



# Qualification Specification:

## **OCN NI Level 1 Award in Creative Arts and Digital Technologies**

- **Qualification No: 603/2854/X**

## **OCN NI Level 1 Certificate in Creative Arts and Digital Technologies**

- **Qualification No: 603/0133/8**

Version: 2.0



## 1. Specification Updates

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Key changes have been listed below:

| Section       | Detail of change                           | Version and date of Issue |
|---------------|--------------------------------------------|---------------------------|
| Qualification | Extended to 31 <sup>st</sup> December 2032 | V2- August 2026           |
| Specification | New Format                                 | V2- August 2026           |
|               |                                            |                           |

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### 3. Introduction to Open College Network Northern Ireland (OCN NI)

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The Open College Network Northern Ireland (OCN NI) is a UK recognised awarding organisation based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is also regulated by Ofqual to award qualifications in England.

OCN NI is also an educational charity that advances education by developing nationally recognised qualifications and recognising the achievements of learners. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME's and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment. OCN NI's Strategic Plan can be found on the OCN NI website [www.ocnni.org.uk](http://www.ocnni.org.uk).

For further information on OCN NI qualifications or to contact us, you can visit our website at [www.ocnni.org.uk](http://www.ocnni.org.uk). The website should provide you with details about our qualifications, courses, contact information, and any other relevant information you may need.

#### OCN NI Contact Details

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Email: [info@ocnni.org.uk](mailto:info@ocnni.org.uk)

## 4. About this Specification

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This specification details OCN NI's specific requirements for the delivery and assessment of the **OCN NI Level 1 Award and Certificate in Creative Arts and Digital Technologies**.

This specification will provide guidelines for centres to ensure the effective and correct delivery of these qualifications. OCN NI qualification specifications are based on research and engagement with the practitioner community to ensure they provide appropriate skills and knowledge for learners.

The qualification specification will detail the following aspects of the OCN NI Level 1 Award and Certificate in Creative Arts and Digital Technologies.

- **Qualification Features:** this includes the key characteristics and features of these qualifications, such as their intended audience, purpose, and credit value.
- **Centre Requirements:** this details the prerequisites and obligations that centres must fulfil to be eligible to deliver and assess these qualifications. These include guidelines on staff qualifications, resources, and required procedures.
- **Structure and Content:** this details the structure and content of the qualifications including units, and any specific content that learners will be required to study.
- **Assessment Requirements:** this details assessment criteria and assessment methods for these qualifications, ensuring that summative assessment approaches are clear.
- **Quality Assurance:** the quality and consistency of delivery and assessment of these qualifications are of paramount importance to OCN NI. The mandatory quality assurance arrangements including processes for internal and external quality assurance that all centres offering these qualifications must adhere to are detailed.
- **Administration:** guidance on the administrative aspects of delivering these qualifications, including registration, certification, and record-keeping.
- Reference to other handbooks and policies as appropriate to the qualifications.

It is important to note that OCN NI will communicate any significant updates or changes to this specification in writing to our centres. Additionally, we will make these changes available on our official website at [www.ocnni.org.uk](http://www.ocnni.org.uk).

To stay current, please refer to the online version of this specification as it is the most authoritative and up-to-date publication. Be aware that downloaded and printed copies may not reflect the latest revisions.

#### 4.1 Additional Support

OCN NI offers a comprehensive range of support services designed to assist centres in meeting the delivery and quality assurance requirements of OCN NI qualifications. These services include:

- **Specimen Assessment Materials**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.
- **Qualification Support Pack**: A support pack has been developed to support centres in the delivery of these qualifications. The pack includes planning and assessment templates, guides to best practice, etc.
- **Professional Development for Educators**: OCN NI provides opportunities for professional development tailored to meet the various needs of practitioners and quality assurance staff. Centres can join our training sessions, available in both face-to-face and online formats, or explore a wealth of training materials by visiting [www.ocnni.org.uk](http://www.ocnni.org.uk)
- **OCN NI Subject Advisors**: Our team of subject advisors offers vital information and support to centres. They provide guidance on specification details, non-exam assessment advice, updates on resource developments, and various training opportunities. They actively engage with subject communities through an array of networks to facilitate the exchange of ideas and expertise, to support practitioners to provide quality education programs to learners.

All centres can access information, support and guidance to support the delivery and quality assurance of these qualifications by contacting their designated Business Development Advisor or by contacting us on [Contact Us | OCN NI](#)

## 5. About these Qualifications

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### 5.1 Qualification Regulation Information

OCN NI Level 1 Award in Creative Arts and Digital Technologies

Qualification Number: 603/2854/X

Operational start date: 15 January 2018

Review date: 31 December 2032

OCN NI Level 1 Certificate in Creative Arts and Digital Technologies

Qualification Number: 603/0133/8

Operational start date: 01 August 2016

Review date: 31 December 2032

The qualifications' operational start and end dates define the regulated qualifications' lifecycle. The operational end date is the final date for learner registration, while learners have until the certificate end date to complete the qualifications and receive their certificates.

It is important to note that all OCN NI regulated qualifications are listed on the Register of Regulated Qualifications (RQF), which can be found at [Ofqual Register](#). This register is maintained by Ofqual in England and CCEA Regulation in Northern Ireland. It contains information about qualifications that are regulated and accredited. It is a key resource for learners, employers, and educational institutions to verify the status and recognition of qualifications.

Centres must adhere to administrative guidelines diligently, with special attention to the fact that fees, registration, and certification end dates for the qualification may be subject to changes. It is a centre's responsibility to make itself aware of updates on any modifications to ensure compliance with the latest requirements. OCN NI provides centres with timely updates through various channels including website, newsletters and through this specification. Information on qualification fees can be found on the Centre Login section of the OCN NI website [www.ocnni.org.uk](http://www.ocnni.org.uk).

### 5.2 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for these qualifications is:

**Subject Area: 9.1 Performing Arts**

### **5.3 Grading**

Grading for these qualifications is pass/fail.

### **5.4 Qualifications' Aim and Objectives**

The creative arts and digital technologies sectors are recognised as growth areas within the economy. The OCN NI Level 1 Award and Certificate in Creative Arts and Digital Technologies qualifications have been designed to offer learners an introduction to skills and knowledge required in the creative arts and digital technology sectors. They offer a wide range of options mirroring the careers and occupations available within these sectors.

### **5.5 Target Learners**

The qualifications are targeted at individuals who wish to develop the required technical and creative skills and knowledge to progress to further training or employment within a wide range of creative industries.

### **5.6 Entry Requirements**

There are no formal entry requirements. It would be expected that learners have an interest or previous experience in this area as well as the necessary communication and ICT skills to be able to complete assessment at this level. Learners must be at least 14 years of age, however if you wish to deliver any units to learners under the age of 14, please seek guidance from OCN NI.

### **5.7 Progression**

The OCN NI Level 1 Award in Creative Arts and Digital Technologies qualification provides progression to the OCN NI Level 1 Certificate in Creative Arts and Digital Technologies as well as to higher level qualifications in these areas.

### **5.8 Delivery Language**

These qualifications are exclusively available in English. If there is a desire to offer these qualifications in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

## 6. Centre Requirements for Delivering these Qualifications

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### 6.1 Centre Recognition

New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications prior to the commencement of delivery.

### 6.2 Qualification Approval

Once a centre has successfully undergone the Centre Recognition process, it becomes eligible to apply for qualification approval. The centre's capability to meet and sustain the qualification criteria will be assessed. Throughout the qualification approval process, OCN NI will aim to ensure that:

- centres possess suitable physical resources (e.g., equipment, IT, learning materials, teaching rooms) to support qualification delivery and assessment
- centre staff involved in the assessment process have relevant expertise and/or occupational experience
- robust systems are in place for ensuring ongoing professional development for staff delivering the qualifications
- centres have appropriate health and safety policies concerning learner equipment use
- qualification delivery by centres complies with current equality and diversity legislation and regulations
- as a part of the assessment process for these qualifications it may be useful for learners to have access to a practical work setting

### 6.3 Centre Staffing

To offer these qualifications centres are mandated to establish the following roles as a minimum, although a single staff member may serve in more than one capacity\*:

- Centre contact
- Programme Co-ordinator
- Assessor
- Internal Quality Assurance (IQA)

\*Note: An individual cannot serve as an IQA for their own assessments.

## 6.4 Tutor Requirements

Tutors responsible for delivering these qualifications are expected to possess a high degree of occupational competency. They should meet the following criteria:

- **Occupational Competency:** Tutors should demonstrate a clear understanding of the subject matter, including up-to-date knowledge. They should also have a minimum of one year's relevant experience in the area of creative arts and digital technologies. This competence should enable them to effectively impart knowledge and practical skills to learners.
- **Qualifications:** Tutors should hold qualifications at a level that is at least one level higher than the qualification they are teaching. This ensures that they have the necessary academic foundation to provide in-depth guidance and support to learners.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors, thereby enhancing the quality and effectiveness of their educational experience.

## 6.5 Assessor Requirements

The assessment of these qualifications takes place within the centre and is subjected to OCN NI's rigorous quality assurance procedures. The achievement of individual units is based on the criteria defined in each unit.

Assessors play a pivotal role in ensuring the validity and fairness of assessments. They are required to meet the following criteria:

- **Occupational Competency:** Assessors should possess a high degree of occupational competency in the relevant subject matter. This expertise enables them to accurately evaluate and measure a learner's knowledge and skills. Additionally, they should hold qualifications at a level that is at least one level higher than the qualification they are assessing and have a minimum of one year's experience in the area of creative arts and digital technologies, ensuring their in-depth understanding of the subject matter.
- **Assessment Expertise:** Assessors should have direct or related experience in the field of assessment. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **Assessors Qualification:** Assessors should hold or be currently undertaking a recognised assessor's qualification; or must have attended the OCN NI Assessment Training.
- **Comprehensive Assessment Oversight:** Assessors are responsible for evaluating all assessment tasks and activities comprehensively. They must thoroughly review and assess each element to ensure a fair and accurate representation of a learner's skills and knowledge.

These rigorous requirements uphold the quality and integrity of the qualification's assessment process, ensuring that learners receive a fair and reliable evaluation of their competencies.

## 6.6 Internal Quality Assurer Requirements

The Internal Quality Assurer plays a crucial role in the centre's internal quality assurance processes. The centre must designate a skilled and trained IQA who assumes the role of an internal quality monitor responsible for verifying the delivery and assessment of the qualifications.

The Internal Quality Assurer for these qualifications must meet the following criteria:

- **IQA Expertise:** IQA should have direct or related experience in the field of verification and have at least one year's occupational experience in the areas they are internally quality assuring. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **IQA Qualification:** IQA should hold or be currently undertaking a recognised IQA qualification; or must have attended the OCN NI IQA Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** IQA are tasked with conducting in-depth reviews and assessments of all assessment tasks and activities. Their responsibility is to ensure a comprehensive and meticulous oversight of each element to guarantee a just and precise reflection of a learner's abilities and knowledge and to ensure that all assessment and quality assurance requirements are fulfilled.

## 7. Qualification Structure

### 7.1 Qualification Purpose

The OCN NI Level 1 Award and Certificate in Creative Arts and Digital Technologies are unitised, pass/fail qualifications designed to provide learners with an accessible and flexible introduction to the knowledge, practical skills and creative processes used across the creative arts and digital technology sectors. Through a broad choice of units, learners can explore areas relevant to their interests and intended progression, develop confidence in using appropriate tools, techniques and technologies, and apply their learning through practical activities and projects. To achieve the qualifications, learners must meet all assessment criteria for their selected units and demonstrate the knowledge, understanding and practical proficiency appropriate to Level 1. The qualifications provide a foundation for progression to the Level 1 Certificate, where applicable, and to further learning, higher-level qualifications, training or entry-level opportunities within the creative industries.

### 7.2 Qualification Level

In the context of the OCN NI Level 1 Award and Certificate in Creative Arts and Digital Technologies it is essential to understand the significance of qualification levels, as they play a pivotal role in assessing the depth and complexity of knowledge and skills required for successful attainment. These qualifications align with Level 1, which signify a basic level of difficulty and intricacy. It's important to note that qualification levels in the educational framework range from Level 1 to Level 8, complemented by three 'entry' levels, namely Entry 1 to Entry 3.

