



## Qualification Specification for:

**OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM)**

➤ Qualification No: 603/4322/9

**OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM)**

➤ Qualification No: 603/4343/6

**OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM)**

➤ Qualification No: 603/4345/X

## Qualification Regulation Information

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### **OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM)**

Qualification Number: **603/4322/9**

### **OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM)**

Qualification Number: **603/4343/6**

### **OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM)**

Qualification Number: **603/4345/X**

Operational start date: 15 April 2019  
Operational end date: 31 March 2028  
Certification end date: 31 March 2031

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

Open College Network Northern Ireland (OCN NI)  
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Belfast  
BT3 9LE

Phone: 028 90463990  
Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)

## Foreword

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

- **OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM)**
- **OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM)**
- **OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM)**

This specification sets out:

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

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

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

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## About Regulation

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### OCN NI

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

### The Regulated Qualifications Framework: an overview

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

#### Qualification Level

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

#### Qualification Size

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

## Qualification Features

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### Sector Subject Area

#### 5.2 Building and Construction

### Qualifications' Aim

The OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM) has been designed to provide the learner with a working understanding of the digital skills and fundamentals of Building Information Modelling.

The OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM) has been designed to provide the learner with a working understanding of the digital construction workflows, including digital skills, fundamentals and modelling for Building Information Modelling.

The OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM) has been designed to provide the learner with a working understanding of the digital construction workflows, including information management, digital collaboration, along with the fundamentals and modelling for Building Information Modelling.

### Qualification Objectives - OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM)

The objectives of this qualification are to enable learners to:

- develop skills and knowledge applicable across a range of architectural, engineering and construction sectors
- develop a fundamental understanding of digital collaboration within digital construction
- develop a fundamental understanding of Building Information Modelling and associated workflows
- develop other skills to support career progression within the architectural, engineering and construction sector

### Qualification Objectives - OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM)

The objectives of this qualification are to enable learners to:

- develop skills and knowledge applicable across a range of architectural, engineering and construction sectors
- develop a fundamental understanding of digital collaboration within digital construction

- develop a fundamental understanding and skills of Building Information Modelling and associated workflows
- develop the fundamental skills to create Building Information Modelling model using industry standard software
- develop the fundamental skills to create Building Information Modelling objects using industry standard software
- develop other skills to support career progression within the architectural, engineering and construction sector

### **Qualification Objectives - OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM)**

The objectives of this qualification are to enable learners to:

- develop skills and knowledge applicable across a range of architectural, engineering and construction sectors
- develop a fundamental understanding of digital collaboration within digital construction
- develop a fundamental understanding and skills of Building Information Modelling and associated workflows
- develop a fundamental understanding of the information management requirements for working within digital construction.
- develop the fundamental skills to create Building Information Modelling model using industry standard software
- develop the fundamental skills to create Building Information Modelling Objects using industry standard software
- develop other skills to support career progression within the architectural, engineering and construction sector

The units for these qualifications incorporate the British Standard Institute Documentation on Building Information Modelling and the Construction Industry Council BIM Protocol

[www.bsigroup.com](http://www.bsigroup.com)

<http://cic.org.uk/publications/>

### **Grading**

Grading for these qualifications is pass/fail.

### Qualification Target Group

The qualifications are targeted at learners who have an interest in working in the architectural, engineering and construction sector, particularly within the area of digital construction and Building Information Modelling.

### Progression Opportunities

The OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM) will enable the learner to progress to the OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM) and to the OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM).

The OCN NI Level 3 qualifications in Digital Construction with Building Information Modelling (BIM) will enhance employment opportunities and allow for progression to the OCN NI Level 4 qualifications in Digital Construction with Building Information Modelling (BIM).

### 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.

### Entry Requirements

There are no specific entry requirements for these qualifications, however an understanding and appreciation of the construction sector would be beneficial including construction techniques, reading construction plans/drawings, and project management and delivery. Learners must be at least 16 years of age to take these qualifications.

### Delivery Languages

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

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

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

### Centre Staffing

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

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

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

### Tutors

Tutors delivering the qualifications should be occupationally competent in the subject area and have a minimum of one year's relevant experience in the areas of Construction and Building Information Modelling.

### 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 at a higher level than the qualification
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

### **Internal Verification**

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

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

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

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

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

## Structure and Content

### OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM)

In order to achieve the OCN NI Level 3 Award in Digital Construction with Building Information Modelling (BIM) learners must complete the units in the table below for a total of 9 credits.

