



## Qualification Specification for:

**OCN NI Level 3 Award in Professional and Technical Media Production Practices**

➤ **Qualification No: 603/7199/7**

**OCN NI Level 3 Certificate in Professional and Technical Media Production Practices**

➤ **Qualification No: 603/7198/5**

## Qualification Regulation Information

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### **OCN NI Level 3 Award in Professional and Technical Media Production Practices**

Qualification Number: 603/7199/7

### **OCN NI Level 3 Certificate in Professional and Technical Media Production Practices**

Qualification Number: 603/7198/5

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Operational start date: 01 March 2021  
Operational end date: 28 February 2026  
Certification end date: 28 February 2029

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

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

### **OCN NI Contact Details**

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## Foreword

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

- **OCN NI Level 3 Award in Professional and Technical Media Production Practices**
- **OCN NI Level 3 Certificate in Professional and Technical Media Production Practices**

This specification sets out:

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

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocnni.org.uk](http://www.ocnni.org.uk)

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

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## About Regulation

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### OCN NI

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

### The Regulated Qualifications Framework: an overview

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

#### Qualification Level

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

#### Qualification Size

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

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

## Qualification Features

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### Sector Subject Area

9.3 Media and communications

These qualifications are mapped to National Occupational Standards (NOS) in Events Management where appropriate:

[NOS - Media Production Practices](#)

### Qualifications' Aim

The OCN NI Level 3 Award and the OCN NI Level 3 Certificate qualifications in Professional and Technical Media Production Practices will enable the learner to become occupationally competent in professional and technical media production practices and is aimed at learners who wish to work professionally in film, television, visual and after-effects.

### Qualifications' Objectives

The objectives of the OCN NI Level 3 Award and the OCN NI Level 3 Certificate qualifications in Professional and Technical Media Production Practices are to produce skilled professionals across the full cycle of a film and television production. This will enable the learner to be occupationally competent, from concept to final distribution.

### Grading

Grading for these qualifications is pass/fail.

### Qualification Target Group

These qualifications are targeted at learners aged 16 and over and who wish to work professionally in film, television, visual and after-effects.

### Progression Opportunities

These qualifications will enable learners to work in the film and television industry or to progress to higher education within the creative industries.

### Entry Requirements

Learners should be a minimum of 16 years of age and have a good standard of English and Maths.

### **Qualification Support**

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

### **Delivery Languages**

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

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

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

### Centre Staffing

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

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

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

### Tutors

Tutors delivering these qualifications must be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the creative media industry.

### Assessors

OCN NI qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

#### **Assessors must:**

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the creative media industry
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities

### Internal Verification

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

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

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training

Internal verifiers are required to:

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

## Structure and Content

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### **OCN NI Level 3 Award Professional and Technical Media Production Practices** **Learners must successfully complete one unit – 3 credits**

Total Qualification Time (TQT) for this qualification:	30 hours
Guided Learning Hours (GLH) for this qualification:	21 hours

### **OCN NI Level 3 Certificate in Professional and Technical Media Production Practices**

**Learners must complete all five units – 15 credits**

Total Qualification Time (TQT) for this qualification:	150 hours
Guided Learning Hours (GLH) for this qualification:	105 hours

## Unit Summary Table

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Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
		<i>Optional Units</i>			
<a href="#">J/618/6492</a>	CBF293	Pre-Production for Moving Image	3	21	Three
<a href="#">L/618/6493</a>	CBF294	Production for Moving Image	3	21	Three
<a href="#">R/618/6494</a>	CBF295	Post-Production for Moving Image	3	21	Three
<a href="#">Y/618/6495</a>	CBF296	Distribution for Moving Image	3	21	Three
<a href="#">D/618/6496</a>	CBF297	Reflective Development in Professional Practice for Moving Image	3	21	Three