### 7.3 Qualification Size

#### Total Qualification Time (TQT)

This represents the total amount of time a learner is expected to spend to complete the qualification successfully. It includes both guided learning hours (GLH) and independent study or additional learning time.

#### Guided Learning Hours (GLH)

These are the hours of guided instruction and teaching provided to learners. This may include classroom instruction, tutorials, or other forms of structured learning.

| OCN NI Level 1 Award in Creative Arts and Digital Technologies       |            |
|----------------------------------------------------------------------|------------|
| Total Qualification Time (TQT):                                      | 60 hours   |
|                                                                      |            |
| Total Credits Required:                                              | 6 credits  |
| Guided Learning Hours (GLH):                                         | 54 hours   |
| OCN NI Level 1 Certificate in Creative Arts and Digital Technologies |            |
| Total Qualification Time (TQT):                                      | 130 hours  |
|                                                                      |            |
| Total Credits Required:                                              | 13 credits |
| Guided Learning Hours (GLH):                                         | 117 hours  |

## 7.4 How to Achieve the Qualifications

To achieve the **OCN NI Level 1 Award in Creative Arts and Digital Technologies** learners must complete a minimum of 6 credits. These credits can be taken from any of the units.

To achieve the **OCN NI Level 1 Certificate in Creative Arts and Digital Technologies** learners must complete a minimum of 13 credits. These credits can be taken from any of the units.

## 8. Assessment Structure

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These qualifications are assessed through internal assessment and each unit is accompanied by specific assessment criteria that define the requirements for achievement.

### 8.1 Assessment Guidance: Portfolio

The portfolio for these qualifications is designed to provide a comprehensive view of a learner's skills and knowledge. It is a holistic collection of evidence that may include a single piece of evidence that satisfies multiple assessment criteria. There is no requirement for learners to maintain separate evidence for each assessment criterion.

When learners are creating their portfolio, they should refer to the assessment criteria to understand the evidence required.

It is essential that the evidence in the portfolio reflects the application of skills in real-world situations. Learners should ensure that they provide multiple examples or references whenever the assessment criteria require it.

### 8.2 Understanding the Units

The units outlined in this specification establish clear assessment expectations. They serve as a valuable guide for conducting assessments and ensuring quality assurance efficiently. Each unit within this specification follows a consistent structure. This section explains the operational framework of these units. It is imperative that all educators, assessors, Internal Quality Assurers, and other personnel overseeing the qualification review and familiarise themselves with this section to ensure a comprehensive understanding of how these units function.

- **Title:** The title will reflect the content of the unit and should be clear and concise.
- **Level:** A unit can have one of six RQF levels: Entry, One, Two, Three, Four or Five. All units within these qualifications are Level 1.
- **Credit Value:** This describes the number of credits ascribed to a unit. It identifies the number of credits a learner is awarded upon successful achievement of the unit. One credit is awarded for the learning outcomes which a learner, on average, might reasonably be expected to achieve in a notional 10 hours of learning.
- **Learning Outcome:** A coherent set of measurable achievements.
- **Assessment Criteria:** These enable a judgement to be made about whether or not, and how well, the students have achieved the learning outcomes.
- **Assessment Guidance and Methods:** These detail the different assessment methods within the unit that may be used.
- **Unit Content:** This provides indicative content to assist in teaching and learning.

## 9. Qualification Summary by Unit

### OCN NI Level 1 Award in Creative Arts and Digital Technologies

Total Qualification Time (TQT) for this qualification: 60 hours

Guided Learning Hours (GLH) for this qualification: 54 hours

In order to achieve the OCN NI Level 1 Award in Creative Arts and Digital Technologies the learner must successfully complete a minimum of 6 credits. These credits can be taken from any of the units.

### OCN NI Level 1 Certificate in Creative Arts and Digital Technologies

Total Qualification Time (TQT) for this qualification: xxx hours

Guided Learning Hours (GLH) for this qualification: xxx hours

In order to achieve the OCN NI Level 1 Certificate in Creative Arts and Digital Technologies, the learner must successfully complete a minimum of 13 credits. These credits can be taken from any of the units.

| Unit Reference Number      | OCN NI Unit Code | Unit Title                            | GLH | Credit Value | Level |
|----------------------------|------------------|---------------------------------------|-----|--------------|-------|
| <a href="#">M/506/6417</a> | CBA112           | Capturing and Editing Video Sequences | 18  | 2            | One   |
| <a href="#">H/506/5667</a> | CBA120           | Using Imaging Software Tools          | 27  | 3            | One   |
| <a href="#">M/506/5672</a> | CBA122           | Using Multimedia Software             | 27  | 3            | One   |
| <a href="#">H/506/5684</a> | CBA127           | Capturing and Editing Audio Sequences | 18  | 2            | One   |
| <a href="#">F/506/5689</a> | CBA132           | Developing Websites                   | 27  | 3            | One   |
| <a href="#">A/615/0198</a> | CBD649           | Two Dimensional Animation             | 72  | 8            | One   |
| <a href="#">M/615/0196</a> | CBD650           | Location Sound Recording              | 54  | 6            | One   |

|                            |        |                                                                         |    |   |     |
|----------------------------|--------|-------------------------------------------------------------------------|----|---|-----|
| <a href="#">Y/616/8272</a> | CBE067 | Assist with Event Organisation within the Fine Arts or Performing Arts  | 36 | 4 | One |
| <a href="#">F/615/0199</a> | CBD420 | Multi-track Recording                                                   | 45 | 5 | One |
| <a href="#">M/615/0201</a> | CBD421 | Preparing for a Career or Further Study in the Creative Industries      | 9  | 1 | One |
| <a href="#">H/616/8274</a> | CBE068 | Using Social Media to Market and Promote Events, Products and Services  | 36 | 4 | One |
| <a href="#">T/615/0202</a> | CBD422 | Studio Mixing                                                           | 36 | 4 | One |
| <a href="#">A/615/0203</a> | CBD423 | Technical Sound and Audio Production                                    | 27 | 3 | One |
| <a href="#">F/615/0204</a> | CBD424 | Composition                                                             | 54 | 6 | One |
| <a href="#">J/615/0205</a> | CBD425 | Film and Video Production                                               | 45 | 5 | One |
| <a href="#">L/615/0206</a> | CBD426 | Musical Ensemble Skills                                                 | 36 | 4 | One |
| <a href="#">R/615/0207</a> | CBD427 | Practical Presentation Skills                                           | 27 | 3 | One |
| <a href="#">Y/615/0208</a> | CBD428 | Song Writing Skills                                                     | 27 | 3 | One |
| <a href="#">D/615/0209</a> | CBD429 | Sound Checking an Ensemble                                              | 36 | 4 | One |
| <a href="#">R/615/0210</a> | CBD430 | Live Sound Engineering                                                  | 36 | 4 | One |
| <a href="#">Y/615/0211</a> | CBD431 | Sound for Moving Image                                                  | 36 | 4 | One |
| <a href="#">D/615/0212</a> | CBD432 | Undertaking a Solo Performance                                          | 27 | 3 | One |
| <a href="#">H/615/0213</a> | CBD433 | Using Cameras and Accessories for Film and Video                        | 36 | 4 | One |
| <a href="#">T/507/8925</a> | CBC999 | Digital Fabrication                                                     | 18 | 2 | One |
| <a href="#">R/506/5793</a> | CBA172 | Performance Realisation Skills                                          | 54 | 6 | One |
| <a href="#">K/616/8275</a> | CBE069 | Teamwork Skills within the Creative Arts and Digital Technology Sectors | 27 | 3 | One |
| <a href="#">K/506/5721</a> | CBA161 | Health and Safety in Practice                                           | 9  | 1 | One |

|                            |        |                                                                                |    |   |     |
|----------------------------|--------|--------------------------------------------------------------------------------|----|---|-----|
| <a href="#">M/616/8276</a> | CBE070 | Problem Solving Skills within the Creative Arts and Digital Technology Sectors | 18 | 2 | One |
| <a href="#">M/506/5803</a> | CBA179 | Life Drawing                                                                   | 27 | 3 | One |
| <a href="#">T/616/8277</a> | CBE071 | Developing Drawing Skills for Painting                                         | 27 | 3 | One |
| <a href="#">A/616/8278</a> | CBE072 | Drawing Development Methods and Skills                                         | 27 | 3 | One |
| <a href="#">F/616/8279</a> | CBE073 | Creative Writing                                                               | 27 | 3 | One |
| <a href="#">T/616/8280</a> | CBE074 | Design Project                                                                 | 36 | 4 | One |
| <a href="#">A/616/8281</a> | CBE075 | Approaches to Digital Imaging and Printing                                     | 36 | 4 | One |
| <a href="#">F/616/8282</a> | CBE076 | Lighting in Photography                                                        | 36 | 4 | One |
| <a href="#">J/616/8283</a> | CBE077 | The Photographic Project                                                       | 54 | 6 | One |
| <a href="#">L/616/8284</a> | CBE078 | Using a Film or Digital Camera                                                 | 54 | 6 | One |
| <a href="#">R/616/8285</a> | CBE079 | Developing Photography Techniques using Materials and Resources                | 27 | 3 | One |
| <a href="#">Y/616/8286</a> | CBE080 | Photography: A Creative Approach to Picture Making                             | 27 | 3 | One |
| <a href="#">D/616/8287</a> | CBE081 | Photography: Using a Camera and Accessories                                    | 36 | 4 | One |

## 10. Unit Content

### 10.1 Capturing and Editing Video Sequences

| Title                                                                                                                                | Capturing and Editing Video Sequences                                                                                                                                                                                                                                                         |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                | One                                                                                                                                                                                                                                                                                           |                                                                                                                |
| Credit Value                                                                                                                         | 2                                                                                                                                                                                                                                                                                             |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                          | 18                                                                                                                                                                                                                                                                                            |                                                                                                                |
| OCN NI Unit Code                                                                                                                     | CBA112                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Unit Reference No                                                                                                                    | M/506/6417                                                                                                                                                                                                                                                                                    |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and demonstrate the capture and editing of video sequences. |                                                                                                                                                                                                                                                                                               |                                                                                                                |
| Learning Outcomes                                                                                                                    |                                                                                                                                                                                                                                                                                               | Assessment Criteria                                                                                            |
| 1. Be able to use video hardware and software to capture sequences                                                                   | 1.1. Use input devices and built-in video software to capture video sequences.<br>1.2. Outline video file formats.<br>1.3. Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available.                                            |                                                                                                                |
| 2. Be able to use video software tools.                                                                                              | 2.1. Compare video editing software.<br>2.2. Cut and paste short sequences to meet needs.<br>2.3. Combine information of different forms or from different sources, in line with any copyright constraints.<br>2.4. Identify copyright constraints on using others' information.              |                                                                                                                |
| 3. Be able to play and present video sequences                                                                                       | 3.1. Identify appropriate playback software and video devices to use for the sequence.<br>3.2. Select and use appropriate combination of software and display device to playback video sequences.<br>3.3. Adjust playback and display settings so that sequences are presented to meet needs. |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                   | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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

