



# **Qualification specification**

**NCFE Entry Level Award in Creative Craft (Entry 3)  
QN: 600/4944/3**

**Contents**

Summary of changes	4
<b>Section 1</b>	<b>5</b>
Qualification overview	5
Introduction	6
Things you need to know	7
Total Qualification Time (TQT)	7
Credit	7
About this qualification	8
Qualification purpose	8
Qualification objectives	8
Achieving this qualification	9
Essential skills	9
Recognition of Prior Learning (RPL)	9
Credit transfer	9
Direct Claim Status	10
Entry guidance	10
Progression opportunities	10
Qualification dates	11
Staffing requirements	11
Assessors and Internal Quality Assurance	11
Support for learners	12
Learner's Evidence Tracking Log (LETL)	12
Support for centres	12
Support handbook	12
Customer Support team	12
Reasonable Adjustments and Special Considerations Policy	12
Subject maps	12
Fees and Pricing	12
Training and support	12
Learning resources	14
<b>Section 2</b>	<b>15</b>
Unit content and assessment guidance	16
Unit 01 Making an art or craft product (A/601/9885)	17
<b>Section 3</b>	<b>19</b>
Assessment and quality assurance	20
How the qualification is assessed	20
Internal assessment	20
Supervision of learners and your role as an Assessor	21
Feedback to learners	21
Presenting evidence	21
Quality Assurance	22
Internal quality assurance	22
External quality assurance	22
<b>Section 4</b>	<b>23</b>
Explanation of terms	24
<b>Section 5</b>	<b>25</b>
General information	26
Equal opportunities	26

Diversity, access and inclusion  
Contact us

26  
27

## Summary of changes

This document summarises the changes to this qualification specification.

Version	Publication Date	Summary of amendments
v3.1	January 2020	Information regarding the wellbeing and safeguarding of learners added to Section 1.
v3.2	June 2022	<p>Information added to the entry guidance section to advise that <a href="#">registration</a> is at the discretion of the centre, in accordance with equality legislation and should be made on the Portal.</p> <p>Information added to the support for centres section about how to access <a href="#">support handbooks</a>.</p> <p>Further information added to section 3 to confirm that unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all <a href="#">assessment evidence</a> presented for external quality assurance must be in English.</p>

# Section 1

## Qualification overview

## **Qualification overview**

### **Introduction**

We want to make your experience of working with NCFE as pleasant and easy as possible. This qualification specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the Entry Level Award in Creative Craft (Entry 3).

All information contained in this specification is correct at the time of publishing.

To ensure that you're using the most up-to-date version of this qualification specification please check the issue date in the page headers against that of the qualification specification on the NCFE website.

If you advertise this qualification using a different or shortened name you must ensure that learners are aware that their final certificate will state the regulated qualification.

**Things you need to know**

<b>Qualification number (QN)</b>	600/4944/3
<b>Aim reference</b>	60049443
<b>Total Qualification Time (TQT)</b>	20
<b>Guided Learning Hours (GLH)</b>	20
<b>Credit value</b>	2
<b>Level</b>	Entry 3
<b>Assessment requirements</b>	internally assessed and externally quality assured portfolio of evidence

**Total Qualification Time (TQT)**

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Total Qualification Time comprises:

- the Guided Learning Hours for the qualification
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, Tutor or other appropriate provider of education or training.

**Credit**

The credit value is equal to the Total Qualification Time divided by ten, rounded to the nearest whole number.

### **About this qualification**

This is a regulated qualification. The regulated number for this qualification is 600/4944/3.

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

This qualification is suitable for use within a Study Programme.

### **Qualification purpose**

This qualification is designed to support engagement in learning and progression to Level 1 qualifications.

This qualification will:

- provide opportunities to acquire basic practical skills in creative craft.

### **Qualification objectives**

The objectives of this qualification are to:

- introduce learners to craft and design materials
- allow learners to combine materials to create an art or craft item whilst working safely and using appropriate personal protective equipment.



## Achieving this qualification

To be awarded the Entry Level Award in Creative Craft (Entry 3), learners are required to successfully complete one mandatory unit.

## Mandatory unit

Unit No	Unit title
Unit 01	Making an art or craft product

The learning outcomes for the unit are provided in Section 2.

The unit above may be available as a stand-alone unit programme. Please visit the NCFE website for more information.

To achieve the Entry Level Award in Creative Craft (Entry 3), learners must successfully demonstrate their achievement of all learning outcomes of the unit as detailed in this qualification specification.

## Essential skills

While completing this qualification, learners may develop the knowledge, understanding and essential skills employers look for in employees. These range from familiar 'key skills' such as team working, independent learning and problem-solving, to more tricky-to-measure skills such as:

- an appreciation for appropriate behaviour and dress
- appropriate interpersonal skills.