Total Qualification Time (TQT) for this qualification: 90 hours

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

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">J/617/0843</a>	CBE253	Building Information Modelling (BIM) Principles	30	3	Three
<a href="#">M/617/5129</a>	CBE403	Digital Skills for Construction	60	6	Three

### OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM).

In order to achieve the OCN NI Level 3 Certificate in Digital Construction with Building Information Modelling (BIM) learners must complete the units in the table below for a total of 27 credits.

Total Qualification Time (TQT) for this qualification: 270 hours

Guided Learning Hours (GLH) for this qualification: 162 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">J/617/0843</a>	CBE253	Building Information Modelling (BIM) Principles	30	3	Three
<a href="#">M/617/5129</a>	CBE403	Digital Skills for Construction	60	6	Three
<a href="#">H/617/5130</a>	CBE404	3D Modelling (BIM)	90	9	Three
<a href="#">D/617/0847</a>	CBE254	Building Information Modelling (BIM) Objects	90	9	Three

### OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM)

In order to achieve the OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM) learners must complete the units in the table below for a total of 39 credits.

Total Qualification Time (TQT) for this qualification: 390 hours  
 Guided Learning Hours (GLH) for this qualification: 234 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">J/617/0843</a>	CBE253	Building Information Modelling (BIM) Principles	30	3	Three
<a href="#">M/617/5129</a>	CBE403	Digital Skills for Construction	60	6	Three
<a href="#">H/617/5130</a>	CBE404	3D Modelling (BIM)	90	9	Three
<a href="#">D/617/0847</a>	CBE254	Building Information Modelling (BIM) Objects	90	9	Three
<a href="#">K/617/5131</a>	CBE405	Digital Collaboration in Construction	60	6	Three
<a href="#">M/617/5132</a>	CBE406	Information Management for Digital Construction	60	6	Three

## Unit Details

Title	Building Information Modelling (BIM) Principles	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE253	
Unit Reference No	J/617/0843	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop a fundamental understanding of Building Information Modelling (BIM) and associated workflows.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the context and essentials of BIM.	1.1. Explain key terms and definitions within BIM. 1.2. Summarise BIM maturity levels. 1.3. Explain impact of BIM maturity Level 2 requirements for project delivery. 1.4. Illustrate the benefits of BIM to the construction sector.	
2. Understand the application and standards of BIM.	2.1. Summarise applicable Standards and industry guidance. 2.2. Explain BIM maturity Level 2 requirements for: a) Employers Information Requirements (EIRs) b) BIM Execution Plan (BEP) c) Project Implementation Plan (PIP) 2.3. Illustrate the use of file and layer naming conventions.	
3. Understand the technological requirements for BIM implementation and security.	3.1. Summarise key technology requirements to enable BIM implementation. 3.2. Explain the use of common data environments, including arrangements for collaborative working and communication. 3.3. Summarise security-minded building information modelling, including key terms and definitions.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

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 demonstrates the skills and/or knowledge gained throughout the course	Record of observation Learner notes/ written work Tutor notes/record Audio/video/photographic record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Digital Skills for Construction	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	36	
OCN NI Unit Code	CBE403	
Unit Reference No	M/617/5129	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop a fundamental understanding of the use of digital skills for construction sites, required for working in a Digital Construction context.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the use of digital skills and devices in construction.	1.1. Explain the use of digital skills and devices in the improvement of construction project management and delivery. 1.2. Demonstrate structured file management. 1.3. Summarise health and safety considerations for the use of digital devices in a site context.	
2. Understand how to use digital skills and devices to access digital information.	2.1. Demonstrate Information and Communication Technologies (ICT) file management. 2.2. Explain the use of cloud-based storage and portable devices to access and exchange information.	
3. Know how to use Building Information Modelling (BIM) and digital skills across the construction supply chain.	3.1. Explain the use of BIM and digital skills to improve coordination across the construction supply chain. 3.2. Analyse the use of BIM for construction project management.	
4. Know how to use digital tools to perform a design review and evaluate a BIM model.	4.1. Demonstrate the use of digital design review tools to access and evaluate a BIM model.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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 demonstrates the skills and/or knowledge gained throughout the course	Record of observation Learner notes/ written work Tutor notes/record Audio/video/photographic record Learner log/diary