## 10.2 Using Imaging Software Tools

| Title                                                                                                                    | Using Imaging Software Tools                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBA120                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                |
| Unit Reference No                                                                                                        | H/506/5667                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and use imaging software tools.                 |                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |
| 1. Be able to capture information for images.                                                                            | 1.1. Capture images to meet requirements.<br>1.2. Identify what generic copyright and other constraints apply to the use of images.<br>1.3. Combine information of different types or from different sources for images.<br>1.4. Identify the context in which the images will be used.<br>1.5. Outline and demonstrate the use of file formats used for saving, retrieving and exchanging images. |                                                                                                                |
| 2. Be able to use imaging software.                                                                                      | 2.1. Use imaging software tools and techniques to create, manipulate and edit images.<br>2.2. Review images against requirements and amend 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                                                                        | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 10.3 Using Multimedia Software

| Title                                                                                                                    | Using Multimedia Software                                                                                                                                                                                                                                                                                                |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                      |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBA122                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Unit Reference No                                                                                                        | M/506/5672                                                                                                                                                                                                                                                                                                               |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and utilise multimedia software.                |                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                      |                                                                                                                |
| 1. Be able to plan the content and organisation of multimedia products.                                                  | 1.1. Assess multimedia requirements.<br>1.2. Demonstrate how to plan the content and organisation of multimedia products to meet requirements.<br>1.3. Identify copyright or other constraints for using others' information.                                                                                            |                                                                                                                |
| 2. Capture content.                                                                                                      | 2.1. Select and use input devices to capture multimedia content.<br>2.2. Combine information from different sources to meet requirements.<br>2.3. Identify the file format and storage media to use.<br>2.4. Select and use appropriate software to write multimedia files.<br>2.5. Store and retrieve multimedia files. |                                                                                                                |
| 3. Use multimedia software tools.                                                                                        | 3.1. Select and use appropriate techniques to edit and format information to meet multimedia outcomes.<br>3.2. Review multimedia outcomes against requirements and amend as required.                                                                                                                                    |                                                                                                                |
| 4. Be able to play and present multimedia outcomes.                                                                      | 4.1. Select and use a display device to display multimedia outcomes.<br>4.2. Demonstrate how to adjust playback of multimedia files to meet needs.                                                                                                                                                                       |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                                              | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |
| Coursework                                                                                                               | Research or projects that count towards a learner's final outcome                                                                                                                                                                                                                                                        | Record of observation<br>Learner notes/written work                                                            |

|  |                                                                          |                                         |
|--|--------------------------------------------------------------------------|-----------------------------------------|
|  | and demonstrate the skills and/or knowledge gained throughout the course | Tutor notes/record<br>Learner log/diary |
|--|--------------------------------------------------------------------------|-----------------------------------------|

## 10.4 Capturing and Editing Audio Sequences

| Title                                                                                                                                | Capturing and Editing Audio Sequences                                                                                                                                                                                                                                                         |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                | One                                                                                                                                                                                                                                                                                           |                                                                                                                |
| Credit Value                                                                                                                         | 2                                                                                                                                                                                                                                                                                             |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                          | 18                                                                                                                                                                                                                                                                                            |                                                                                                                |
| OCN NI Unit Code                                                                                                                     | CBA127                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Unit Reference No                                                                                                                    | H/506/5684                                                                                                                                                                                                                                                                                    |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and demonstrate the capture and editing of audio sequences. |                                                                                                                                                                                                                                                                                               |                                                                                                                |
| Learning Outcomes                                                                                                                    |                                                                                                                                                                                                                                                                                               | Assessment Criteria                                                                                            |
| 1. Be able to use audio hardware and software to capture sequences.                                                                  | 1.1. Use input devices and built-in audio software to capture audio sequences.<br>1.2. Outline audio file formats.<br>1.3. Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available.                                            |                                                                                                                |
| 2. Be able to use audio software tools.                                                                                              | 2.1. Compare audio editing software.<br>2.2. Cut and paste short sequences to meet needs.<br>2.3. Combine information of different forms or from different sources, in line with any copyright constraints.<br>2.4. Identify copyright constraints on using others' information.              |                                                                                                                |
| 3. Be able to play and present audio sequences.                                                                                      | 3.1. Identify appropriate playback software and audio devices to use for the sequence.<br>3.2. Select and use appropriate combination of software and display device to playback audio sequences.<br>3.3. Adjust playback and display settings so that sequences are presented to meet needs. |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                   | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 10.5 Developing Websites

| Title                                                                                                                    | Developing Websites                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBA132                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| Unit Reference No                                                                                                        | F/506/5689                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and develop basic websites.                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| 1. Be able to plan and create web pages.                                                                                 | 1.1. Identify design criteria including:<br>a) required content<br>b) layout<br>c) purpose<br>d) target audience<br>1.2. Select and use a website design template to create a single web page and enter content.<br>1.3. Identify copyright and other constraints on using others' information.<br>1.4. Identify what file types to use for saving content.<br>1.5. Store and retrieve web files effectively, in line with local guidelines and conventions where available. |                                                                                                                |
| 2. Be able to structure and format web pages.                                                                            | 2.1. Demonstrate the editing formatting and configuration of website to aid:<br>a) usability<br>b) navigation<br>c) clarity<br>2.2. Check web pages meet needs, using IT tools and making corrections as necessary.                                                                                                                                                                                                                                                          |                                                                                                                |
| 3. Publish web pages to the Internet or an intranet.                                                                     | 3.1. Upload content to a website.<br>3.2. Respond appropriately to common problems when testing a web page.                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                                                                                                                                                                                                  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |
| Coursework                                                                                                               | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or                                                                                                                                                                                                                                                                                                                                                                          | Record of observation<br>Learner notes/written work<br>Tutor notes/record                                      |

|  |                                        |                   |
|--|----------------------------------------|-------------------|
|  | knowledge gained throughout the course | Learner log/diary |
|--|----------------------------------------|-------------------|

## 10.6 Two Dimensional Animation

| Title                                                                                                                                                               | Two Dimensional Animation                                                                                                                                                                                                   |                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                               | One                                                                                                                                                                                                                         |                                                                                                                                                                                                    |
| Credit Value                                                                                                                                                        | 8                                                                                                                                                                                                                           |                                                                                                                                                                                                    |
| Guided Learning Hours (GLH)                                                                                                                                         | 72                                                                                                                                                                                                                          |                                                                                                                                                                                                    |
| OCN NI Unit Code                                                                                                                                                    | CBD649                                                                                                                                                                                                                      |                                                                                                                                                                                                    |
| Unit Reference No                                                                                                                                                   | A/615/0198                                                                                                                                                                                                                  |                                                                                                                                                                                                    |
| Unit purpose and aim(s): This unit will enable the learner to understand and produce a two dimensional (2D) model and animate a simple character within a 2D scene. |                                                                                                                                                                                                                             |                                                                                                                                                                                                    |
| Learning Outcomes                                                                                                                                                   |                                                                                                                                                                                                                             | Assessment Criteria                                                                                                                                                                                |
| 1.                                                                                                                                                                  | Know about the development of computer 2D animation.                                                                                                                                                                        | 1.1. Illustrate the development of computer 2D animation.                                                                                                                                          |
| 2.                                                                                                                                                                  | Be able to apply 2D animation drawing concepts to the building of a simple 2D scene.                                                                                                                                        | 2.1. Describe and demonstrate how 2D drawing can made into an animation.                                                                                                                           |
| 3.                                                                                                                                                                  | Be able to build a simple 2D character and add rigging.                                                                                                                                                                     | 3.1. Identify different drawing techniques that can be used to create a 2D character.<br>3.2. Produce 2D drawings.<br>3.3. Apply armature rig to a 2D character.<br>3.4. Create a simple 2D scene. |
| 4.                                                                                                                                                                  | Be able to use 2D character animation techniques and render final animation.                                                                                                                                                | 4.1. Produce a simple 2D character animation.<br>4.2. Render out a 2D animation.                                                                                                                   |
| 5.                                                                                                                                                                  | Understand Health and Safety procedures and safe studio practice.                                                                                                                                                           | 5.1. Carry out identified Health and Safety procedures.<br>5.2. Demonstrate safe studio practice.                                                                                                  |
| 6.                                                                                                                                                                  | Be able to reflect on own performance in 2D animation processes.                                                                                                                                                            | 6.1. Reflect on own performance in producing a 2D animation identifying possible 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                                                                                                     |
| E-assessment                                                                                                                                                        | The use of information technology to assess learners’ work                                                                                                                                                                  | Electronic portfolio<br>E-tests                                                                                                                                                                    |

## 10.7 Location Sound Recording

| Title                                                                                                                    | Location Sound Recording                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Credit Value                                                                                                             | 6                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 54                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD650                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| Unit Reference No                                                                                                        | M/615/0196                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and participate in sound recording on location. |                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| 1. Understand the properties of microphones, their application and the basic principles of recording high quality sound. | 1.1. Identify a range of types of microphones in terms of their characteristics and application.<br>1.2. Outline what is meant by sync and non-sync sound recording.<br>1.3. State the impact of recording levels, gain and distortion on a recording.                                                                                                       |                                                                                                                |
| 2. Be able to participate in the development of a plan for location sound recording in a short production.               | 2.1. Participate in the carrying out of a recce during the pre-production process<br>2.2. Participate in the development of a plan for using and recording sound in a short production.<br>2.3. Participate in production plan discussions.                                                                                                                  |                                                                                                                |
| 3. Be able to record sound for a short production.                                                                       | 3.1. Participate in the set-up a field mixer and boom or other external recording device and monitor audio during production.<br>3.2. Outline the application of atmospherics in a production.<br>3.3. State the main roles of individuals involved in a production.<br>3.4. Use location recording techniques within a team to complete a short production. |                                                                                                                |
| 4. Be able to reflect on own performance.                                                                                | 4.1. Reflect on own performance 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                                  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| Aural examination | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination. | Audio/video record<br>Tutor notes / record<br>Record of observation                            |

## 10.8 Assist with Event Organisation within the Fine Arts or Performing Arts

| Title                                                                                                                                                                  | Assist with Event Organisation within the Fine Arts or Performing Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                  | One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Credit Value                                                                                                                                                           | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Guided Learning Hours (GLH)                                                                                                                                            | 36                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| OCN NI Unit Code                                                                                                                                                       | CBE067                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Unit Reference No                                                                                                                                                      | Y/616/8272                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to assist with event organisation within the Fine Arts or Performing Arts sectors. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Learning Outcomes                                                                                                                                                      | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. Be able to participate in planning an event within the fine arts or performing arts sectors.                                                                        | 1.1. Outline the purpose of an event.<br>1.2. Compare an event in the fine arts sector to one in the performing arts.<br>1.3. Outline the issues to be considered when planning an event within the fine arts or performing arts sectors including:<br>a) relevant legislation or regulations<br>b) marketing<br>c) setting up, running and posting event activities<br>d) roles of those involved<br>e) risk assessments<br>1.4. Follow an event plan.<br>1.5. Outline the importance of securing resources for the event. |
| 2. Understand the role of the event manager and others involved in the event within the fine arts or performing arts sectors.                                          | 2.1. Outline the responsibilities of the event manager.<br>2.2. Outline the roles of other stakeholders in a fine arts or performing arts event and how they should communicate.<br>2.3. Outline own role in relation to event manager and other stakeholders.                                                                                                                                                                                                                                                              |
| 3. Be able to participate in publicising and running an event within the fine arts or performing arts sectors.                                                         | 3.1. Assist with using a template to develop an event publicity plan.<br>3.2. Outline the activities involved in running an event including:<br>a) identifying risk<br>b) venue set up and co-ordination<br>3.3. Participate in running an event in line with event plan.<br>3.4. Participate in addressing any issues arising from running event within own area of responsibility.                                                                                                                                        |

### 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              | <p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p> | <p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p> |
| 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                                                                                         | <p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>                                                     |
| Coursework                         | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course                                                                                                 | <p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>                     |
| E-assessment                       | The use of information technology to assess learners' work                                                                                                                                                                                 | <p>Electronic portfolio</p> <p>E-tests</p>                                                                                            |

## 10.9 Multi-track Recording

| Title                                                                                                                    | Multi-track Recording                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| Credit Value                                                                                                             | 5                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 45                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD420                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Unit Reference No                                                                                                        | F/615/0199                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and make multi-track recordings.                |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| 1. Be able to plan a recording.                                                                                          | 1.1. Illustrate the steps involved in making a multi-track recording.<br>1.2. Outline the resources needed to make a given recording and develop a recording schedule.                                                                                                                                                                                        |                                                                                                                |
| 2. Understand Health and Safety issues associated with making recordings.                                                | 2.1 Outline the Health and Safety issues associated with making recordings and how to conduct a risk assessment.<br>2.2 Outline how to undertake a risk assessment for a given recording session.                                                                                                                                                             |                                                                                                                |
| 3. Understand the use of microphones in the recording process.                                                           | 3.1 Outline the application and function of microphones.<br>3.2 Outline the placement of microphones for a range of different recording situations.<br>3.3 Outline how spill may be minimised or used in a complementary fashion.                                                                                                                             |                                                                                                                |
| 4 Understand the recording process.                                                                                      | 4.1 Illustrate the impact of room acoustics on the recording process.<br>4.2 Outline the multi-track recording process.<br>4.3 Outline the use of outboard equipment or inline effects that are applied during the recording process.<br>4.4 List a range of digital processing and digital effects and outline how they can be applied to recorded material. |                                                                                                                |
| 5 Be able to record and review a multitrack.                                                                             | 5.1 Record and review a multitrack.                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                                   | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| Aural examination | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination. | Audio/video record<br>Tutor notes / record<br>Record of observation                            |
| E-assessment      | The use of information technology to assess learners' work                                                                                             | Electronic portfolio<br>E-tests                                                                |

