Qualification Specification for:

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**

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
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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

Operational start date: 01 August 2016
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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 and the certification end date is the last date by which learners can 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 qualifications:

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

This specification sets out:

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

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

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

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About Regulation

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

The Regulated Qualifications Framework: an overview

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

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

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

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Qualification Summary

Sector Subject Area
9.1   Performing Arts

Qualifications' Aim and Objective
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.

Grading
Grading for these qualifications is pass/fail.

Qualification Target Group
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.

Progression Opportunities
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.

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.

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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.

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Centre Requirements for Delivering the Qualification

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

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

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

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

Tutors
Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in the area of creative arts and digital technologies.

Assessors
The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:
- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area of creative arts and digital technologies
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

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Internal Verification

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

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

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

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

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Structure and Content

Level 1 Award in Creative Arts and Digital Technologies

Learners must achieve a minimum of 6 credits. These credits can be taken from any of the units.

Total Qualification Time (TQT) for this qualification: 60 hours
Guided Learning Hours (GLH) for this qualification: 54 hours

Level 1 Certificate in Creative Arts and Digital Technologies

Learners must achieve a minimum of 13 credits. These credits can be taken from any of the units.

Total Qualification Time (TQT) for this qualification: 130 hours
Guided Learning Hours (GLH) for this qualification: 117 hours

In delivering the following units, where the term **'a range of'** has been used in the assessment criteria a minimum of two examples will be required.

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
M/506/6417	CBA112	Capturing and Editing Video Sequences	20	2	One
H/506/5667	CBA120	Using Imaging Software Tools	30	3	One
M/506/5672	CBA122	Using Multimedia Software	30	3	One
H/506/5684	CBA127	Capturing and Editing Audio Sequences	20	2	One
F/506/5689	CBA132	Developing Websites	30	3	One
A/615/0198	CBD649	Two Dimensional Animation	80	8	One
M/615/0196	CBD650	Location Sound Recording	60	6	One

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Y/616/8272	CBE067	Assist with Event Organisation within the Fine Arts or Performing Arts	40	4	One
F/615/0199	CBD420	Multi-track Recording	50	5	One
M/615/0201	CBD421	Preparing for a Career or Further Study in the Creative Industries	10	1	One
H/616/8274	CBE068	Using Social Media to Market and Promote Events, Products and Services	40	4	One
T/615/0202	CBD422	Studio Mixing	40	4	One
A/615/0203	CBD423	Technical Sound and Audio Production	30	3	One
F/615/0204	CBD424	Composition	60	6	One
J/615/0205	CBD425	Film and Video Production	50	5	One
L/615/0206	CBD426	Musical Ensemble Skills	40	4	One
R/615/0207	CBD427	Practical Presentation Skills	30	3	One
Y/615/0208	CBD428	Song Writing Skills	30	3	One
D/615/0209	CBD429	Sound Checking an Ensemble	40	4	One
R/615/0210	CBD430	Live Sound Engineering	40	4	One
Y/615/0211	CBD431	Sound for Moving Image	40	4	One
D/615/0212	CBD432	Undertaking a Solo Performance	30	3	One
H/615/0213	CBD433	Using Cameras and Accessories for Film and Video	40	4	One
T/507/8925	CBC999	Digital Fabrication	20	2	One
R/506/5793	CBA172	Performance Realisation Skills	60	6	One
K/616/8275	CBE069	Teamwork Skills within the Creative Arts and Digital Technology Sectors	30	3	One

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K/506/5721	CBA161	Health and Safety in Practice	10	1	One
M/616/8276	CBE070	Problem Solving Skills within the Creative Arts and Digital Technology Sectors	20	2	One
M/506/5803	CBA179	Life Drawing	30	3	One
T/616/8277	CBE071	Developing Drawing Skills for Painting	30	3	One
A/616/8278	CBE072	Drawing Development Methods and Skills	30	3	One
F/616/8279	CBE073	Creative Writing	30	3	One
T/616/8280	CBE074	Design Project	40	4	One
A/616/8281	CBE075	Approaches to Digital Imaging and Printing	40	4	One
F/616/8282	CBE076	Lighting in Photography	40	4	One
J/616/8283	CBE077	The Photographic Project	60	6	One
L/616/8284	CBE078	Using a Film or Digital Camera	60	6	One
R/616/8285	CBE079	Developing Photography Techniques using Materials and Resources	30	3	One
Y/616/8286	CBE080	Photography: A Creative Approach to Picture Making	30	3	One
D/616/8287	CBE081	Photography: Using a Camera and Accessories	40	4	One

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Unit Details

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. 1.2. Outline video file formats. 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. 2.2. Cut and paste short sequences to meet needs. 2.3. Combine information of different forms or from different sources, in line with any copyright constraints. 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. 3.2. Select and use appropriate combination of software and display device to playback video sequences. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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Title	Using 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. 1.2. Identify what generic copyright and other constraints apply to the use of images. 1.3. Combine information of different types or from different sources for images. 1.4. Identify the context in which the images will be used. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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Title	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. 1.2. Demonstrate how to plan the content and organisation of multimedia products to meet requirements. 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. 2.2. Combine information from different sources to meet requirements. 2.3. Identify the file format and storage media to use. 2.4. Select and use appropriate software to write multimedia files. 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. 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. 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 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

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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. 1.2. Outline audio file formats. 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. 2.2. Cut and paste short sequences to meet needs. 2.3. Combine information of different forms or from different sources, in line with any copyright constraints. 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. 3.2. Select and use appropriate combination of software and display device to playback audio sequences. 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.

