifestyle choices when combined with regular exercise may promote good health. 1.3. State the positive effects of regular exercise on own health.	
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

Title	Exploring Outdoor Adventure Sports	
Level	Entry level 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ988	
Unit Reference No	H/506/4471	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the characteristics of outdoor adventure sports including necessary protection equipment and health and safety considerations required.		
Learning Outcomes		Assessment Criteria
1. Understand the characteristics of outdoor adventure sports.	1.1. State the characteristics of outdoor adventure sports.	
2. Understand the use of outdoor adventure sports equipment in a range of environments.	2.1. Demonstrate the use of outdoor adventure sports equipment in at least two environments.	
3. Recognise the appropriate personal protection equipment (PPE) worn when participating in outdoor adventure sports.	3.1. State the range of PPE when participating in outdoor adventure sports. 3.2. Demonstrate the use of appropriate PPE.	
4. Recognise the importance of maintaining appropriate health and safety standards when participating in outdoor adventure sports.	4.1. Outline health and safety standards for a chosen outdoor adventure activity. 4.2. Carry out a health and safety check for a chosen outdoor adventure activity.	
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

Title	Assisting at Active Leisure or Sport Events	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ989	
Unit Reference No	K/506/4472	
<i>Unit purpose and aim(s):</i> This will enable the learner to work as part of a team and help others at an Active Leisure or Sport Event.		
Learning Outcomes	Assessment Criteria	
1. Recognise the different types of active leisure and sport events.	1.1. Give examples of sports and active leisure events. 1.2. Outline ways to assist at an event.	
2. Be able to assist others at an active leisure or sport event.	2.1. Assist others at an active leisure or sport event by: a) being suitably dressed for the event b) being a helpful and active member of the team c) paying attention and follow instructions correctly 2.2. Identify their strengths when assisting at a sports or active leisure event by: a) having a neat and tidy appearance b) making a contribution to team c) following instructions properly	
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

Title	Increasing Personal Fitness	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ990	
Unit Reference No	M/506/4473	
<i>Unit purpose and aim(s):</i> This will enable the learner to increase their fitness and enhance their work and personal skills.		
Learning Outcomes		Assessment Criteria
1. Recognise different exercise and fitness activities.	1.1. Give examples of exercise and fitness activities.	
2. Be able to use exercise and fitness activities to develop work and personal skills.	2.1. Use at least two exercise and fitness activities to demonstrate: a) time-management b) dressing correctly for the activity c) adhere to instructions provided by the activity leader d) comply with health and safety guidelines before, during and after activities	
3. Review own strengths and areas for improvement in own skills in exercise and fitness.	3.1. Outline own strengths and areas to develop own skills in exercise and fitness.	
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

Title	Introduction to Health and Fitness	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ991	
Unit Reference No	T/506/4474	
<i>Unit purpose and aim(s):</i> This will enable the learner to recognise and use basic health and fitness activities.		
Learning Outcomes		Assessment Criteria
1. Understand basic issues in health and fitness.	1.1. Give main reasons for keeping fit and examples of activities that can help to keep fit. 1.2. Outline why warming up their body is important before doing exercise. 1.3. Identify places where you can do exercise.	
2. Be able to work with and cooperate with others.	2.1. Show how to work with another person on activities. 2.2. Show how to work in a group on activities. 2.3. Use effective methods of communication with others in a group.	
3. Be able to take part in basic health and fitness activities.	3.1. Show how to use basic fitness tests. 3.2. Demonstrate taking part in fitness activities. 3.3. Demonstrate how to do an easy warm up and cool down.	
4. Be able to tackle basic problems and activities.	4.1. Use an easy training programme to improve fitness for an agreed length of time.	
5. Be able to apply basic safe working practices.	5.1. Demonstrate using of equipment safely. 5.2. Identify and wear appropriate clothing for chosen activities.	
6. Review own performance and personal skills.	6.1. State what went well or did not go well with an activity. 6.2. Outline what could have been done to improve their performance.	
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