## 10.10 Preparing for a Career or Further Study in the Creative Industries

|                                                                                                                          |                                                                                                                                                                                                                             |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Title                                                                                                                    | Preparing for a Career or Further Study in the Creative Industries                                                                                                                                                          |                                                                                                                |
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 1                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 9                                                                                                                                                                                                                           |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD421                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | M/615/0201                                                                                                                                                                                                                  |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to plan for a career or further study in the media sector.    |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        |                                                                                                                                                                                                                             | Assessment Criteria                                                                                            |
| 1. Be able to identify employment and education opportunities in the creative industries sector.                         | 1.1. Identify opportunities within one sector of the creative industries.                                                                                                                                                   |                                                                                                                |
| 2. Be able to develop own CV for the creative industries.                                                                | 2.1. Outline in CV own qualities in relation to creative industries sector opportunities including:<br>a) interests<br>b) attributes<br>c) skills<br>d) relevant achievements<br>e) experience                              |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 10.11 Using Social Media to Market and Promote Events, Products and Services

| Title                                                                                                                                 | Using Social Media to Market and Promote Events, Products and Services                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Level                                                                                                                                 | One                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                        |
| Credit Value                                                                                                                          | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                        |
| Guided Learning Hours (GLH)                                                                                                           | 36                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                        |
| OCN NI Unit Code                                                                                                                      | CBE068                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                        |
| Unit Reference No                                                                                                                     | H/616/8274                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |
| Unit purpose and aim(s): This unit will enable the learner to understand and use social media safely and for marketing and promotion. |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        |
| Learning Outcomes                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Assessment Criteria                                                                    |
| 1. Understand the opportunities and threats associated with using social media.                                                       | 1.1. List at least two positive and at least two negative aspects of using social media.<br>1.2. Outline at least two risks associated with using social media and how best to minimise these.                                                                                                                                                                                                                                                               |                                                                                        |
| 2. Understand the application of social media.                                                                                        | 2.1. Outline how at least three social media sites may be used by groups, individuals, businesses and organisations.<br>2.2. Identify potential risks to an organisation associated with using social media for marketing or promotion.<br>2.3. Demonstrate the use of various social media sites to communicate and upload content including:<br>a) Facebook<br>b) Blogging<br>c) Twitter<br>d) YouTube<br>e) Snapchat<br>f) Instagram                      |                                                                                        |
| 3. Be able to use social media for marketing and promotion.                                                                           | 3.1. Outline how businesses and organisations may use social media to market and promote products, services, brand and/or events.<br>3.2. Identify issues that should be considered when planning a social media campaign including:<br>a) mobile or non-mobile platforms<br>b) nature of campaign<br>c) nature of product, service or event<br>d) target market<br>3.3. Implement a social marketing campaign for a given product, service, brand or event. |                                                                                        |
| 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                                                                                                                                                                                                                                                                                                                                             | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation |

|                                    |                                                                                                                                                    |                                                                    |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                    | OR<br>A collection of documents containing work that shows the learner's progression through the course                                            | 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<br>Learner notes/written work<br>Learner log |

## 10.12 Studio Mixing

| Title                                                                                                                            | Studio Mixing                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                            | One                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                |
| Credit Value                                                                                                                     | 4                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                      | 36                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |
| OCN NI Unit Code                                                                                                                 | CBD422                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Unit Reference No                                                                                                                | T/615/0202                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and apply mixing techniques using a studio mixing desk. |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Learning Outcomes                                                                                                                | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                |
| 1. Understand what is meant by mixing.                                                                                           | 1.1. Outline what is meant by mixing and how it is used in the production of music.<br>1.2. Outline the application of mixing techniques to a range of musical types and genres.                                                                                                                                                                                                                                  |                                                                                                                |
| 2. Be able to demonstrate mixing technique.                                                                                      | 2.1. Outline the function and controls on a mixing desk.<br>2.2. Outline and demonstrate the use of a mixing desk including:<br>a) applying mixing at appropriate times<br>b) the stages of mixing<br>c) creating balance in a recording in terms of pan and dynamic levels<br>d) making a clean recording<br>e) depth of field and stereo field<br>f) how effects can be used to refine and/or modify recording. |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                                                                                                                                       | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Aural examination                                                                                                                | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination.                                                                                                                                                                                                                                                            | Audio/video record<br>Tutor notes / record<br>Record of observation                                            |

E-assessment

The use of information  
technology to assess learners'  
work

Electronic portfolio  
E-tests

## 10.13 Technical Sound and Audio Production

|                                                                                                                          |                                                                                                                                                                                                                             |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Title                                                                                                                    | Technical Sound and Audio Production                                                                                                                                                                                        |                                                                                                                |
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD423                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | A/615/0203                                                                                                                                                                                                                  |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to develop skills in sound and audio production.              |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        |                                                                                                                                                                                                                             | Assessment Criteria                                                                                            |
| 1. Know Health and Safety issues relating to sound and audio production.                                                 | 1.1. Outline and adhere to Health and Safety rules relating to sound and audio production.                                                                                                                                  |                                                                                                                |
| 2. Be able to use sound and audio production equipment.                                                                  | 2.1. Identify and use a range of sound and audio equipment for recording and storing sound.<br>2.2. Use sound and audio equipment safely.                                                                                   |                                                                                                                |
| 3. Be able to follow a production plan.                                                                                  | 3.1. Follow a production plan including use of recording, editing and altering sound.<br>3.2. Create finished sound/audio product.                                                                                          |                                                                                                                |
| 4. Know professional working methods.                                                                                    | 4.1. Outline current professional working methods.                                                                                                                                                                          |                                                                                                                |
| 5. Be able to work within a group situation.                                                                             | 5.1. Demonstrate working co-operatively within a team.<br>5.2. Outline the importance of individual responsibility within the 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 10.14 Composition

| Title                                                                                                                    | Composition                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Credit Value                                                                                                             | 6                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 54                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD424                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| Unit Reference No                                                                                                        | F/615/0204                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to be able to create original musical compositions.           |                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| 1. Be able to identify the starting point for an original composition.                                                   | 1.1. Outline and demonstrate how a range of aspects of musical theory and structure act as a focus for the creation of an original composition.<br>1.2. Outline and demonstrate how the music technology process can act as a focus for the creation of an original composition.<br>1.3. Outline and demonstrate how a project brief/theme can act as a focus for the creation of an original composition. |                                                                                                                |
| 2. Be able to assess instrumentation.                                                                                    | 2.1. Outline instrumentation through listening.<br>2.2. Outline a selection of vocal or instrumental sources for an original composition.                                                                                                                                                                                                                                                                  |                                                                                                                |
| 3. Be able to use hook, melody and rhythm in music.                                                                      | 3.1. Outline the use of hook, melody and rhythm.<br>3.2. Create melodic and rhythmic parts for an original composition.                                                                                                                                                                                                                                                                                    |                                                                                                                |
| 4. Be able to implement arrangement and structuring techniques.                                                          | 4.1. Use structuring within an original composition.<br>4.2. Create arrangements in line with genre.                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                                                                                | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Aural examination                                                                                                        | Assessment activities based around listening stimuli. for                                                                                                                                                                                                                                                                                                                                                  | Audio/video record<br>Tutor notes / record                                                                     |

|              |                                                                                              |                                 |
|--------------|----------------------------------------------------------------------------------------------|---------------------------------|
|              | example, aural question and answer, dictation, transcription, word and sound discrimination. | Record of observation           |
| E-assessment | The use of information technology to assess learners' work                                   | Electronic portfolio<br>E-tests |

## 10.15 Film and Video Production

| Title                                                                                                                    | Film and Video Production                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                             |                                                                                                                |
| Credit Value                                                                                                             | 5                                                                                                                                                                                                                                                                                                                                               |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 45                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD425                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Unit Reference No                                                                                                        | J/615/0205                                                                                                                                                                                                                                                                                                                                      |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and undertake film and video production.        |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                             |                                                                                                                |
| 1. Know the film and video production process.                                                                           | 1.1. Illustrate the key milestones of the film and video production process.<br>1.2. Outline different genres of film and video and how this impacts on the production process.<br>1.3. Outline the potential Health and Safety issues associated with film and video production.                                                               |                                                                                                                |
| 2. Be able to follow pre-production materials.                                                                           | 2.1. Use pre-production materials for a given short film or sequence.                                                                                                                                                                                                                                                                           |                                                                                                                |
| 3. Be able to produce production materials.                                                                              | 3.1. Create production materials for use in a short film, or sequence of a film, by:<br>a) setting up appropriate equipment<br>b) following shooting script/storyboard<br>c) following safe working practices<br>d) following production processes.                                                                                             |                                                                                                                |
| 4. Be able to assist with development of a final version of a short film or sequence of a film.                          | 4.1. Outline the steps involved in the post production process.<br>4.2. Use appropriate equipment and software to edit production materials to a final version including:<br>a) editing film appropriately<br>b) inclusion of transitions and / or visual effects<br>c) editing audio appropriately and inclusion of audio effects 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                                                                     | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| Aural examination                  | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination. | Audio/video record<br>Tutor notes / record<br>Record of observation                            |
| E-assessment                       | The use of information technology to assess learners' work                                                                                             | Electronic portfolio<br>E-tests                                                                |

## 10.16 Musical Ensemble Skills

| Title                                                                                                                    | Musical Ensemble Skills                                                                                                                                                                                                                                                                                                    |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Credit Value                                                                                                             | 4                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 36                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD426                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| Unit Reference No                                                                                                        | L/615/0206                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to be able to perform as part of an ensemble.                 |                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| 1. Be able to perform as part of an ensemble.                                                                            | 1.1. Outline what is meant by ensemble skills.<br>1.2. Demonstrate playing as an ensemble listening to other members and matching dynamics and timbre.<br>1.3. Perform an ensemble piece to produce a consistent and good quality sound.                                                                                   |                                                                                                                |
| 2. Be able to undertake a successful rehearsal schedule.                                                                 | 2.1. Outline the technical demands of each piece.<br>2.2. Outline what is involved in putting each piece together as an ensemble.<br>2.3. Outline the importance of individual players within the overall framework of the ensemble.                                                                                       |                                                                                                                |
| 3. Be able to demonstrate musical ability as part of an ensemble.                                                        | 3.1. Perform a piece in conjunction with other members of the ensemble demonstrating a performance that:<br>a) is together<br>b) is evenly balanced<br>c) is well articulated<br>d) has a sense of pulse and movement<br>e) illustrates a successful interpretation of the music<br>f) communicates well with its 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |
| Coursework                                                                                                               | Research or projects that count towards a learner’s final outcome and demonstrate the skills and/or                                                                                                                                                                                                                        | Record of observation<br>Learner notes/written work<br>Tutor notes/record                                      |

|  |                                        |                   |
|--|----------------------------------------|-------------------|
|  | knowledge gained throughout the course | Learner log/diary |
|--|----------------------------------------|-------------------|

## 10.17 Practical Presentation Skills

| Title                                                                                                                    | Practical Presentation Skills                                                                                                                                                                                                                           |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                     |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                                                       |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                                                      |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD427                                                                                                                                                                                                                                                  |                                                                                                                |
| Unit Reference No                                                                                                        | R/615/0207                                                                                                                                                                                                                                              |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to be able to present to audiences.                           |                                                                                                                                                                                                                                                         |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                     |                                                                                                                |
| 1. Know the skills involved in preparing and delivering presentations.                                                   | 1.1. Give three reasons why presentations may be necessary.<br>1.2. Outline the most common delivery styles and structures for presentations.<br>1.3. Outline the importance of:<br>a) preparation<br>b) planning<br>c) presentation<br>d) performance. |                                                                                                                |
| 2. Be able to use different visual aids and delivery styles in presentations.                                            | 2.1. Select a variety of visual aids for use within given presentations, giving reasons for selection.                                                                                                                                                  |                                                                                                                |
| 3. Be able to plan a presentation.                                                                                       | 3.1. Identify and select different sources of information relevant to the topic of presentation.<br>3.2. Follow a given structure to plan a presentation that reflects appropriate content and structure for the task.                                  |                                                                                                                |
| 4. Be able to deliver a presentation.                                                                                    | 4.1. Introduce topic clearly.<br>4.2. Speak audibly, using tone and register appropriate to the audience and level of formality.<br>4.3. Present material logically, linking ideas together.                                                            |                                                                                                                |
| 5. Know how to identify areas for improvement.                                                                           | 5.1. Identify areas for own 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                             | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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