## Recognition of Prior Learning (RPL)

Centres may recognise prior learning at their discretion if they are satisfied that the evidence provided meets the requirements of a qualification. Where RPL is to be used extensively (for a whole unit or more), advice must be given by a qualified RPL Advisor.

## Credit transfer

Where a learner has already achieved a unit with credit, NCFE will recognise that prior learning and will allow the credit to be transferred onto a new qualification, provided that the units have the same Ofqual reference number.

## **Direct Claim Status**

For more information about Direct Claim Status, please contact our Customer Support team on 0191 239 8000.

## **Entry guidance**

There are no specific recommended prior learning requirements for this qualification.

This qualification is suitable for learners aged pre-16 and above.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the learning outcomes and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Learners registered on this qualification shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Registration is at the discretion of the centre, in accordance with equality legislation, and should be made on the Portal.

## **Progression opportunities**

Learners who achieve this qualification could progress to:

- NCFE Level 1 Award in Creative Craft
- NCFE Level 1 Award in Personal and Social Development
- NCFE Level 1 Award in Exploring Occupational Studies for the Workplace
- NCFE Level 1 Award in Employability Skills

## Qualification dates

Regulated qualifications have review dates, operational end dates and certification end dates.

The qualification review date is the date by which we'll have carried out a review of the qualification. This date is shown on the qualification page on the NCFE website.

We review qualifications up to 18 months before their review date, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'll then extend the qualification, and set a new review date. If we make the decision to withdraw a qualification, we'll set an operational end date.

If we extend the review date then this will be shown on the qualification page on the NCFE website and approved centres will be kept updated.

The operational end date will only show on the Register if we've made the decision to withdraw a qualification. After this date we can no longer accept learner registrations.

The certification end date will only show on the Register once an operational end date has been set. After this date we can no longer process certification claims.

## Staffing requirements

Centres delivering any of NCFE's qualifications must:

- have a sufficient number of appropriately qualified/experienced Assessors to assess the volume of learners they intend to register
- have a sufficient number of appropriately qualified/experienced Internal Quality Assurers to internally quality assure the anticipated number of Assessors and learners
- ensure that all staff involved in assessment and internal quality assurance are provided with appropriate training and undertake meaningful and relevant continuing professional development
- implement effective internal quality assurance systems and processes to ensure all assessment decisions are reliable, valid, authentic, sufficient and current. This should include standardisation to ensure consistency of assessment
- provide all staff involved in the assessment process with sufficient time and resources to carry out their roles effectively.

## Assessors and Internal Quality Assurance

Staff involved in the Assessment and Internal Quality Assurance of this qualification must be able to demonstrate that they have (or are working towards) the relevant occupational knowledge and/or occupational competence, at the same level or higher as the units being assessed and internal quality assured. This may be gained through experience and/or qualifications.

## **Support for learners**

### **Learner's Evidence Tracking Log (LETL)**

The LETL can help learners keep track of their work. This blank document can be downloaded free of charge from the NCFE website. You don't have to use the LETL – you can devise your own evidence-tracking document instead.

### **Support for centres**

There are a number of support documents available on the NCFE website that the centres might find useful.

### **Support handbook**

This qualification specification must be used alongside the mandatory support handbook which can be found on the NCFE website. This contains additional supporting information to help with planning, delivery and assessment.

This qualification specification contains all the qualification-specific information you will need that is not covered in the support handbook.

### **Customer Support team**

Our award winning customer support team will support you with approvals, registrations, external quality assurance, external assessment, results and certification. To contact the customer support team call 0191 239 8000 or email [customersupport@ncfe.org.uk](mailto:customersupport@ncfe.org.uk)

### **Reasonable Adjustments and Special Considerations Policy**

This policy is aimed at customers – including learners – who use our products and services and who submit requests for reasonable adjustments and special considerations. The policy can be found on the NCFE website.

### **Subject maps**

Our suite of subject maps showcase the qualifications we have available within each specialist sector and how they connect to each other. They demonstrate how you can plot routes for your learners at different levels from entry level right through to higher education or the workforce, with supporting qualifications along the way.

### **Fees and Pricing**

The current fees and pricing guide is available on the NCFE website.

### **Training and support**

We can provide training sessions for Assessors and Internal Quality Assurers. Bespoke subject-specific training is also available. For further information please contact our Quality Assurance team on 0191 239 8000.



## **Learning resources**

We offer a wide range of learning resources and materials to support the delivery of our qualifications. Please check the qualifications page on the NCFE website for more information and to see what is available for this qualification.

