Qualification Specification for

OCN NI Level 3 Award in Photography

➢ **Qualification No: 600/9343/2**

Qualification Regulation Information

OCN NI Level 3 Award in Photography
Qualification Number: 600/9343/2

Operational start date: 01 June 2013
Operational end date: 30 September 2029
Certification end date: 30 September 2032

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. Learners have up to 3 years after this date to 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

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

→ **OCN NI Level 3 Award in Photography**

This specification sets out:

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

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at **www.ocnni.org.uk**

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

Contents

Introduction

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.

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The Regulated Qualifications Framework: an overview

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

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

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

Qualification Summary

Sector Subject Area
9.2   Crafts, creative arts and design

UCAS Tariff
The OCN NI Level 3 Award in Photography qualification is recognised by UCAS, with 8 points allocated.

Qualification Aim
The OCN NI Level 3 Award in Photography qualification has been designed to provide learners with an opportunity to develop the knowledge, understanding and skills needed to contribute to photography activities.

Qualification Objectives
The objective of this qualification is to provide learners with the skills required for different aspects of photography. The qualification provides flexibility and choice in the delivery of units and provides learners with the opportunity to specialise in preferred areas of photography.

Progression
This qualification will provide learners with the opportunity to progress to further learning and/or into employment/self-employment within the creative and cultural industries.

Grading
Grading for this qualification is Pass/Fail.

Qualification Target Group
The qualification is targeted at individuals wishing to pursue a career in photography or who wish to develop their skills in this area.

Entry Requirements
There are no specific formal entry requirements. However, for some units the learner may need an understanding of certain areas before the learner can fully benefit from them. The learner should receive appropriate advice and guidance on the suitability of the qualification before embarking at this level. Learners must be at least 16 years old.

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

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

Centre Requirements for Delivering the Qualification

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

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

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

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

Tutors
Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience**.

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:
- hold a qualification at least one level above the level of qualification being delivered
- have a minimum of one year's experience in the occupational area they are assessing
- 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 direct or related relevant experience in assessment and verification
- have a sound understanding of the current National Occupational Standards (NOS)
- 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

OCN NI Level 3 Award in Photography

Learners must successfully complete a minimum of nine (9) credits from the optional units below.

Total Qualification Time (TQT) for this qualification: 90 hours
Minimum Guided Learning Hours (GLH) for this qualification: 58 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Y/505/0812	CAX017	Preparation for Employment and Self-Employment in the Creative and Cultural Industries	30	3	Three
H/504/4513	CAX208	Design Project	30	3	Three
F/505/0917	CAX014	Approaches to Digital Imaging and Printing	60	6	Three
M/504/4918	CAX215	Lighting in Photography	40	4	Three
J/505/0918	CAX015	Set Up Camera Equipment and Accessories	60	6	Three
H/504/4768	CAX216	The Photographic Project	60	6	Three
L/505/0919	CAX016	Use Materials to Create and Present Final Photography Work	50	5	Three
K/504/4948	CAX217	Using a Film or Digital Camera	60	6	Three

Unit Details

Title	Preparation for Employment and Self-Employment in the Creative and Cultural Industries
Level	Level 3
Credit Value	3
Guided Learning Hours (GLH)	20
OCN NI Unit Code	CAX017
Unit Reference No	Y/505/0812

Unit purpose and aim(s): This unit will enable learners to prepare for employment/self-employment in the creative and cultural industries by recognising local/national and international opportunities. Learners will produce a business development plan and evaluate their own potential within a creative enterprise. Learners will also assess and develop marketing materials to produce an appropriate marketing plan.