## 10.18 Song Writing Skills

| Title                                                                                                                    | Song Writing Skills                                                                                                                                                                                                         |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD428                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | Y/615/0208                                                                                                                                                                                                                  |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand song composition and be able to compose songs.  |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                         |                                                                                                                |
| 1. Know popular music genres.                                                                                            | 1.1. Outline a range of popular music genres.                                                                                                                                                                               |                                                                                                                |
| 2. Know subject matter in popular music.                                                                                 | 2.1. Outline how subject matter can affect the popular music song.                                                                                                                                                          |                                                                                                                |
| 3. Know the use of lyrics devices.                                                                                       | 3.1. Outline how the lyrics reinforce the musical considerations in a range of popular music songs.<br>3.2. List a range of lyrical devices and how they are used.                                                          |                                                                                                                |
| 4. Know the use of compositional devices.                                                                                | 4.1. Outline how the compositional devices reinforce the lyrical devices in a range of popular music songs.<br>4.2. List a range of compositional devices and how they are 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Aural examination                                                                                                        | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination.                                                                      | Audio/video record<br>Tutor notes / record<br>Record of observation                                            |
| E-assessment                                                                                                             | The use of information technology to assess learners’ work                                                                                                                                                                  | Electronic portfolio<br>E-tests                                                                                |

## 10.19 Sound Checking an Ensemble

| Title                                                                                                                       | Sound Checking an Ensemble                                                                                                                                                                                                                      |                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                       | One                                                                                                                                                                                                                                             |                                                                                                                |
| Credit Value                                                                                                                | 4                                                                                                                                                                                                                                               |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                 | 36                                                                                                                                                                                                                                              |                                                                                                                |
| OCN NI Unit Code                                                                                                            | CBD429                                                                                                                                                                                                                                          |                                                                                                                |
| Unit Reference No                                                                                                           | D/615/0209                                                                                                                                                                                                                                      |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to be able to assist with sound checks for ensemble performance. |                                                                                                                                                                                                                                                 |                                                                                                                |
| Learning Outcomes                                                                                                           | Assessment Criteria                                                                                                                                                                                                                             |                                                                                                                |
| 1. Know how to perform a sound check.                                                                                       | 1.1. List the activities involved in performing a sound check.<br>1.2. Outline the potential Health and Safety issues associated with performing sound checks.                                                                                  |                                                                                                                |
| 2. Be able to assist in preparing a PA system for sound check.                                                              | 2.1. Follow appropriate techniques to capture sound from a range of instruments.<br>2.2. Line check each connected channel.<br>2.3. Identify any problems in line with own parameters of responsibility                                         |                                                                                                                |
| 3. Be able to assist with the sound checking instruments.                                                                   | 3.1. Assist with sound checking each instrument and adjust levels appropriately including:<br>a) applying appropriate EQ for each instrument.<br>b) applying gating/compression to instruments as appropriate<br>c) apply effects appropriately |                                                                                                                |
| 4. Be able to assist with work with performers.                                                                             | 4.1. Outline the needs of performers identifying any associated issues.                                                                                                                                                                         |                                                                                                                |
| 5. Be able to assist with creating a balanced mix.                                                                          | 5.1. Outline different mixes for a range of genres and styles.<br>5.2. Assist in maintaining a clear mix in line with given style/genre.                                                                                                        |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                     | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |
| Coursework                                                                                                                  | Research or projects that count towards a learner’s final outcome and demonstrate the                                                                                                                                                           | Record of observation<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

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|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|                   | skills and/or knowledge gained throughout the course                                                                                                   |                                                                     |
| Aural examination | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination. | Audio/video record<br>Tutor notes / record<br>Record of observation |
| E-assessment      | The use of information technology to assess learners' work                                                                                             | Electronic portfolio<br>E-tests                                     |

## 10.20 Live Sound Engineering

| Title                                                                                                                    | Live Sound Engineering                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| Credit Value                                                                                                             | 4                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 36                                                                                                                                                                                                                                                                                                                                      |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD430                                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
| Unit Reference No                                                                                                        | R/615/0210                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to be able to assist with live sound engineering.             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| 1. Be able to set optimal signal to noise ratio.                                                                         | 1.1. Outline the importance of optimal signal to noise ratio and how to use sound equipment to achieve this.<br>1.2. Demonstrate the use of sound equipment to optimize signal to noise ratio.                                                                                                                                          |                                                                                                                |
| 2. Be able to maintain a mix.                                                                                            | 2.1. Outline what makes a good mix.<br>2.2. Maintain a mix using:<br>a) pre-fade listen (PFL)<br>b) equalisation (EQ)<br>c) sub-grouping<br>d) digital effects<br>e) auxiliary sends                                                                                                                                                    |                                                                                                                |
| 3. Be able to assist in maintaining contact with the stage.                                                              | 3.1. Outline the importance of monitoring the stage.<br>3.2. Assist in providing performers with an optimal mix that will enhance the overall performance.                                                                                                                                                                              |                                                                                                                |
| 4. Be able to assist with performance activities.                                                                        | 4.1. Outline the potential Health and Safety issues and equipment damage risks associated with performance activities.<br>4.2. Assist with the safe powering down rig in the correct sequence.<br>4.3. Assist with the breaking down the rig systematically.<br>4.4. Outline and follow correct stowage procedures for component parts. |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                             | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| E-assessment | The use of information technology to assess learners' work                                                                                 | Electronic portfolio<br>E-tests                                                                |

## 10.21 Sound for Moving Image

| Title                                                                                                                    | Sound for Moving Image                                                                                                                                                                                                      |                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                         |
| Credit Value                                                                                                             | 4                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                         |
| Guided Learning Hours (GLH)                                                                                              | 36                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                         |
| OCN NI Unit Code                                                                                                         | CBD431                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                         |
| Unit Reference No                                                                                                        | Y/615/0211                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                         |
| Unit purpose and aim(s): This unit will enable the learner to be able to assist with the capturing of sound for film.    |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                         |
| Learning Outcomes                                                                                                        |                                                                                                                                                                                                                             | Assessment Criteria                                                                                                                                                                                                                                     |
| 1. Know the relationship between sound and picture in film.                                                              |                                                                                                                                                                                                                             | 1.1. Outline the relationship of sound and picture for a range of genres and media that use moving image.<br>1.2. Outline the agreed design concepts for given moving image.<br>1.3. Outline the main requirements for sound design in film.            |
| 2. Know how to assist with the development of a plan for sound in a short film production.                               |                                                                                                                                                                                                                             | 2.1. Outline how to plan for using and recording sound in a short film production.                                                                                                                                                                      |
| 3. Be able to assist record sound for a short film production.                                                           |                                                                                                                                                                                                                             | 3.1. Outline techniques for recording and post production of sound for a film application.<br>3.2. Use recording techniques to assist with production of a soundtrack for a short film production.<br>3.3. Assist in editing sound for post-production. |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                                                                                                                                                          |

|                   |                                                                                                                                                       |                                                                     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Aural examination | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination | Audio/video record<br>Tutor notes / record<br>Record of observation |
| E-assessment      | The use of information technology to assess learners' work                                                                                            | Electronic portfolio<br>E-tests                                     |

## 10.22 Undertaking a Solo Performance

| Title                                                                                                                    | Undertaking a Solo Performance                                                                                                                                                                                              |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBD432                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | D/615/0212                                                                                                                                                                                                                  |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to perform a solo performance.                                |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                         |                                                                                                                |
| 1. Be able to demonstrate basic technical skills on an instrument.                                                       | 1.1. Outline tuning method for chosen instrument.<br>1.2. Outline and demonstrate articulation and intonation techniques using a simple piece of music.<br>1.3. Outline the importance of correct posture.                  |                                                                                                                |
| 2. Be able to develop good practice routines.                                                                            | 2.1. Outline the importance of practice for improvement.<br>2.2. Follow a practice schedule over a given period with input from others.<br>2.3. Carry out the practice schedule.                                            |                                                                                                                |
| 3. Be able to develop an appreciation of music from different periods and styles.                                        | 3.1. Compare two pieces which have contrasting styles or from differing periods.                                                                                                                                            |                                                                                                                |
| 4. Understand musical competence and performance.                                                                        | 4.1. Outline what is meant by musical competence and how it is achieved.<br>4.2. Choose and perform a piece of music showing suitable tempo and reasonable sense of continuity                                              |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 10.23 Using Cameras and Accessories for Film and Video

| Title                                                                                                                              | Using Cameras and Accessories for Film and Video                                                                                                                                                                                                                                                                                                      |                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                              | One                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Credit Value                                                                                                                       | 4                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                        | 36                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                |
| OCN NI Unit Code                                                                                                                   | CBD433                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |
| Unit Reference No                                                                                                                  | H/615/0213                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to demonstrate the skills involved in producing still images and video. |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| Learning Outcomes                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                       | Assessment Criteria                                                                                            |
| 1. Understand safe photographic and video making practice.                                                                         | 1.1. Outline safe working practices in the production of photographic images and video.                                                                                                                                                                                                                                                               |                                                                                                                |
| 3. Know how to use the features of a camera and accessories.                                                                       | 2.1. Identify camera structure, layout and controls in terms of camera usage.<br>2.2. Outline camera settings for different video and photographic subjects.<br>2.3. Outline the use of a range of accessories to assist with the recording of still images and video including:<br>a) tripods<br>b) sound recording equipment<br>c) lighting sources |                                                                                                                |
| 3. Be able to use a camera and accessories to capture images and video.                                                            | 3.1. Outline how to frame images and video to best effect.<br>3.2. Outline the use of lighting sources in photography and video.<br>3.3. Identify lighting techniques.<br>3.4. Prepare the options for capturing sound when creating video.<br>3.5. Use camera features and accessories to capture still images and video.                            |                                                                                                                |
| 4. Be able to transfer captured content from a camera.                                                                             | 4.1. Use appropriate software to transfer and/or download captured content from a camera.                                                                                                                                                                                                                                                             |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                           | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| Oral Examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio / Video record.<br>Record of observation                            |

## 10.24 Digital Fabrication

| Title                                                                                                                        | Digital Fabrication                                                                                                                                                                                                                                                     |                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                        | One                                                                                                                                                                                                                                                                     |                                                                                                                |
| Credit Value                                                                                                                 | 2                                                                                                                                                                                                                                                                       |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                  | 18                                                                                                                                                                                                                                                                      |                                                                                                                |
| OCN NI Unit Code                                                                                                             | CBC999                                                                                                                                                                                                                                                                  |                                                                                                                |
| Unit Reference No                                                                                                            | T/507/8925                                                                                                                                                                                                                                                              |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and use digital fabrication equipment and software. |                                                                                                                                                                                                                                                                         |                                                                                                                |
| Learning Outcomes                                                                                                            | Assessment Criteria                                                                                                                                                                                                                                                     |                                                                                                                |
| 1. Understand Health and Safety issues associated with digital fabrication                                                   | 1.1 Outline the Health and Safety issues associated with digital fabrication.<br>1.2 Demonstrate the application of Health and Safety practice relating to digital fabrication.                                                                                         |                                                                                                                |
| 2. Use software to create designs.                                                                                           | 2.1 Use 2d design software to create polygonal shapes to specific requirements.<br>2.2 Use software to search for and incorporate images into design.<br>2.3 Use software features to produce designs that can be fabricated.<br>2.4 Save files in appropriate formats. |                                                                                                                |
| 3. Demonstrate the fabrication of a design.                                                                                  | 3.1 Demonstrate the fabrication of a design.<br>3.2 Demonstrate the application of Health and Safety practice relating to digital fabrication.                                                                                                                          |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                             | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 10.25 Performance Realisation Skills

| Title                                                                                                                    | Performance Realisation Skills                                                                                                                                                                                              |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 6                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 54                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBA172                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | R/506/5793                                                                                                                                                                                                                  |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to demonstrate performance realisation skills.                |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                         |                                                                                                                |
| 1. Understand the disciplines and techniques relating to performance realisation.                                        | 1.1. Outline and demonstrate how to communicate the meaning through performance realisation by being:<br>a) positive<br>b) energetic<br>c) committed<br>1.2. Work collaboratively with others.                              |                                                                                                                |
| 2. Be able to assess own performance.                                                                                    | 2.1. Assess own performance identifying areas for improvement, including audience feedback.                                                                                                                                 |                                                                                                                |
| 3. Recognise the value of audience and production team critique.                                                         | 3.1. Assess the final production including critique from the following:<br>a) production team<br>b) audience<br>3.2. Outline possible changes to production following feedback.                                             |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |

## 10.26 Teamwork Skills within the Creative Arts and Digital Technology Sectors

| Title                                                                                                                                                                                                                             | Teamwork Skills within the Creative Arts and Digital Technology Sectors                                                                                                                                                                                                                                  |                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                             | One                                                                                                                                                                                                                                                                                                      |                                                                                                                |
| Credit Value                                                                                                                                                                                                                      | 3                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                                                                                       | 27                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| OCN NI Unit Code                                                                                                                                                                                                                  | CBE069                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Unit Reference No                                                                                                                                                                                                                 | K/616/8275                                                                                                                                                                                                                                                                                               |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the different roles and responsibilities within a team and contribute to a team activity within the creative arts and digital technology sectors. |                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Learning Outcomes                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                          | Assessment Criteria                                                                                            |
| 1. Understand the different roles and responsibilities within a team.                                                                                                                                                             | 1.1. Identify different roles and responsibilities within a team in the following:<br>a) creative arts<br>b) digital technologies<br>1.2. Identify own role and responsibilities within a team in a given situation.                                                                                     |                                                                                                                |
| 2. Be able to contribute to the setting of team and own goals.                                                                                                                                                                    | 2.1. Outline goals identified by the team and individually.<br>2.2. Carry out a team activity in one of the following areas:<br>a) creative arts<br>b) digital technologies<br>2.3. Demonstrate how to communicate appropriately within the team in the creative arts or digital technology environment. |                                                                                                                |
| 3. Be aware of others’ rights to communicate within a team.                                                                                                                                                                       | 3.1. Outline why it is important to allow others to express their views or responses without interruption.                                                                                                                                                                                               |                                                                                                                |
| 4. Recognise the importance of co-operation within a team.                                                                                                                                                                        | 4.1. Outline at least one situation when co-operation is necessary to achieve a team goal within the following:<br>a) creative arts<br>b) digital technologies                                                                                                                                           |                                                                                                                |
| 5. Be able to review team performance.                                                                                                                                                                                            | 5.1. Identify skills brought to a team activity by:<br>a) self<br>b) others<br>5.2. Assess what was successful within the activity and what could be 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<br>OR<br>A collection of documents containing work that shows the                                                                                                                       | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |

|                                    |                                                                                                                                                    |                                                                    |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                    | learner's progression through the course                                                                                                           |                                                                    |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation<br>Learner notes/written work<br>Learner log |

## 10.27 Health and Safety in Practice

| Title                                                                                                                    | Health and Safety in Practice                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBA161                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | K/506/5721                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to work safely in a practical environment.             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| 1. Know about Health and Safety requirements, procedures and equipment in a practical environment.                       | 1.1. Outline aspects of key current Health and Safety requirements to include the following:<br>a) Health and Safety at Work Legislation relevant to your region<br>b) Control of Substances Hazardous to Health Regulations relevant to your region<br>1.2. Outline the correct procedures for reporting accidents and potential hazards.<br>1.3. Identify the correct response to two emergency situations.<br>1.4. State the location of a range of emergency equipment. |                                                                                                                |
| 2. Be able to follow and manage safe working practices.                                                                  | 2.1. Identify the potential risks of a given situation.<br>2.2. State the purpose and use of safety equipment and/or clothing to minimise risk in a range of situations.<br>2.3. Select and use appropriate equipment and/or techniques 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course                                                                                                                                                                                                                                                 | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |

## 10.28 Problem Solving Skills within the Creative Arts and Digital Technology Sectors

|                                                                                                                                                                                                                                |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title                                                                                                                                                                                                                          | Problem Solving Skills within the Creative Arts and Digital Technology Sectors                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                              |
| Level                                                                                                                                                                                                                          | One                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                              |
| Credit Value                                                                                                                                                                                                                   | 2                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                              |
| Guided Learning Hours (GLH)                                                                                                                                                                                                    | 18                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                              |
| OCN NI Unit Code                                                                                                                                                                                                               | CBE070                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                              |
| Unit Reference No                                                                                                                                                                                                              | M/616/8276                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                              |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise a range of problems which may arise within the creative arts and digital technology sectors and how to identify appropriate solutions for them. |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                              |
| Learning Outcomes                                                                                                                                                                                                              |                                                                                                                                                                                                                             | Assessment Criteria                                                                                                                                                                                                                                                                                                                          |
| 1. Recognise problems that may arise within the creative arts and digital technology sectors.                                                                                                                                  |                                                                                                                                                                                                                             | 1.1. Identify the main causes of at least three problems that may arise within the creative arts and digital technology sectors.                                                                                                                                                                                                             |
| 2. Recognise solutions to problems within the creative arts and digital technology sectors and review their effectiveness.                                                                                                     |                                                                                                                                                                                                                             | 2.1. Identify a problem within the creative arts and digital technology sectors and how it might be addressed using the following:<br>a) appropriate actions<br>b) sources of help<br>c) collaborative working<br>d) consequences if not addressed<br>2.2. Review effectiveness of the solution, identifying possible 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                                                                                                                                                                                                                                                           |

## 10.29 Life Drawing

| Title                                                                                                                         | Life Drawing                                                                                                                                                                                                                |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                         | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                                  | 3                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                   | 27                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                              | CBA179                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                             | M/506/5803                                                                                                                                                                                                                  |                                                                                                                |
| <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. Compare different approaches to life drawing.<br>1.2. Demonstrate shadowing, proportion and shape.                                                                                                                     |                                                                                                                |
| 2. Understand proportion when drawing from a life model.                                                                      | 2.1. Draw using a live model incorporating:<br>a) proportions<br>b) shadowing<br>c) shape<br>d) line<br>e) tone                                                                                                             |                                                                                                                |
| 3. Understand the importance of maintaining a personal sketchbook.                                                            | 3.1. Outline the importance of maintaining a personal sketchbook.<br>3.2. Use a personal sketchbook to demonstrate development of technique and ideas.                                                                      |                                                                                                                |
| 4. Understand safe working practices.                                                                                         | 4.1. 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

### 10.30 Developing Drawing Skills for Painting

| Title                                                                                                                                                                   | Developing Drawing Skills for Painting                                                                                                                                                                                      |                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                   | One                                                                                                                                                                                                                         |                                                                                                                                                   |
| Credit Value                                                                                                                                                            | 3                                                                                                                                                                                                                           |                                                                                                                                                   |
| Guided Learning Hours (GLH)                                                                                                                                             | 27                                                                                                                                                                                                                          |                                                                                                                                                   |
| OCN NI Unit Code                                                                                                                                                        | CBE071                                                                                                                                                                                                                      |                                                                                                                                                   |
| Unit Reference No                                                                                                                                                       | T/616/8277                                                                                                                                                                                                                  |                                                                                                                                                   |
| Unit purpose and aim(s): This unit will enable the learner to develop skills in using various drawing methods for painting and understand Health and Safety procedures. |                                                                                                                                                                                                                             |                                                                                                                                                   |
| Learning Outcomes                                                                                                                                                       |                                                                                                                                                                                                                             | Assessment Criteria                                                                                                                               |
| 1. Be able to use drawing media.                                                                                                                                        |                                                                                                                                                                                                                             | 1.1. Outline the application and use different media.                                                                                             |
| 2. Be able to use different drawing surfaces.                                                                                                                           |                                                                                                                                                                                                                             | 2.1. Outline how and when to use at least two different drawing surfaces.<br>2.2. Demonstrate the use of at least two different drawing surfaces. |
| 3. Understand the use of drawing in the preparation and production of paintings.                                                                                        |                                                                                                                                                                                                                             | 3.1. Outline the use of drawing in the preparation and production of paintings.                                                                   |
| 4. Be able to use line and tone.                                                                                                                                        |                                                                                                                                                                                                                             | 4.1. Use drawing skills and processes related to line and tone.                                                                                   |
| 5. Be able to use sketchbooks.                                                                                                                                          |                                                                                                                                                                                                                             | 5.1. Use notation when collecting information.<br>5.2. Use information from sketchbook details for drawing and painting development.              |
| 6. Understand the relationship between drawing and painting.                                                                                                            |                                                                                                                                                                                                                             | 6.1. Outline the relationship between drawing and painting.                                                                                       |
| 7. Be able to adhere to Health and Safety procedures.                                                                                                                   |                                                                                                                                                                                                                             | 7.1. Carry out identified Health and Safety procedures.<br>7.2. Demonstrate 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                                                    |

## 10.31 Drawing Development Methods and Skills

| Title                                                                                                                                                          | Drawing Development Methods and Skills                                                                                                                                                                                                |                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                          | One                                                                                                                                                                                                                                   |                                                                                                                |
| Credit Value                                                                                                                                                   | 3                                                                                                                                                                                                                                     |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                    | 27                                                                                                                                                                                                                                    |                                                                                                                |
| OCN NI Unit Code                                                                                                                                               | CBE072                                                                                                                                                                                                                                |                                                                                                                |
| Unit Reference No                                                                                                                                              | A/616/8278                                                                                                                                                                                                                            |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to develop different drawing methods and skills and understand Health and Safety procedures. |                                                                                                                                                                                                                                       |                                                                                                                |
| Learning Outcomes                                                                                                                                              | Assessment Criteria                                                                                                                                                                                                                   |                                                                                                                |
| 1. Be able to use different drawing media.                                                                                                                     | 1.1. Outline how and when to use at least three different drawing media.<br>1.2. Demonstrate the use of at least two different drawing media.                                                                                         |                                                                                                                |
| 2. Be able to draw on different surfaces.                                                                                                                      | 2.1. Outline how and when to use at least two different drawing surfaces.<br>2.2. Demonstrate the use of at least two different drawing surfaces.                                                                                     |                                                                                                                |
| 3. Be able to draw three-dimensional form, mass, space, structure and scale.                                                                                   | 3.1. Outline the following:<br>a) three-dimensional form<br>b) mass<br>c) space<br>d) structure<br>e) scale<br>3.2. Use three-dimensional form, mass, space, structure and scale, using drawing materials and mark-making techniques. |                                                                                                                |
| 4. Be able to make drawings at varying tempos.                                                                                                                 | 4.1. Demonstrate making drawings within at least two different paces and over at least two different lengths of time.                                                                                                                 |                                                                                                                |
| 5. Be able to use sketchbooks.                                                                                                                                 | 5.1. Use supporting notation to collect information.<br>5.2. Select items from sketchbooks to influence and develop own drawing work.                                                                                                 |                                                                                                                |
| 6. Understand Health and Safety procedures and safe studio practice.                                                                                           | 6.1. Carry out identified Health and Safety procedures.<br>6.2. Demonstrate 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course           | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |
| Practical demonstration/assignment                                                                                                                             | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable                                                                                                                                        | Record of observation<br>Learner notes/written work<br>Learner log                                             |

|            |                                                                                                                                            |                                                                                                |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|            | learners to practise and apply skills and knowledge                                                                                        |                                                                                                |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |

## 10.32 Creative Writing

| Title                                                                                                                    | Creative Writing                                                                                                                                                                                                             |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                    | One                                                                                                                                                                                                                          |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                            |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                           |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBE073                                                                                                                                                                                                                       |                                                                                                                |
| Unit Reference No                                                                                                        | F/616/8279                                                                                                                                                                                                                   |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to produce and reflect on a piece of creative writing.        |                                                                                                                                                                                                                              |                                                                                                                |
| Learning Outcomes                                                                                                        |                                                                                                                                                                                                                              | Assessment Criteria                                                                                            |
| 1. Be able to produce a piece of writing that is clear and has structured direction and shape.                           | 1.1. Outline the importance of clear, structured direction and shape in creative writing.<br>1.2. Produce a piece of writing that shows:<br>a) clear editing<br>b) clear structure and direction<br>c) shape                 |                                                                                                                |
| 2. Be able to produce a piece of writing that demonstrates appropriate form and genre for a given media.                 | 2.1. Produce a piece of writing that shows:<br>a) form<br>b) a chosen genre<br>c) appropriateness for given media                                                                                                            |                                                                                                                |
| 3. Be able to produce a piece of writing that conveys ideas, mood, plot, narrative and dialogue.                         | 3.1. Produce, explaining strategies employed, a piece of writing that conveys:<br>a) ideas<br>b) mood<br>c) plot<br>d) narrative<br>e) dialogue<br>3.2. Outline the development of the work from initial idea to completion. |                                                                                                                |
| 4. Be able to reflect on own work.                                                                                       | 4.1. Assess own work 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

E-assessment

The use of information  
technology to assess learners'  
work

Electronic portfolio  
E-tests

### 10.33 Design Project

| Title                                                                                                                                                                                                                                                                                                                                                                                                  | Design Project                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                                                                                                                                                                                                  | One                                                                                                                                                                                                                                                                                                                                          |
| Credit Value                                                                                                                                                                                                                                                                                                                                                                                           | 4                                                                                                                                                                                                                                                                                                                                            |
| Guided Learning Hours (GLH)                                                                                                                                                                                                                                                                                                                                                                            | 36                                                                                                                                                                                                                                                                                                                                           |
| OCN NI Unit Code                                                                                                                                                                                                                                                                                                                                                                                       | CBE074                                                                                                                                                                                                                                                                                                                                       |
| Unit Reference No                                                                                                                                                                                                                                                                                                                                                                                      | T/616/8280                                                                                                                                                                                                                                                                                                                                   |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to source and collate relevant information to meet a design brief. Learners will undertake work within a given plan, use sketchbooks/journals to show a development of ideas, work independently and reflect on their work with reference to their peers and other artists. Learners will also understand Health and Safety procedures. |                                                                                                                                                                                                                                                                                                                                              |
| Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                      | Assessment Criteria                                                                                                                                                                                                                                                                                                                          |
| 1. Be able to source materials for a design project.                                                                                                                                                                                                                                                                                                                                                   | 1.1. Source materials and background information appropriate to a given design brief.<br>1.2. Collate and annotate materials and background information in a logical order.<br>1.3. Annotate materials and background information in a logical order.<br>1.4. Outline how the materials and background information address the design brief. |
| 2. Be able to plan work to meet deadlines.                                                                                                                                                                                                                                                                                                                                                             | 2.1. Work independently to identify objectives and deadlines.<br>2.2. Produce work in an organised and professional manner whilst adhering to deadlines.<br>2.3. Outline how to work through stages of the design process in relation to project management and adjust objectives accordingly.                                               |
| 3. Be able to translate research and design development work into a final product.                                                                                                                                                                                                                                                                                                                     | 3.1. Use sketchbooks and/or journals to show the development of personal and diverse ideas.<br>3.2. Produce work which demonstrates the generation of creative design ideas through all stages of production and design.                                                                                                                     |
| 4. Be able to follow a project plan to meet a design brief.                                                                                                                                                                                                                                                                                                                                            | 4.1. Work independently to undertake a design project to meet a given brief.<br>4.2. Demonstrate logical progression in the development of ideas.<br>4.3. Outline how own work addresses the project brief on the following bases:<br>a) one to one<br>b) within a group                                                                     |
| 5. Be able to reflect on own design work.                                                                                                                                                                                                                                                                                                                                                              | 5.1. Reflect on own work through all stages of development.<br>5.2. Reflect on own work with reference to that of peer group and other artists.                                                                                                                                                                                              |
| 6. Understand Health and Safety procedures.                                                                                                                                                                                                                                                                                                                                                            | 6.1. Carry out identified Health and Safety procedures.<br>6.2. Demonstrate 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               | <p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p> | <p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p> |
| 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                                                                                         | <p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>                                                     |
| Coursework                          | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course                                                                                                 | <p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>                     |
| Oral Examination                    | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam                                            | <p>Tutor notes / record Audio / Video record.</p> <p>Record of observation</p>                                                        |

### 10.34 Approaches to Digital Imaging and Printing

| Title                                                                                                                                                                                                                                     | Approaches to Digital Imaging and Printing                                                                                                                                                                                               |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                                     | One                                                                                                                                                                                                                                      |                                                                                                                |
| Credit Value                                                                                                                                                                                                                              | 4                                                                                                                                                                                                                                        |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                                                                                               | 36                                                                                                                                                                                                                                       |                                                                                                                |
| OCN NI Unit Code                                                                                                                                                                                                                          | CBE075                                                                                                                                                                                                                                   |                                                                                                                |
| Unit Reference No                                                                                                                                                                                                                         | A/616/8281                                                                                                                                                                                                                               |                                                                                                                |
| Unit purpose and aim(s): This unit will enable learners to outline approaches to digital imaging and printing and to use images to meet specific needs. Learners will be able to apply techniques and demonstrate safe working practices. |                                                                                                                                                                                                                                          |                                                                                                                |
| Learning Outcomes                                                                                                                                                                                                                         |                                                                                                                                                                                                                                          | Assessment Criteria                                                                                            |
| 1. Understand approaches to digital imaging and printing.                                                                                                                                                                                 | 1.1. Outline different approaches to digital imaging and printing for at least three different situations.                                                                                                                               |                                                                                                                |
| 2. Be able to apply digital images and printing techniques.                                                                                                                                                                               | 2.1. Use digital images to achieve at least three given outcomes.<br>2.2. Produce digital prints from digital imaging sources to achieve at least three solutions.<br>2.3. Use techniques required to produce digital images and prints. |                                                                                                                |
| 3. Understand 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course              | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Oral Examination                                                                                                                                                                                                                          | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam                                          | Tutor notes / record Audio / Video record.<br>Record of observation                                            |

## 10.35 Lighting in Photography

| Title                                                                                                                                                                                                                                                                                           | Lighting in Photography                                                                                                                                                                                                     |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                                                                                           | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                                                                                                                                                                                                    | 4                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                                                                                                                                                     | 36                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                                                                                                                                                                                                | CBE076                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                                                                                                                                                                                               | F/616/8282                                                                                                                                                                                                                  |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to be aware of different photography lighting sources. Learners will know about different light metering techniques and use lighting sources to meet specific goals. Learners will also identify and use safe working practices. |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                                                                                                                                                                                               | Assessment Criteria                                                                                                                                                                                                         |                                                                                                                |
| 1. Know about lighting sources for photography.                                                                                                                                                                                                                                                 | 1.1. Identify lighting sources for photography.<br>1.2. Outline at least three different lighting sources for photography applications.                                                                                     |                                                                                                                |
| 2. Know about light metering techniques.                                                                                                                                                                                                                                                        | 2.1. Outline light metering techniques for light sources.<br>2.2. Outline light metering techniques for light subjects.                                                                                                     |                                                                                                                |
| 3. Be able to use lighting sources for photography.                                                                                                                                                                                                                                             | 3.1. Use lighting sources to photograph at least three different subjects to meet given photographic outcomes.<br>3.2. Outline how lighting sources used were successful in meeting given photographic outcomes.            |                                                                                                                |
| 4. Understand safe photographic practice.                                                                                                                                                                                                                                                       | 4.1. Outline safe working practices in lighting for photography.<br>4.2. Use safe working practices in lighting for photography.                                                                                            |                                                                                                                |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

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| Oral Examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio / Video record.<br>Record of observation |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## 10.36 The Photographic Project

| Title                                                                                                                                                                                                                                                                                | The Photographic Project                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                                                                                | One                                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
| Credit Value                                                                                                                                                                                                                                                                         | 6                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                                                                                                                                          | 54                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| OCN NI Unit Code                                                                                                                                                                                                                                                                     | CBE077                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| Unit Reference No                                                                                                                                                                                                                                                                    | J/616/8283                                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to carry out and assess basic research for a basic photographic project. Learners will identify appropriate resources and use suitable presentational formats. Learners will also demonstrate safe working practices. |                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Learning Outcomes                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                            | Assessment Criteria                                                                                            |
| 1. Understand how to carry out research for a photographic project.                                                                                                                                                                                                                  | 1.1. Carry out research for a given basic photographic project.<br>1.2. Outline how research undertaken addresses the given basic photographic project.                                                                                                                                                                                    |                                                                                                                |
| 2. Be able to produce a photographic project.                                                                                                                                                                                                                                        | 2.1. Identify photographic resources to complete a given basic photographic project.<br>2.2. Produce a range of photographic images to meet given photographic goals.<br>2.3. Use a given presentational form to present the photographic project.<br>2.4. Reflect on the photographic project identifying possible areas for improvement. |                                                                                                                |
| 3. Know about Health and Safety practices.                                                                                                                                                                                                                                           | 3.1. Outline and use safe working practices in a photographic 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Oral Examination                                                                                                                                                                                                                                                                     | An assessor poses questions to the learner in spoken form. The learner has to answer the                                                                                                                                                                                                                                                   | Tutor notes / record Audio / Video record.<br>Record of observation                                            |

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|  | question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam |  |
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## 10.37 Using a Film or Digital Camera

| Title                                                                                                                                                                                                                                                                                                              | Using a Film or Digital Camera                                                                                                                                                                                              |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                                                                                                              | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                                                                                                                                                                                                                       | 6                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                                                                                                                                                                        | 54                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                                                                                                                                                                                                                   | CBE078                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                                                                                                                                                                                                                  | L/616/8284                                                                                                                                                                                                                  |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to identify different contexts/approaches in photography. Learners will identify camera characteristics and produce a range of visual outcomes. Learners will also produce and reflect on their photographs and demonstrate safe working practices. |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                             | Assessment Criteria                                                                                            |
| 1. Know about different contextual perspectives and approaches to photography.                                                                                                                                                                                                                                     | 1.1. Outline at least three contextual perspectives and approaches to photography.                                                                                                                                          |                                                                                                                |
| 2. Be able to use the features of camera systems and photographic equipment.                                                                                                                                                                                                                                       | 2.1. Identify the features of at least two film and at least two digital camera systems and related photographic equipment.<br>2.2. Use camera features to produce at least three different visual outcomes.                |                                                                                                                |
| 3. Be able to control a camera for specified outcomes.                                                                                                                                                                                                                                                             | 3.1. Produce photographs for at least three specified purposes.<br>3.2. Reflect on own photographic activity and outcomes identifying possible areas for improvement.                                                       |                                                                                                                |
| 4. Be able to employ photographic practice.                                                                                                                                                                                                                                                                        | 4.1. Outline safe working photographic practices.<br>4.2. Use safe photographic 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Oral Examination                                                                                                                                                                                                                                                                                                   | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to                                                                                                       | Tutor notes / record Audio / Video record.<br>Record of observation                                            |

|  |                                                                                 |  |
|--|---------------------------------------------------------------------------------|--|
|  | demonstrate sufficient<br>knowledge of the subject in<br>order to pass the exam |  |
|--|---------------------------------------------------------------------------------|--|

## 10.38 Develop Photography Techniques using Materials and Resources

| Title                                                                                                                                                    | Develop Photography Techniques using Materials and Resources                                                                                                                                                                                                                                                                                          |                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| Credit Value                                                                                                                                             | 3                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                              | 27                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                |
| OCN NI Unit Code                                                                                                                                         | CBE079                                                                                                                                                                                                                                                                                                                                                |                                                                                                                |
| Unit Reference No                                                                                                                                        | R/616/8285                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and use materials and resources in the production of photographic items. |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| Learning Outcomes                                                                                                                                        | Assessment Criteria                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| 1. Understand the requirements of the photographic process.                                                                                              | 1.1. Outline how available materials may be used as techniques for your photography items.<br>1.2. Outline the resources and skills required for the photographic process including:<br>a) tools and equipment<br>b) materials<br>c) photographic techniques<br>1.3. Outline how to maintain a safe working environment for the photographic process. |                                                                                                                |
| 2. Understand how to use materials and resources to develop photography techniques.                                                                      | 2.1. Use appropriate tools and equipment in the photographic process.<br>2.2. Use given materials, techniques and resources in the photographic process.<br>2.3. Demonstrate technical skills required to make effective use of materials, techniques and resources for basic photography items.<br>2.4. Maintain a safe working 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                           | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