The resources and materials used in the delivery of this qualification must be age-appropriate and due consideration should be given to the wellbeing and safeguarding of learners in line with your institute's safeguarding policy when developing or selecting delivery materials.

# Section 2

## Unit content and assessment guidance

## Unit content and assessment guidance

This section provides details of the structure and content of this qualification.

The unit overview includes:

- unit title and number
- unit summary
- credit value
- guided learning hours
- level
- an indication of whether the unit is mandatory or optional.

Following the unit summary there's detailed information for the unit containing:

- learning outcomes
- delivery and assessment (including types of evidence for internal assessment)

The regulated unit number is indicated in brackets for the unit (eg M/100/7116).

The types of evidence listed are for guidance purposes only. Within learners' portfolios, other types of evidence are acceptable if all learning outcomes are covered and if the evidence generated can be internally and externally quality assured. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

For further information or guidance about this qualification please contact our Product Development team on 0191 239 8000.



**Unit 01 Making an art or craft product (A/601/9885)**

<b>Unit summary</b>	This unit introduces learners to craft materials and enables learners to create an art or craft product whilst working safely.
<b>Credit value</b>	2
<b>Guided learning hours</b>	20
<b>Level</b>	Entry 3
<b>Mandatory/optional</b>	Mandatory

**Learning outcome 1**

The learner will:

- 1 be able to select items needed to make an art or craft product

The learner can:

- 1.1 organise resources needed to make the product
- 1.2 prepare work area

**Learning outcome 2**

The learner will:

- 2 be able to make the art or craft product

The learner can:

- 2.1 make the art or craft product using the required materials

**Learning outcome 3**

The learner will:

- 3 be able to work safely

The learner can:

- 3.1 work in a way that minimises risks to self and others
- 3.2 wear the appropriate personal protective equipment (PPE)
- 3.3 use tools and equipment safely and effectively

**Unit 01 Making an art or craft product (A/601/9885) (cont'd)**

<b>Delivery and assessment</b>
1.1–1.2 - Learners will select appropriate tools and materials to produce their craftwork.  2.1 - Evidence for this outcome will be a finished craft product using the materials selected, with some support from the Tutor.
<b>Types of evidence</b>
<ul style="list-style-type: none"><li>• witness statement/checklists/photographs – 1.1-1.2, 3.1-3.3</li><li>• craft product – 2.1</li><li>• record of question and answer session/record of group discussion/videos/worksheets – 3.1-3.3.</li></ul>

# Section 3

## Assessment and quality assurance

## **Assessment and quality assurance**

### **How the qualification is assessed**

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

The Entry Level Award in Creative Craft (Entry 3) is internally assessed and externally quality assured.

Unless stated otherwise in this qualification specification, all learners taking this qualification must be assessed in English and all assessment evidence presented for external quality assurance must be in English.

### **Internal assessment**

Each learner must create a portfolio of evidence generated from appropriate assessment tasks which demonstrates achievement of all the learning outcomes associated with each unit. On completion of each unit learners must declare that the work produced is their own and the Assessor must countersign this. Examples of suitable evidence for the portfolio for each unit are provided in Section 2.

Internally assessed work should be completed by the learner in accordance with the qualification specification. A representative number of assessment hours should be timetabled into the scheme of work. Internal assessment hours must be administered outside of scheduled teaching and learning hours and should be supervised and assessed by the Tutor. Assessment activities can be integrated throughout, although separate from the teaching of the unit and do not have to take place directly at the end of the unit.

Any work submitted for internal assessment must be completed during scheduled assessment hours in accordance with the scheme of work, and must be authenticated and attributable to the learner. The Tutor must be satisfied that the work produced is the learner's own and the learner must declare that the work is their own.

In practice, this means that all of the portfolio of evidence will be completed in normal class time within scheduled assessment hours and kept separate from any teaching and learning hours.

If a centre chooses to create their own internal assessment tasks, they must:

- be accessible and lead to objective assessment judgements
- permit and encourage authentic activities where the learner's own work can be clearly judged
- refer to the 'Internal Assessment Tasks: Guidance for Centres' on the NCFE website.

## **Supervision of learners and your role as an Assessor**

Guidance on how to administer the internal assessment and the support you provide learners can be found on the NCFE website.

## **Feedback to learners**

Guidance on providing feedback during teaching and learning and each stage of the assessment can be found on the NCFE website.

## **Presenting evidence**

### **Written**

Written evidence may be presented in word-processed or handwritten form. Audio-visual content (videos, pictures, drawings, audio) may also be used.

Tables, graphs and spreadsheets may be produced using appropriate ICT.

Any copied material must be suitably acknowledged, and quotations must be clearly marked and a reference provided wherever possible to ensure that learner work can be authenticated.