E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests
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Title	3D Modelling (BIM)	
Level	Three	
Credit Value	9	
Guided Learning Hours (GLH)	54	
OCN NI Unit Code	CBE404	
Unit Reference No	H/617/5130	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the fundamental skills for Building Information Modelling (BIM) using industry standard software.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to create a building model using industry-standard BIM software.	1.1. Use creation and modification tools, including preloaded and customised elements/components to create an industry discipline relevant model.	
2. Be able to implement and manage BIM.	2.1. Customise a model to include materials and components. 2.2. Produce two schedules using the model above.	
3. Be able to develop and publish information using BIM.	3.1. Use an existing drawing title block template to publish sheets to include: a) views including a floor plan, two elevations and a section. b) schedules from above c) at least three rendered views, internal or external 3.2. Extract at least two 2D drawing file types from the building model.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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 demonstrates the skills and/or knowledge gained throughout the course	Record of observation Learner notes/ written work Tutor notes/record Audio/video/photographic record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Building Information Modelling (BIM) Objects	
Level	Three	
Credit Value	9	
Guided Learning Hours (GLH)	54	
OCN NI Unit Code	CBE254	
Unit Reference No	D/617/0847	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the fundamental skills to create Building Information Modelling (BIM) Objects using industry standard software.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the importance and use of BIM Objects in the overall BIM process.	1.1. Explain the usage of BIM Objects in the overall design process and the importance of structured data within Objects.	
2. Be able to create templates.	2.1. Create a customised template to include the following: a) project template b) annotation settings c) title block d) graphical and discipline settings 2.2. Create a customised schedule and take-off.	
3. Be able to develop and create BIM Objects.	3.1. Create Object references, dimensions and parameters. 3.2. Create Object geometry. 3.3. Apply Object type variation. 3.4. Develop a customised discipline specific BIM Object.	
4. Be able to export, insert and use BIM Objects.	4.1. Demonstrate export and saving of BIM Objects. 4.2. Apply a BIM Object within a project.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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 demonstrates the skills and/or knowledge gained throughout the course	Record of observation Learner notes/ written work Tutor notes/record Audio/video/photographic record Learner log/diary

E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests
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Title	Digital Collaboration in Construction	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	36	
OCN NI Unit Code	CBE405	
Unit Reference No	K/617/5131	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop a fundamental understanding of digital collaboration within digital construction.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand traditional delivery processes within the Architectural Engineering Construction Sector and how digital processes can be used to advance collaborative techniques.	1.1. Explain traditional project delivery methods to identify inefficiencies in collaboration. 1.2. Evaluate how the application of Building Information Modelling can address collaboration inefficiencies.	
2. Understand Common Data Environment and processes.	2.1. Explain current information management and standards for digital construction. 2.2. Summarise current standards for the following: a) establishment of a common data environment b) processes and procedures c) data security 2.3. Explain the relationship and flow of information between established standards.	
3. Understand how to use digital technologies for collaboration.	3.1. Explain how cloud and application-based collaborative tools may be used to enhance team communication and information management. 3.2. Evaluate the data security implications of digital collaboration.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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 demonstrates the skills and/or knowledge gained throughout the course	Record of observation Learner notes/ written work Tutor notes/record Audio/video/photographic record Learner log/diary

E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests
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Title	Information Management for Digital Construction	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	36	
OCN NI Unit Code	CBE406	
Unit Reference No	M/617/5132	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop a fundamental understanding of the information management requirements for working within digital construction.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the information exchange requirements of Architectural Engineering Construction (AEC) and Facilities Management (FM) professionals.	1.1. Summarise the different data requirements associated with AEC/FM professionals 1.2. Explain the importance of collating accurate digital information during the design and construction stage. 1.3. Evaluate how accurate digital information may be used during the operational phase.	
2. Understand the use of technologies for information exchange in digital construction.	2.1. Explain different information exchange standards and the technical requirements associated with data management. 2.2. Evaluate how existing digital technologies may be used to achieve information exchanges.	
3. Understand industry requirements for the capture and exchange of data.	3.1. Explain the information management process associated with Building Information Modelling (BIM). 3.2. Summarise standards for the establishment of a common data environment, including processes, procedures and security. 3.3. Explain how to validate compliance by establishing the information structure and standards for the capturing of information.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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Coursework	Research or projects that count towards a learner's final outcome and demonstrates the skills	Record of observation Learner notes/ written work Tutor notes/record Audio/video/photographic record

	and/or knowledge gained throughout the course	Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

## Quality Assurance of Centre Performance

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### External Verification

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

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

### Standardisation

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

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

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

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

## Administration

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### 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: 603/4343/6**

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**OCN NI Level 3 Diploma in Digital Construction with Building Information Modelling (BIM)**

**Qualification Number: 603/4345/X**

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Operational start date: 15 April 2019  
Operational end date: 31 March 2028  
Certification end date: 31 March 2031

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