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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

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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:
	    a) required content
	    b) layout
	    c) purpose
	    d) target audience
	1.2. Select and use a website design template to create a single web page and enter content.
	1.3. Identify copyright and other constraints on using others' information.
	1.4. Identify what file types to use for saving content.
	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:
	    a) usability
	    b) navigation
	    c) clarity
	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. 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.

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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

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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. 3.2. Produce 2D drawings. 3.3. Apply armature rig to a 2D character. 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. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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. 1.2. Outline what is meant by sync and non-sync sound recording. 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 2.2. Participate in the development of a plan for using and recording sound in a short production. 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. 3.2. Outline the application of atmospherics in a production. 3.3. State the main roles of individuals involved in a production. 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.

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

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination.	Audio/video record Tutor notes / record Record of observation

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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

Unit purpose and aim(s): 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.
	1.2. Compare an event in the fine arts sector to one in the performing arts.
	1.3. Outline the issues to be considered when planning an event within the fine arts or performing arts sectors including:
	   a) relevant legislation or regulations
	   b) marketing
	   c) setting up, running and posting event activities
	   d) roles of those involved
	   e) risk assessments
	1.4. Follow an event plan.
	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. 2.2. Outline the roles of other stakeholders in a fine arts or performing arts event and how they should communicate. 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.
	3.2. Outline the activities involved in running an event including:
	   a) identifying risk
	   b) venue set up and co-ordination
	3.3. Participate in running an event in line with event plan.
	3.4. Participate in addressing any issues arising from running event within own area of responsibility.

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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

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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. 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. 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. 3.2 Outline the placement of microphones for a range of different recording situations. 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. 4.2 Outline the multi-track recording process. 4.3 Outline the use of outboard equipment or inline effects that are applied during the recording process. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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

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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: a) interests b) attributes c) skills d) relevant achievements 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 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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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. 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. 2.2. Identify potential risks to an organisation associated with using social media for marketing or promotion. 2.3. Demonstrate the use of various social media sites to communicate and upload content including: a) Facebook b) Blogging c) Twitter d) YouTube e) Snapchat 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. 3.2. Identify issues that should be considered when planning a social media campaign including: a) mobile or non-mobile platforms b) nature of campaign c) nature of product, service or event d) target market 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 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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Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Title	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. 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. 2.2. Outline and demonstrate the use of a mixing desk including: a) applying mixing at appropriate times b) the stages of mixing c) creating balance in a recording in terms of pan and dynamic levels d) making a clean recording e) depth of field and stereo field 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination.	Audio/video record Tutor notes / record Record of observation
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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. 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. 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. 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 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

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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. 1.2. Outline and demonstrate how the music technology process can act as a focus for the creation of an original composition. 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. 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. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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

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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. 1.2. Outline different genres of film and video and how this impacts on the production process. 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: a) setting up appropriate equipment b) following shooting script/storyboard c) following safe working practices 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. 4.2. Use appropriate equipment and software to edit production materials to a final version including: a) editing film appropriately b) inclusion of transitions and / or visual effects 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
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Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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. 1.2. Demonstrate playing as an ensemble listening to other members and matching dynamics and timbre. 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. 2.2. Outline what is involved in putting each piece together as an ensemble. 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: a) is together b) is evenly balanced c) is well articulated d) has a sense of pulse and movement e) illustrates a successful interpretation of the music 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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Title	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. 1.2. Outline the most common delivery styles and structures for presentations. 1.3. Outline the importance of: a) preparation b) planning c) presentation 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. 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. 4.2. Speak audibly, using tone and register appropriate to the audience and level of formality. 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.

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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

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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. 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. 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 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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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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. 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. 2.2. Line check each connected channel. 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: a) applying appropriate EQ for each instrument. b) applying gating/compression to instruments as appropriate 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. 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
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Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination.	Audio/video record Tutor notes / record Record of observation
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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. 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. 2.2. Maintain a mix using: a) pre-fade listen (PFL) b) equalisation (EQ) c) sub-grouping d) digital effects e) auxiliary sends
3. Be able to assist in maintaining contact with the stage.	3.1. Outline the importance of monitoring the stage. 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. 4.2. Assist with the safe powering down rig in the correct sequence. 4.3. Assist with the breaking down the rig systematically. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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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