Learning Outcomes	Assessment Criteria
1. Be able to recognise commercial and professional opportunities.	1.1. Explain commercial and professional opportunities. 1.2. Summarise a range of potential employment and self-employment opportunities locally, nationally and internationally in the creative industries. 1.3. Evaluate support mechanisms in relation to careers and enterprise within the creative and cultural industries.
2. Be able to produce a business development plan for a creative enterprise.	2.1. Summarise milestones to support own continuing personal and professional progression. 2.2. Evaluate the commercial potential of own work in relation to wider professional practice. 2.3. Produce a business plan for a creative enterprise.
3. Be able to produce a marketing plan for a creative enterprise.	3.1. Assess potential marketing opportunities. 3.2. Develop appropriate marketing materials. 3.3. Produce and evaluate a marketing plan for a creative enterprise.

Assessment Guidance		
The following 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
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. Record of observation

Title	Design Project
Level	Level 3
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CAX208
Unit Reference No	H/504/4513

Unit purpose and aim(s): This unit will enable learners to source and collate relevant information to meet a design brief. Learners will plan work and evaluate stages of the design process in a safe working environment. Learners will also use sketchbooks/journals to show a development of ideas, work independently and evaluate their work with reference to their peers and other artists.

Learning Outcomes	Assessment Criteria
1. Be able to source research material for a design project.	1.1. Source a comprehensive range of materials and background information. 1.2. Collate and annotate research material and background information in a logical order. 1.3. Annotate research material and background information in a logical order. 1.4. Interpret material with regard to the design brief.
2. Be able to plan work to meet deadlines using project management skills.	2.1. Work independently to identify objectives and deadlines. 2.2. Produce work in an organised and professional manner whilst adhering to deadlines. 2.3. Evaluate 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. 3.2. Produce work which demonstrates originality and individuality in the generation of creative design ideas through all stages of production and design.
4. Be able follow a project plan to meet a design brief.	4.1. Work independently to research, plan and complete a design project to meet a brief. 4.2. Demonstrate logical progression in the development of their ideas. 4.3. Evaluate own work in relation to a project brief: a) one to one b) with a group
5. Be able to reflect on own design work.	5.1. Analyse own work through all stages of development illustrating aesthetic, technical and theoretical considerations. 5.2. Evaluate 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. 6.2. Demonstrate safe studio practice.

Assessment Guidance		
The following 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
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. Record of observation

Title	Approaches to Digital Imaging and Printing
Level	Level 3
Credit Value	6
Guided Learning Hours (GLH)	40
OCN NI Unit Code	CAX014
Unit Reference No	F/505/0917

Unit purpose and aim(s): This unit will enable learners to explain approaches to digital imaging and printing and to use images to meet specific needs. Learners will evaluate techniques used and demonstrate safe working practices.

Learning Outcomes	Assessment Criteria
1. Understand approaches to digital imaging and printing.	1.1. Explain different approaches to digital imaging and printing for a wide range of situations.
2. Be able to apply digital images and printing techniques.	2.1. Use digital images to achieve a range of complex solutions. 2.2. Produce digital prints from digital imaging sources to achieve a range of complex solutions. 2.3. Evaluate techniques used in digital images and prints.
3. Understand safe working procedures.	3.1. Demonstrate safe working practice.

Assessment Guidance

The following 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
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. Record of observation

Title	Lighting in Photography
Level	Level 3
Credit Value	4
Guided Learning Hours (GLH)	25
OCN NI Unit Code	CAX215
Unit Reference No	M/504/4918

Unit purpose and aim(s): This unit will enable learners to understand and critically compare photography light sources. Learners will understand light metering techniques, use and evaluate lighting sources to meet specific goals. Learners will also identify and use safe working practices.

Learning Outcomes	Assessment Criteria
1. Understand lighting sources for photography.	1.1. Identify light sources for photography. 1.2. Critically compare light sources for photography.
2. Know about light metering techniques.	2.1. Identify light metering techniques for light sources. 2.2. Identify light metering techniques for light subjects.
3. Be able to use lighting sources for photography.	3.1. Use lighting sources to photograph different subjects to meet identified goals. 3.2. Evaluate lighting for photography.
4. Understand safe photographic practice.	4.1. Identify safe working practices in lighting for photography. 4.2. Use safe working practices in lighting for photography.