E-assessment

The use of information  
technology to assess learners'  
work

Electronic portfolio  
E-tests

## 10.39 Photography: A Creative Approach to Picture Making

|                                                                                                                          |                                                                                                                                                                                                                             |                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Title                                                                                                                    | Photography: A Creative Approach to Picture Making                                                                                                                                                                          |                                                                                                                |
| Level                                                                                                                    | One                                                                                                                                                                                                                         |                                                                                                                |
| Credit Value                                                                                                             | 3                                                                                                                                                                                                                           |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                              | 27                                                                                                                                                                                                                          |                                                                                                                |
| OCN NI Unit Code                                                                                                         | CBE080                                                                                                                                                                                                                      |                                                                                                                |
| Unit Reference No                                                                                                        | Y/616/8286                                                                                                                                                                                                                  |                                                                                                                |
| Unit purpose and aim(s): This unit will enable the learner to understand and undertake a photographic assignment safely. |                                                                                                                                                                                                                             |                                                                                                                |
| Learning Outcomes                                                                                                        |                                                                                                                                                                                                                             | Assessment Criteria                                                                                            |
| 1. Know what is meant by a photographic assignment.                                                                      | 1.1. Outline what is meant by a photographic assignment and the response required of the photographer including the:<br>a) intended approach<br>b) strategy to monitor tasks                                                |                                                                                                                |
| 2. Know how own picture making may be informed.                                                                          | 2.1. Outline how the picture making of other photographers can inform own picture making.                                                                                                                                   |                                                                                                                |
| 3. Be able to undertake a picture making assignment.                                                                     | 3.1. Respond to a given photographic assignment.<br>3.2. Use photographic equipment appropriate to the context of the assignment work.                                                                                      |                                                                                                                |
| 4. Know how to put together images.                                                                                      | 4.1. Use a selection of images for presentation outlining reasons for selection.                                                                                                                                            |                                                                                                                |
| 5. Understand Health and Safety procedures and safe studio and/or location practice.                                     | 5.1. Carry out identified Health and Safety procedures and safe studio and/or location 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| E-assessment                                                                                                             | The use of information technology to assess learners’ work                                                                                                                                                                  | Electronic portfolio<br>E-tests                                                                                |

## 10.40 Photography: Using a Camera and Accessories

| Title                                                                                                                                                                                                                                                                                    | Photography: Using a Camera and Accessories                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Level                                                                                                                                                                                                                                                                                    | One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                |
| Credit Value                                                                                                                                                                                                                                                                             | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| Guided Learning Hours (GLH)                                                                                                                                                                                                                                                              | 36                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                |
| OCN NI Unit Code                                                                                                                                                                                                                                                                         | CBE081                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |
| Unit Reference No                                                                                                                                                                                                                                                                        | D/616/8287                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use a camera and accessories to produce basic images. The learner will also develop skills relating to framing and lighting images, printing images and working safely on a photographic project. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
| Learning Outcomes                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Assessment Criteria                                                                                            |
| 1. Be able to use a camera and accessories to create basic images.                                                                                                                                                                                                                       | 1.1. Outline camera structure, layout and controls in terms of camera usage.<br>1.2. Use camera controls.<br>1.3. Illustrate the use of recording media in either film or digital cameras.<br>1.4. Identify how camera settings should be changed for at least three different subjects.<br>1.5. Demonstrate the use of a camera and tripod including:<br>a) set up<br>b) use at varying heights<br>c) using an integral or external spirit level<br>1.6. Produce basic photographic images. |                                                                                                                |
| 2. Know how to frame and light an image.                                                                                                                                                                                                                                                 | 2.1. Outline how to frame an image.<br>2.2. Outline the importance of light and lighting in framing an image and how this may be achieved.                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| 3. Be able to transfer images from a camera for printing.                                                                                                                                                                                                                                | 3.1. Transfer given camera images.<br>3.2. Prepare images for printing.<br>3.3. Print photographic images.                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                |
| 4. Know about Health and Safety procedures.                                                                                                                                                                                                                                              | 4.1. Identify Health and Safety issues.<br>4.2. Follow correct Health and Safety 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<br>OR<br>A collection of documents containing work that shows the learner’s progression through the course                                                                                                                                                                                                                                                                  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log                                             |
| Coursework                                                                                                                                                                                                                                                                               | Research or projects that count towards a learner’s final                                                                                                                                                                                                                                                                                                                                                                                                                                    | Record of observation<br>Learner notes/written work                                                            |

|              |                                                                                  |                                         |
|--------------|----------------------------------------------------------------------------------|-----------------------------------------|
|              | outcome and demonstrate the skills and/or knowledge gained throughout the course | Tutor notes/record<br>Learner log/diary |
| E-assessment | The use of information technology to assess learners' work                       | Electronic portfolio<br>E-tests         |

## 11. Quality Assurance of Centre Performance

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### 11.1 Internal Assessment

When delivering and assessing these qualifications, centres must align with stakeholders' expectations and address learners' needs by implementing a practical and applied programme. Centres have the flexibility to customise programmes to meet local requirements and establish connections with local employers and the broader vocational sector.

The Assessor should work with the Internal Quality Assurer to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Quality Assurer prior to the delivery of the qualification.

All units within these qualifications must undergo internal assessment. Learners must provide evidence that they have appropriately met all assessment criteria required for that grade.

The assessment format for all units involves a task conducted after the delivery of the unit's content, or part of it, if multiple tasks are used. Tasks may exhibit in various forms, encompassing practical and written types. Please refer to 'OCN NI's Assessment Definitions Guide' for additional details.

A task constitutes a distinct activity completed independently by learners, separated from teaching, practice, exploration, and other activities guided by tutors. Tasks are assigned to learners with a specified start date, completion date, and explicit requirements for the evidence to be produced. Some tasks may include observed practical components and require diverse forms of evidence.

A valid assignment will enable a clear and formal assessment outcome, which meets the requirements of the assessment criteria. Assessment decisions are based on the specific assessment criteria given in each unit and set at each grade level. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

It is the Assessor's role to ensure that learners are appropriately prepared for assessment, this begins from induction onwards. Assessors should ensure that learners understand how assessment tasks are used to determine the award of credit, the importance of meeting assessment timelines, and that all learners work must be independently created, where source documents are used this should be appropriately referenced, learners should be aware of what would constitute plagiarism and the possible consequences.

When conducting the assessment, Assessors must ensure they do not provide direct input, instructions or specific feedback which may compromise the authenticity of the work submitted.

Once the Assessor has authenticated the learners work, they must transparently demonstrate the rationale behind their assessment decisions. Once a learner completes all assigned tasks for a unit, the Assessor will allocate a grade for the unit. Refer to the 'Unit Grading Matrix' for additional information on the grading process.

Once the Assessor has completed the assessment process for the task, the assessment decision is recorded formally, and feedback is provided to the learner. The feedback should show the learner the outcome of the assessment decision, how it was determined or where the criteria has been met, it may indicate to the learner why achievement of the assessment criteria has not been met. It must be clear to the learner that this Assessment outcome is subject to verification.

For further information on assessment practice, please see the 'OCN NI Centre Handbook'. Assessment Training is also available and can be booked through the OCN NI Website.

## **11.2 Internal Quality Assurance**

The role of the Internal Quality Assurer is to ensure appropriate internal quality assurance processes are carried out. The Internal Quality Assurer must oversee that assessments are conducted in accordance with relevant OCN NI policies, regulations, and this specification.

The Internal Quality Assurer must ensure assessments are fair, reliable, and uniform, thereby providing a consistent standard for all learners.

Internal Quality Assurers are required to provide constructive feedback to Assessors, identifying areas of strength and those that may require improvement. This feedback contributes to the ongoing professional development of Assessors.

Contributing to the standardisation of assessment practices within the centre is an important function of this role. This entails aligning assessment methods, grading criteria, and decision-making processes to maintain fairness and equity.

Internal Quality Assurers will actively engage in the sampling and monitoring of assessments to ensure the consistency and accuracy of assessment decisions. This process helps identify trends, areas for improvement, and ensures the robustness of the overall assessment system.

For further information on Internal Quality Assurance practice, please see the 'OCN NI Centre Handbook'. Internal Quality Assurance Training is also available and can be booked through the OCN NI Website.

### 11.3 Documentation

For internal quality assurance processes to be effective, the internal assessment and Internal Quality Assurance team needs to keep effective records.

- The programme must have an assessment and Internal Quality Assurance plan. When producing a plan, they should consider:
  - the time required for training and standardisation activities
  - the time available to undertake teaching and carry out assessment,
  - consider when learners may complete assessments and when quality assurance will take place
  - the completion dates for different assessment tasks
  - the date by which the assignment needs to be internally verified
  - sampling strategies
  - how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
  - how resubmission opportunities can be scheduled.

The following documents are available from OCN NI and document templates can be found in the Centre Login section of the OCN NI website [www.ocnni.org.uk](http://www.ocnni.org.uk):

- A1 – Learner Assessment Record per Learner
- Learner Authentication Declarations
- Records of any reasonable adjustments applied for and the outcome – please see 'OCN NI's Reasonable Adjustments and Special Consideration Policy' for further information
- M1 Internal Quality Assurance Sample Record
- M2 Feedback to Assessor
- Records of any complaints or appeals

### 11.4 External Quality Assurance

All OCN NI recognised centres are subject to External Quality Assurance. External quality assurance activities will be conducted to confirm continued compliance with the CCEA Regulation General Conditions of Recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurer is assigned by OCN NI. The External Quality Assurer will review the delivery and assessment of these qualifications. This will include, but is not limited to, the review of a sample of assessment evidence and evidence of the internal quality assurance of assessment and assessment decisions. This will form the basis of the External Quality Assurance report and will help OCN NI determine the centre's risk.

The role of the External Quality Assurer serves as an external overseer of assessment quality, working to uphold consistency, compliance, and continuous improvement within the assessment process. Their role is crucial in ensuring that assessments are valid, reliable, fair, and aligned with the required standards and regulations.

For further information on OCN NI Centre Assessments Standards Scrutiny (CASS) Strategy, please see the OCN NI Centre Handbook.

## 11.5 Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the 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 Quality Assurance

Centres offering these qualifications must carry out internal standardisation activities prior to the claim for certification.

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 Quality Assurer documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## 12. Administration

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### 12.1 Registration

A centre must register learners for these qualifications within 20 working days of commencement of the delivery of the programme.

For further information on learner registration please see the OCN NI Centre Handbook and the QuartzWeb Manual, available through the Centre Login section of the OCN NI website. Administration training is also available and can be booked through [www.ocnni.org.uk](http://www.ocnni.org.uk).

### 12.2 Certification

Once all internal quality assurance activities have been successfully completed, the centre can claim certification for the learner(s).

Certificates will be issued to centres within 20 working days from completion of a satisfactory external quality assurance activity, if appropriate, alternatively from the submission of an accurate and complete 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.

For further information on the uploading of results please see the QuartzWeb Manual for guidance, administration training is also available and can be booked through [OCN NI](#)

### 12.3 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.

### 12.4 Equality, Fairness and Inclusion

OCN NI's are committed to ensuring all learners have an equal opportunity to access our qualifications and assessment, and that our qualifications are awarded in a way that is fair to every learner.

OCN NI is committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers

For information on reasonable adjustments and special considerations please see the OCN NI Centre Handbook and Reasonable Adjustments and Special Considerations Policy held in the back office of the OCN NI website.

## **12.5 Retention of Evidence**

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

**OCN NI Level 1 Award in Creative Arts and Digital Technologies****Qualification Number: 603/2854/X**

Operational start date: 15 January 2018  
Review date: 31 December 2032

**OCN NI Level 1 Certificate in Creative Arts and Digital Technologies****Qualification Number: 603/0133/8**

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Operational start date: 01 August 2016  
Review date: 31 December 2032

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