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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. 1.2. Outline the agreed design concepts for given moving image. 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. 3.2. Use recording techniques to assist with production of a soundtrack for a short film production. 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 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
Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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. 1.2. Outline and demonstrate articulation and intonation techniques using a simple piece of music. 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. 2.2. Follow a practice schedule over a given period with input from others. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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Title	Using 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. 2.2. Outline camera settings for different video and photographic subjects. 2.3. Outline the use of a range of accessories to assist with the recording of still images and video including: a) tripods b) sound recording equipment 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. 3.2. Outline the use of lighting sources in photography and video. 3.3. Identify lighting techniques. 3.4. Prepare the options for capturing sound when creating video. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration /assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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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

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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. 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. 2.2 Use software to search for and incorporate images into design. 2.3 Use software features to produce designs that can be fabricated. 2.4 Save files in appropriate formats.
3. Demonstrate the fabrication of a design.	3.1 Demonstrate the fabrication of a design. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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Title	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: a) positive b) energetic c) committed 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: a) production team b) audience 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Title	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

Unit purpose and aim(s): 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: a) creative arts b) digital technologies 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. 2.2. Carry out a team activity in one of the following areas: a) creative arts b) digital technologies 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: a) creative arts b) digital technologies
5. Be able to review team performance.	5.1. Identify skills brought to a team activity by: a) self b) others 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 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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Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Title	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

Unit purpose and aim(s): 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: a) Health and Safety at Work Legislation relevant to your region b) Control of Substances Hazardous to Health Regulations relevant to your region 1.2. Outline the correct procedures for reporting accidents and potential hazards. 1.3. Identify the correct response to two emergency situations. 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. 2.2. State the purpose and use of safety equipment and/or clothing to minimise risk in a range of situations. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Title	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

Unit purpose and aim(s): 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: a) appropriate actions b) sources of help c) collaborative working d) consequences if not addressed 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Title	Life Drawing
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBA179
Unit Reference No	M/506/5803

Unit purpose and aim(s): 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. 1.2. Demonstrate shadowing, proportion and shape.
2. Understand proportion when drawing from a life model.	2.1. Draw using a live model incorporating: a) proportions b) shadowing c) shape d) line e) tone
3. Understand the importance of maintaining a personal sketchbook.	3.1. Outline the importance of maintaining a personal sketchbook. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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Title	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. 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. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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Title	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

Unit purpose and aim(s): 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. 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. 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:
	  a) three-dimensional form
	  b) mass
	  c) space
	  d) structure
	  e) scale
	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. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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Title	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.
	1.2. Produce a piece of writing that shows:
	   a) clear editing
	   b) clear structure and direction
	   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:
	   a) form
	   b) a chosen genre
	   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:
	   a) ideas
	   b) mood
	   c) plot
	   d) narrative
	   e) dialogue
	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 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

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Title	Design Project
Level	One
Credit Value	4
Guided Learning Hours (GLH)	36
OCN NI Unit Code	CBE074
Unit Reference No	T/616/8280

Unit purpose and aim(s): 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. 1.2. Collate and annotate materials and background information in a logical order. 1.3. Annotate materials and background information in a logical order. 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. 2.2. Produce work in an organised and professional manner whilst adhering to deadlines. 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. 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. 4.2. Demonstrate logical progression in the development of ideas. 4.3. Outline how own work addresses the project brief on the following bases: a) one to one b) within a group
5. Be able to reflect on own design work.	5.1. Reflect on own work through all stages of development. 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. 6.2. Demonstrate safe studio practice.

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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
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

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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. 2.2. Produce digital prints from digital imaging sources to achieve at least three solutions. 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 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

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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

Unit purpose and aim(s): 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. 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. 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. 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. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration /assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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| 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 |

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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

Unit purpose and aim(s): 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. 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. 2.2. Produce a range of photographic images to meet given photographic goals. 2.3. Use a given presentational form to present the photographic project. 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 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

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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

Unit purpose and aim(s): 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. 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. 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. 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 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

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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

Unit purpose and aim(s): 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. 1.2. Outline the resources and skills required for the photographic process including: a) tools and equipment b) materials c) photographic techniques 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. 2.2. Use given materials, techniques and resources in the photographic process. 2.3. Demonstrate technical skills required to make effective use of materials, techniques and resources for basic photography items. 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 OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

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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

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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: a) intended approach 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. 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 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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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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

Unit purpose and aim(s): 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.
	1.2. Use camera controls.
	1.3. Illustrate the use of recording media in either film or digital cameras.
	1.4. Identify how camera settings should be changed for at least three different subjects.
	1.5. Demonstrate the use of a camera and tripod including:
	  a) set up
	  b) use at varying heights
	  c) using an integral or external spirit level
	1.6. Produce basic photographic images.

2. Know how to frame and light an image.	2.1. Outline how to frame an image. 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. 3.2. Prepare images for printing. 3.3. Print photographic images.
4. Know about Health and Safety procedures.	4.1. Identify Health and Safety issues. 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
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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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Quality Assurance of Centre Performance

External Verification

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

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

Standardisation

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

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

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

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

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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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Qualification Number: 603/2854/X

Operational start date: 15 January 2018
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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

Operational start date: 01 August 2016
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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