### **Recorded**

Where audio-visual evidence of multiple learners is used, centres must ensure that each learner being assessed is clearly visible and can be identified by the Quality Assurer.

The recorded evidence should allow the learner to demonstrate the learning outcomes clearly but should only show work relevant to what is being assessed. For example if a performance/participation is done as part of a group, the Quality Assurer will need to be able to see how each learner being assessed has contributed and met the learning outcomes.

To help our Quality Assurers to identify clearly when a particular learner is performing/participating we'd recommend including the following information:

- the exact start and finish times so that the Quality Assurer can go straight to that spot on the tape/recording
- a running order list and a description of each learner
- information about where the performance/recorded evidence took place
- what type of audience they were performing to (if applicable).

Centres must also ensure that the camera and microphone are set up in a suitable place to ensure good quality audio. This will allow the Quality Assurer to hear both the learner(s) and the Assessor (if applicable).

We have set out an example used for a performance:

### **Test High School**

**Recorded evidence:** starts 4 mins 30 seconds into the recording and finishes at 16 mins 27 seconds.

**Venue:** School hall

**Audience:** Assessors, parents and friends

#### **Band 1:**

Lead singer – Joe Bloggs (brown hair, front of stage)

Drummer – Tom Smith

Guitar 1 – Dan Brown (blond hair, blue jumper)

Guitar 2 – Mark Jones (brown hair, left hand side)

#### **Performance of XXX:**

Lead male – John Smith

Lead female – Ann Jones

Choir:

Kay Bell (brown hair, back row 3rd from left)

Jane Pattison (blonde hair, back row 5th from left)

Michael Davies (brown hair, front row 3rd from right)

If learners are not clearly identified, NCFE may not be able to quality assure or examine the work.

### **Quality Assurance**

#### **Internal quality assurance**

Internal quality assurance is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards. It's the responsibility of Internal Quality Assurers to ensure that Assessors' decisions are sampled and monitored to ensure consistency and fairness. Internal Quality Assurers are also responsible for supporting Assessors by offering advice and guidance.

The Internal Quality Assurer will follow the centre's own sampling strategy in selecting the sample to be internally quality assured. See the guidance on sampling on the NCFE website.

The Internal Quality Assurer provides the vital link between the Assessors and the External Quality Assurer and acts as the centre's quality assurance agent.

#### **External quality assurance**

External quality assurance of internal assessments is carried out at least once a year to ensure that assessment and grading decisions are in line with required standards. External quality assurance is carried out by External Quality Assurers who are appointed, trained and monitored by NCFE. External Quality Assurers are responsible for monitoring and sampling learners' evidence to ensure that internal assessment decisions are valid, reliable, fair and consistent with national standards. Centres are notified of their External Quality Assurer's contact details on registration of learners with NCFE.

# Section 4

## Explanation of terms

### Explanation of terms

This table explains how the terms used at Entry Level 3 in the unit content are applied to this qualification (not all verbs are used in this qualification).

<b>Contribute to</b>	Give ideas or opinions about the subject.
<b>Demonstrate</b>	Show an understanding of the subject.
<b>Describe</b>	Provide some details about the subject or item.
<b>Explain</b>	Provide some details about the subject with simple reasons showing how or why.
<b>Give (an example of...)</b>	Provide a relevant example to support the subject.
<b>Identify</b>	List or name some of the main points.
<b>Indicate</b>	Point out or show.
<b>Label</b>	Give the correct name to identify the subject.
<b>List</b>	Make a list of words, sentences or comments.
<b>Name</b>	Give the correct words which identify the subject.
<b>Order</b>	Arrange in a logical way.
<b>Plan</b>	Think about, organise and give information in a logical way. This could be presented as written information, a diagram or an illustration.
<b>Respond to</b>	Reply or answer in words.
<b>Show</b>	Give some information that includes knowledge about the subject.
<b>State</b>	Give some of the main points in brief, clear sentences.



# Section 5

## General information

## **General information**

### **Equal opportunities**

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of our Diversity and Equality policy is available on the NCFE website.

### **Diversity, access and inclusion**

Our qualifications and associated assessments are designed to be accessible, inclusive and non-discriminatory. NCFE regularly evaluates and monitors the 6 diversity strands (gender, age, race, disability, religion, sexual orientation) throughout the development process as well as throughout the delivery, external quality assurance and external assessment processes of live qualifications. This ensures that positive attitudes and good relations are promoted, discriminatory language is not used and our assessment procedures are fully inclusive.

Learners who require reasonable adjustments or special consideration should discuss their requirements with their Tutor, who should refer to our Reasonable Adjustments and Special Considerations policy for guidance.

For more information on the Reasonable Adjustments and Special Considerations policy please see the NCFE website

## Contact us

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***\* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***