Title	Introduction to Outdoor Pursuits	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ992	
Unit Reference No	J/506/4480	
<i>Unit purpose and aim(s):</i> This will enable the learner to take part in outdoor pursuits.		
Learning Outcomes	Assessment Criteria	
1. Know what is meant by outdoor pursuits.	1.1. Give examples of outdoor pursuits and what these activities involve.	
2. Recognise health and safety aspects of outdoor pursuits.	2.1. Identify the possible dangers of outdoor pursuits. 2.2. Outline a health and safety procedure.	
3. Be able to take part in an outdoor pursuit.	3.1. Use suitable clothing and equipment. 3.2. Accept and follow instructions. 3.3. Ask questions if they are unsure of anything. 3.4. Take part in an outdoor pursuit. Outline the activity they undertook. 3.5. State what they liked/did not like about the outdoor pursuit.	
4. Be able to participate in future planning.	4.1. Identify another outdoor pursuit they would like to do. 4.2. Outline why they chose that activity. 4.3. State what clothing or equipment may be needed.	
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

Title	Plan and Participate in Short Walks	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ993	
Unit Reference No	L/506/4481	
<i>Unit purpose and aim(s):</i> This will enable the learner to use simple maps to plan and participate in short walks.		
Learning Outcomes	Assessment Criteria	
1. Know how to plan a short walk.	1.1. Give examples of symbols used on an Ordnance Survey map. 1.2. Demonstrate how to use a simple map to locate roads and landmarks. 1.3. Outline on a map a route for a walk. 1.4. Identify the correct clothing and equipment for the weather conditions during a walk. 1.5. Identify the risks or dangers that could be found on the route. 1.6. Outline the main rules of the countryside code.	
2. Be able to participate in short walks.	2.1. Demonstrate how to observe group rules and follow instructions when walking. 2.2. Use correct equipment and clothing. 2.3. Use a map to follow a route for a walk. 2.4. Record each walk they have undertaken.	
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

Title	Taking Part in Team and Individual Sports	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ994	
Unit Reference No	Y/506/4483	
<i>Unit purpose and aim(s):</i> This will enable the learner to increase their skills and abilities when playing team and individual sports.		
Learning Outcomes	Assessment Criteria	
1. Know how to take part in team sports.	1.1. Play a part in team sports by: a) wearing the correct clothing appropriately b) co-operating with the other team players c) keeping to the rules of the team sport d) practising using different skills and abilities in at least two team sports e) choosing and using different sports equipment in at least two team sports f) demonstrating safe practice when playing team sports	
2. Be able to take part in individual sports.	2.1. Play a part in individual sports by: a) wearing the correct clothing appropriately b) keeping to the rules of the individual sport c) practising using different skills and abilities in at least two individual sports d) choosing and using different sports equipment in at least two individual sports e) demonstrating safe practice when playing individual sports	
3. Be able to review own performance.	3.1. Outline own strengths and areas to develop their skills and abilities in at least two sports.	
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
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Title	Using Leisure Services	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ995	
Unit Reference No	D/506/4484	
<i>Unit purpose and aim(s):</i> This will enable the learner to identify and access a range of leisure services.		
Learning Outcomes		Assessment Criteria
1. Recognise what the leisure service is for.	1.1. Outline the purpose of the leisure service.	
2. Be able to locate the leisure service.	2.1. Identify local provider of the leisure service.	
3. Be able to use the leisure service.	3.1. State a reason to use the leisure service. 3.2. State how to access the leisure service.	
4. Know when the leisure service is needed.	4.1. Give examples of when they might need the leisure service. 4.2. Outline a likely consequence of using the leisure service.	
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