## Unit Details

Title	Pre-production for Moving Image
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBF293
Unit Reference No	J/618/6492
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge and skills in pre-production for moving image.	
Learning Outcomes	Assessment Criteria
1. Understand how to generate ideas for moving image production in line with industry codes.	1.1. Explain the key concepts required to create ideas for moving image productions. 1.2. Explain with examples the possible consequences of not adhering to industry codes when producing ideas for moving image. 1.3. Produce a series of ideas in line with industry codes for moving image.
2. Be able to conduct moving image production research in line with industry law and ethics codes.	2.1. Produce at least five researched products which adhere to industry codes on censorship. 2.2. Demonstrate how the five researched products identified in AC2.1 meet industry codes in relation to legal and ethical matters.
3. Be able to develop initial ideas into a working moving image script.	3.1. Produce a script for at least a seven minute production from research identified in AC2.1 ensuring it is workable both technically and practically. 3.2. Critically assess how the final approved draft of the script is a viable production.
4. Be able to carry out risk assessments and complete casting for an approved moving image production.	4.1. Carry out a risk assessment on the product. 4.2. Carry out character casting for moving image production. 4.3. Produce final approved script for at least a seven minute 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Production for Moving Image	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBF294	
Unit Reference No	L/618/6493	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge and skills in production for moving image.		
Learning Outcomes	Assessment Criteria	
1. Understand the key concepts of producing a moving image production in line with industry codes.	1.1. Explain the key concepts required to create a moving image production. 1.2. Explain with examples the possible consequences of not adhering to industry codes when completing a moving image production.	
2. Be able to produce a shot list for moving image production including technical equipment required.	2.1 Produce a shot list for a moving image production including technical equipment required.	
3. Be able to demonstrate how to operate essential equipment used in moving image production.	3.1 Demonstrate how to operate and integrate essential equipment used in moving image production.	
4. Be able to identify, co-ordinate and manage a production crew.	4.1. Summarise the roles which are required to complete a moving image production of at least seven minutes in line with industry codes. 4.2. Co-ordinate and manage a crew in order to make a moving image production in line with industry codes.	
5. Be able to produce a moving image production in line with industry codes.	5.1. Demonstrate technical and creative skills in producing a moving image production of at least seven minutes in line with industry codes.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Post-Production for Moving Image	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBF295	
Unit Reference No	R/618/6494	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge and skills for moving image post -production.		
Learning Outcomes	Assessment Criteria	
1. Understand the key concepts and requirements for post-production in moving image in line with industry codes.	1.1. Explain the key concepts and requirements for moving image post-production. 1.2. Explain with examples the possible consequences of not adhering to industry codes when completing post-production for a moving image production.	
2. Be able to use essential equipment and software required for post-production in a moving image production.	2.1. Summarise the technical equipment and software required to produce a moving image production at post-production stage. 2.2. Demonstrate how to operate and integrate the equipment and software used in moving image post-production.	
3. Be able to identify, co-ordinate and manage a moving image production crew at the post-production stage.	3.1. Summarise the roles which are required to complete post-production for a moving image production of at least seven minutes in line with industry codes. 3.2. Co-ordinate and manage a moving image production crew at the post-production stage in line with industry codes.	
4. Be able to demonstrate the full post-production process in relation to a moving image production in line with industry codes.	4.1. Demonstrate technical and creative skills to complete the full post-production process in line with industry codes.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Distribution for Moving Image	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBF296	
Unit Reference No	Y/618/6495	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain the knowledge and skills required for moving image distribution.		
Learning Outcomes	Assessment Criteria	
1. Understand the key concepts and requirements for the moving image distribution process in line with industry codes.	1.1. Explain the key concepts and requirements for the moving image distribution process. 1.2. Explain with examples the possible consequences of not adhering to industry codes when completing the distribution process for moving image production.	
2. Be able to use essential equipment and software in the distribution process for a moving image production.	2.1. Summarise the technical equipment and software required to produce a moving image production at distribution stage. 2.2. Demonstrate how to use and integrate the equipment and software in the moving image distribution process.	
3. Be able to identify, co-ordinate and manage a moving image production crew at the distribution stage.	3.1. Summarise the roles required to complete the distribution process for a moving image production of at least seven minutes in line with industry codes. 3.2. Co-ordinate and manage a moving image production crew at the distribution stage in line with industry codes.	
4. Be able to demonstrate the full distribution process in relation to a moving image production in line with industry standards.	4.1. Demonstrate technical and creative skills in the distribution process in line with industry standards.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Reflective Development in Professional Practice for Moving Image	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBF297	
Unit Reference No	D/618/6496	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to critically reflect on how they have developed own practical skills and knowledge in film production, identifying areas for improvement.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to improve own practice using feedback and personal reflection.	1.1. Summarise the importance of critiquing to improve own practice. 1.2. Analyse feedback to inform future development for own specialist area.	
2. Be able to use reflective practice within own role to improve performance.	2.1. Evaluate how you have developed practical skills and knowledge within own role in film production, identifying areas for improvement. 2.2. Analyse own collaborative working techniques as part of a production workflow in line with industry standards.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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## Quality Assurance of Centre Performance

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### External Verification

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

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

### Standardisation

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

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

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

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

## Administration

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### Registration

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

### Certification

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

### Charges

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

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

## **OCN NI Level 3 Award in Professional and Technical Media Production Practices**

**Qualification Number: 603/7199/7**

## **OCN NI Level 3 Certificate in Professional and Technical Media Production Practices**

**Qualification Number: 603/7198/5**

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