Assessment Guidance

The following 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
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. Record of observation

Title	Set Up Camera Equipment and Accessories
Level	Level 3
Credit Value	6
Guided Learning Hours (GLH)	40
OCN NI Unit Code	CAX015
Unit Reference No	J/505/0918

Unit purpose and aim(s): This unit will enable learners to set up, use handling techniques and store camera equipment. Learners will carry out camera checks and operate accessories in a safe working environment.

Learning Outcomes	Assessment Criteria
1. Be able to demonstrate knowledge and understanding of equipment, materials and related issues.	1.1. Identify and use correct techniques for handling equipment and materials. 1.2. Explain how to store equipment and materials safely and securely. 1.3. Explain the role and responsibilities of Clapper Loaders/2nd film Camera assistants in relation to preparing equipment.

2. Be able to set up camera equipment and accessories.	2.1. Carry out appropriate camera checks and fit magazine safely.
	2.2. Demonstrate how to:
	   a) lace film correctly
	   b) adjust pull-down pitch to minimise film noise
	   c) reset a footage counter correctly
	2.3. Set up, adjust and operate all accessories safely and securely.

3. Understand safe working procedures.	3.1. Demonstrate safe working practice.

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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. Record of observation

Title	The Photographic Project
Level	Level 3
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CAX216
Unit Reference No	H/504/4768

Unit purpose and aim(s): This unit will enable learners to carry out, analyse and evaluate research for a 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 research for a complex photographic project.	1.1. Identify a subject for a photographic project. 1.2. Carry out research for a photographic project. 1.3. Analyse and evaluate research for a photographic project.
2. Be able to produce a photographic project.	2.1. Identify photographic resources to complete a complex photographic project. 2.2. Produce a range of photographic images to meet self-determined goals. 2.3. Identify and employ presentational forms for a photographic project. 2.4. Analyse and evaluate the photographic project.
3. Understand photographic practice and health and safety procedures.	3.1. Identify and use safe working practices in a photographic project.

Assessment Guidance

The following 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
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. Record of observation

Title	Use Materials to Create and Present Final Photography Work
Level	Level 3
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CAX016
Unit Reference No	L/505/0919

Unit purpose and aim(s): This unit will enable learners to develop a plan for photography production and present their work in an appropriate context. Learners will critically evaluate the photography produced.

Learning Outcomes	Assessment Criteria
1. Understand how to create and present final photography work.	1.1. Develop a plan to produce final photography work. 1.2. Generate and present final photography work demonstrating a high level of skill. 1.3. Present final photography work in an appropriate context and explain how work was produced. 1.4. Critically evaluate final photography work.

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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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. Record of observation

Title	Using a Film or Digital Camera
Level	Level 3
Credit Value	6
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CAX217
Unit Reference No	K/504/4948

Unit purpose and aim(s): This unit will enable learners to identify and critically compare contexts/approaches in photography. Learners will identify camera characteristics and produce a range of visual outcomes. Learners will also produce, analyse and evaluate their photographs and demonstrate safe working practices.

Learning Outcomes	Assessment Criteria
1. Understand contextual perspectives and approaches to photography.	1.1. Identify contextual perspectives and approaches to photography. 1.2. Critically compare contextual perspectives and approaches to photography.
2. Understand the characteristics of camera systems and photographic equipment.	2.1. Identify the characteristics of different camera systems and related photographic equipment. 2.2. Use camera characteristics to produce different visual outcomes.
3. Be able to control a camera for specified outcomes.	3.1. Produce photographs for a variety of specified purposes. 3.2. Analyse and evaluate photographic activity and outcomes. 3.3. Evaluate photographic activity and outcomes.
4. Be able to employ photographic practice.	4.1. Identify safe working photographic practices. 4.2. Use safe photographic working practices.

Assessment Guidance		

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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. Record of observation

Quality Assurance of Centre Performance

External Verification

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

Registration

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

Certification

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

Charges

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

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

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

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Operational end date: 30 September 2029
Certification end date: 30 September 2032

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