Title	Motor Vehicle Workshop Safety	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ996	
Unit Reference No	H/506/4485	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge of health and safety procedures within a motor vehicle workshop.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of health and safety within a motor vehicle workshop.	1.1. State the importance of health and safety within a motor vehicle workshop. 1.2. Identify potential hazards in a motor vehicle workshop. 1.3. Identify essential personal protective equipment (PPE) required when working in a motor vehicle workshop. 1.4. Apply safe working practices within a motor vehicle workshop.	
2. Know what to do in the event of an accident or emergency.	2.1. State whom to inform in the event of an accident or emergency. 2.2. Follow instructions of what to do in the event of an accident or emergency. 2.3. State the location of first aid equipment. 2.4. Identify the location of appropriate firefighting equipment.	
3. Be aware of environmental protection issues and safe disposal of hazardous substances.	3.1. Identify hazardous materials and substances used within a motor vehicle workshop and appropriate disposal methods.	
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

Title	Routine Motorcycle Maintenance	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ997	
Unit Reference No	K/506/4486	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out basic motorcycle checks.		
Learning Outcomes	Assessment Criteria	
1. Be aware of motorcycle systems and components that require routine checks and equipment required.	1.1. Identify motorcycle systems and components that require routine checks. 1.2. Identify tools and equipment required to carry out checks. 1.3. Identify basic maintenance requirements for motorcycle systems.	
2. Be able to safely and correctly carry out motorcycle checks.	2.1. Apply health and safety requirements when carrying out motorcycle checks. 2.2. Use the appropriate personal protection equipment (PPE) required for motorcycle checks.	
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

Title	Routine Vehicle Maintenance	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ998	
Unit Reference No	M/506/4487	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out basic vehicle checks.		
Learning Outcomes		Assessment Criteria
1. Be aware of vehicle systems and components that require routine checks and equipment required.	1.1. Identify vehicle systems and components that require routine checks. 1.2. Identify the tools and equipment required to carry out checks. 1.3. Identify basic maintenance requirements for vehicle systems.	
2. Be able to safely and correctly carry out vehicle checks.	2.1. Apply health and safety requirements when carrying out vehicle checks. 2.2. Use the appropriate personal protection equipment (PPE) required for vehicle checks.	
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

Title	Routine Wheel and Tyre Maintenance	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ999	
Unit Reference No	Y/506/4497	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out routine wheel and tyre maintenance.		
Learning Outcomes	Assessment Criteria	
1. Understand wheel and tyre construction.	1.1. State the common types of tyre and wheel used on light vehicles. 1.2. Identify the main construction details of radial cross ply tyres. 1.3. Identify the main markings and terminology associated with vehicle wheels and tyres.	
2. Be able to follow correct procedures to safely remove and refit road wheels.	2.1. Follow and use correct procedures to safely remove and refit road wheels using correct tools, equipment and technical data.	
3. Know how to check tyre pressure and tread depth.	3.1. Demonstrate the correct sequence to check and correct tyre pressures and record tyre depth.	
4. Be able to work safely.	4.1. Apply health and safety requirements when carrying out wheel and tyre and checks. 4.2. Use appropriate personal protective equipment (PPE).	
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

Title	Using Tools and Equipment Within a Motor Vehicle Workshop	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBA000	
Unit Reference No	D/506/4498	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use motor vehicle hand tools and workshop equipment correctly and safely.		
Learning Outcomes	Assessment Criteria	
1. Be able to use motor vehicle hand tools and workshop equipment correctly and safely.	1.1. Identify and safely use hand tools and equipment found in a motor vehicle workshop.	
2. Be aware of measuring equipment used in a motor vehicle workshop.	2.1. Identify types of measuring equipment used within a motor vehicle workshop.	
3. Be aware of different locking and securing devices used on motor vehicles.	3.1. Identify the types of locking device commonly found on a motor vehicle. 3.2. Demonstrate the correct use of tools when using locking devices commonly found on a motor vehicle.	
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

Title	Vehicle Body Repairs	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBA001	
Unit Reference No	Y/506/4502	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out simple body repairs.		
Learning Outcomes	Assessment Criteria	
1. Be able to carry out simple vehicle body repairs using basic hand tools.	1.1. Identify the basic hand tools used in vehicle body repairs. 1.2. Carry out at least two simple body repair tasks using correct hand tools.	
2. Know how to mix, apply and shape vehicle body fillers.	2.1. Select appropriate quantities of filler and hardener to mix. 2.2. Demonstrate the following: a) mixing filler and hardener b) applying filler to damaged panels c) shaping and rubbing down of filled panels	
3. Be able to work safely.	3.1. Apply health and safety requirements when carrying out simple vehicle body repairs. 3.2. Use appropriate Personal Protective Equipment (PPE) and safe working practices when undertaking vehicle body repairs.	
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

Title	Car Interior Valeting	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBA002	
Unit Reference No	R/506/4501	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to valet a car interior.		
Learning Outcomes	Assessment Criteria	
1. Be able to identify equipment and tools.	1.1. Select vacuum cleaner, window and vinyl cleaners, leather, bucket and cloths for tasks.	
2. Valet a car interior.	2.1. Remove loose carpets, items and rubbish from car interior and boot. 2.2. Vacuum interior thoroughly. 2.3. Clean windows and other surfaces using a proprietary cleaner, in accordance with manufacturer's instructions. 2.4. Replace items and carpets.	
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

Title	Car Washing	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBA003	
Unit Reference No	D/506/4503	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to wash the exterior of a car.		
Learning Outcomes	Assessment Criteria	
1. Be able to identify and use tools and equipment.	1.1. Select and use bucket, sponge, hosepipe, washing brush, leather, car shampoo, and water for tasks.	
2. Wash car exterior.	2.1. Close windows, doors and sunroof. 2.2. Use hosepipe to remove dirt from car, starting with the roof. 2.3. Use sponge and brush to wash all external parts of the car starting with the roof. 2.4. Use hosepipe to rinse vehicle, starting with the roof. 2.5. Use damp leather to dry car windows and paintwork.	
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

Title	Identification of Basic External and Internal Car Components
Level	Entry 3
Credit Value	1
Guided Learning Hours (GLH)	10
OCN NI Unit Code	CBA004
Unit Reference No	H/506/4504
<i>Unit purpose and aim(s):</i> This unit will enable the learner to identify basic car components.	
Learning Outcomes	Assessment Criteria
1. Recognise basic external car components.	<p>1.1. Identify and locate external car components including :</p> <ul style="list-style-type: none"> a) windscreen b) headlamps c) indicators d) brake lights e) wing mirrors f) wiper blades g) aerial h) door handles i) bonnet, boot j) exhaust k) bumper bar l) tyres m) petrol filler cap <p>1.2. Locate screen wash bottle and spare wheel.</p>
2. Recognise basic internal car components.	<p>2.1. Identify and locate internal car components including:</p> <ul style="list-style-type: none"> a) steering wheel b) gear lever c) bonnet release lever d) seatbelts e) door handle f) window control g) radio h) spare wheel i) handbrake j) indicator k) wiper l) light m) horn n) seat adjustment controls <p>2.2. Operate horn, radio, headlamps and indicators.</p>

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

Title	Wax and Polish a Vehicle	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBA005	
Unit Reference No	K/506/4505	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to wax and polish a vehicle exterior.		
Learning Outcomes	Assessment Criteria	
1. Be able to use waxing and polishing equipment.	1.1. Identify polish and cloths appropriate to the task. 1.2. Select and use polish and cloths for the task.	
2. Be able to wax and polish vehicle exterior.	2.1. Perform a car paintwork check for dirt free condition. 2.2. Polish paintwork in accordance with manufacturer's instructions. 2.3. Remove polish. 2.4. Use buffing techniques to shine the vehicle exterior.	
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

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 qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. 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 a 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 these qualifications. 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 Entry Level Award in Vocational Skills (Entry 3)
Qualification Number: 601/3678/9

Operational start date: 01 July 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2031

OCN NI Entry Level Certificate in Vocational Skills (Entry 3)
Qualification Number: 601/3679/0

Operational start date: 01 July 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2031

OCN NI Entry Level Diploma in Vocational Skills (Entry 3)
Qualification Number: 601/3680/7

Operational start date: 01 July 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2031

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

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