

# Qualification Guide

## OCNLR Level 1 Qualifications in Creative and Digital Media

## OCN London Qualification Guide

OCNLR Level 1 Award in Creative and Digital Media  
Qualification No: 603/4506/8

OCNLR Level 1 Certificate in Creative and Digital Media  
Qualification No: 603/4511/1

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness. We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

### **To navigate within this Qualification Guide**

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

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## General Information

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This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Qualifications in Creative and Digital Media**. It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact us on [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk) for details of the Centre Approval application process.

## Qualification Overview

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The **OCNLR Level 1 Qualifications in Creative and Digital Media** have been developed to provide a flexible introduction to this exciting and important vocational sector. In the UK, the creative industries employ nearly three million people and add £80 billion to the economy every year. Helping develop interest in this sector and unleashing the latent talent of future creative and digital media workers, is hugely important for the UK and provides real and extensive opportunities for learners in richly varied fields and roles. These qualifications provide a means for that all-important introduction to the subject, which, it could be argued, provides a set of subjects with unparalleled potential for engaging even disaffected and challenged learners, as well as others, through practical project based and creative work right from the start of their studies.

While these qualifications are at level 1, entry three level versions are also in development and should be available within a month of the level 1 qualifications, allowing development and progression from a very accessible starting point. The qualifications have been designed to include options both covering subject specific skills, and options for learning and employment skills development, preparing learners for further progression in the subject, and generally.

The **OCNLR Level 1 Qualifications in Creative and Digital Media** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

### Qualification details

This Qualification is available at this level only

#### Level 1 Award

- Qualification Number: 603/4506/8
- Qualification credit value: 6
- Operational start date: 1<sup>st</sup> May 2019
- Review date: 28<sup>th</sup> February 2029
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 54
- Assessment requirements: internally assessed, internally and externally moderated.

#### Level 1 Certificate

- Qualification Number: 603/4511/1
- Qualification credit value: 15
- Operational start date: 1<sup>st</sup> May 2019
- Review date: 30<sup>th</sup> August 2026
- Total Qualification Time (TQT): 150
- Guided Learning Hours (GLH): 135

- Assessment requirements: internally assessed, internally and externally moderated

### Purpose of the qualifications

The purpose of the **OCNLR Level 1 Qualifications in Creative and Digital Media** is to provide learners with the underpinning skills and knowledge required to progress to further study relating to creative and digital media and ultimately to work in this or other related sectors.

### Who the qualifications are for

The **OCNLR Level 1 Qualifications in Creative and Digital Media** are suitable for learners of all ages who wish to progress in creative and digital media related vocations. They offer an opportunity to develop essential study skills along with vocational units to create a firm foundation for successful progression to Level 2 qualifications. The Award is ideal for learners who are not yet ready to commit to a larger qualification.

Learners may be:

- 14-19 years old in full-time study;
- adults who wish to progress to higher level qualifications for example in creative and digital media or computing and digital technologies;
- currently employed in a role related to creative and digital media and wish to progress;
- currently not in employment and looking to improve their future career prospects.

### Entry guidance

There are no specific entry requirements for these qualifications, however, providers must assess the suitability of units for younger learners before delivery.

### Progression and related qualifications

These qualifications provide continuing professional development for learners to progress to qualifications at a higher level in related subjects. These qualifications represent the first step in a clear progression route through to vocational learning or higher education. Alternatively, learners may progress to employment in entry level roles in creative and digital media settings.

## Structure of the qualifications

### Rules of combination for achievement

The **OCNLR Level 1 Award in Creative and Digital Media qualification** comprises optional units. Learners must achieve 6 credits in total.

- 3 credits from Optional Group 1 – Creative and Digital Media units
- 3 credits from Optional Group 1 or Optional Group 2 – General Development, Learning and Employment units

The **OCNLR Level 1 Certificate in Creative and Digital Media qualification** comprises optional units. Learners must achieve 15 credits in total.

- 9 credits from Optional Group 1 – Creative and Digital Media units
- 6 credits from Optional Group 1 or Optional Group 2 – General Development, Learning and Employment units

### Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Optional Group 1 – Creative and Digital Media Units</b>					
<a href="#">K/508/1935</a>	CR1/1/LQ/001	Creating and Publishing Web Pages	1	3	27
<a href="#">M/508/1936</a>	KA2/1/LQ/001	Creating Articles for the Media	1	3	27
<a href="#">F/508/1939</a>	KB2/1/LQ/002	Creative Media Production Skills	1	4	32
<a href="#">T/508/1940</a>	KC3/1/LQ/001	Creative Writing	1	2	18
<a href="#">A/508/1941</a>	KJ3/1/LQ/002	Developing Animation	1	3	27
<a href="#">F/508/1942</a>	KB2/1/LQ/003	Developing Multimedia Products	1	4	40
<a href="#">J/508/1943</a>	CQ6/1/LQ/004	Digital 3D Modelling for Creative Media Industries	1	6	42
<a href="#">L/508/1944</a>	CQ5/1/LQ/006	Digital Graphics Editing	1	4	30
<a href="#">R/508/1945</a>	CQ5/1/LQ/007	Digital Image Manipulation	1	3	30
<a href="#">Y/508/1946</a>	KJ1/1/LQ/002	Digital Photography	1	3	24
<a href="#">D/508/1947</a>	KJ2/1/LQ/002	Digital Video	1	3	27
<a href="#">K/618/3293</a>	LA1/1/LQ/001	Establishing a Career in The Music Industry	1	3	30
<a href="#">T/508/1954</a>	KA1/1/LQ/001	Exploring a Career in the Creative Sector	1	3	27

<a href="#">A/508/1955</a>	CS0/1/LQ/001	Game Engine Technologies for Creative Media Industries	1	6	42
<a href="#">L/508/1975</a>	KH5/1/LQ/001	Images and Design in Newspapers and Magazines	1	3	27
<a href="#">L/508/1961</a>	KJ1/1/LQ/003	Introduction to Digital Photograph Processing	1	2	20
<a href="#">R/508/1962</a>	KJ2/1/LQ/001	Introduction to Film Making	1	3	27
<a href="#">D/508/1964</a>	KJ3/1/LQ/003	Introduction to Interactive Media Products	1	3	27
<a href="#">K/508/1966</a>	KJ3/1/LQ/001	Introduction to Radio Production and Interviewing	1	3	27
<a href="#">R/508/1802</a>	BA1/1/LQ/001	Marketing	1	3	27
<a href="#">F/508/1973</a>	KD1/1/LQ/001	Understanding Journalistic Writing	1	4	36
<a href="#">J/508/1974</a>	KA1/1/LQ/002	Understanding the Purpose of Advertising	1	1	9
<a href="#">M/618/3294</a>	LA1/1/LQ/002	Urban Music Production	1	3	30
<a href="#">T/508/1999</a>	KB2/1/LQ/001	Using Social Media	1	1	10
<b>Optional Group 2 - General Development, Learning and Employment Units</b>					
<a href="#">M/508/0687</a>	HB1/1/LQ/063	Action Planning for own Development	1	2	16
<a href="#">A/508/5181</a>	HD4/1/LQ/028	Action Planning to Improve Performance in Mathematics	1	1	9
<a href="#">K/505/3049</a>	HC4/1/LQ/022	Applying for a Job	1	1	10
<a href="#">K/616/6509</a>	PA9/1/LQ/012	Awareness of Mental Health and Wellbeing	1	1	8
<a href="#">F/616/8251</a>	CN0/1/LQ/007	Collaborative Working Using Digital Technology	1	3	27
<a href="#">A/508/0689</a>	HB1/1/LQ/064	Critical Thinking	1	3	24
<a href="#">K/503/0967</a>	HB1/1/LQ/031	Developing Confidence and Self-Esteem	1	1	9
<a href="#">L/616/8253</a>	CN0/1/LQ/009	Digital Content Creation - Audio and Video	1	4	36
<a href="#">R/616/8254</a>	CN0/1/LQ/010	Digital Content Creation - Text and Image	1	3	27
<a href="#">A/504/5151</a>	HC4/1/LQ/027	Enterprise Skills	1	1	8
<a href="#">M/508/0690</a>	CN0/1/LQ/010	Essay Writing	1	3	21
<a href="#">A/505/9129</a>	HC4/1/LQ/036	Following Instructions	1	1	9
<a href="#">H/616/8257</a>	CN0/1/LQ/013	Improving Personal Productivity	1	3	27
<a href="#">A/615/6776</a>	CN0/1/LQ/003	Internet Safety for IT users	1	3	20
<a href="#">K/616/8258</a>	CN0/1/LQ/014	Introduction to Programming	1	3	27

<a href="#">H/508/0637</a>	HC7/1/LQ/013	Introduction to Study Skills	1	3	27
<a href="#">T/508/0691</a>	HC7/1/LQ/006	Note Taking	1	3	24
<a href="#">A/508/0692</a>	HC7/1/LQ/007	Organisational Skills	1	3	27
<a href="#">R/508/1542</a>	HC7/1/LQ/008	Planning and Carrying Out Research	1	2	10
<a href="#">M/508/0639</a>	HC7/1/LQ/009	Presentation Skills	1	2	18
<a href="#">J/508/0694</a>	HC7/1/LQ/010	Problem Solving Skills	1	3	24
<a href="#">L/508/0695</a>	HD3/1/LQ/025	Punctuation and Grammar	1	2	16
<a href="#">R/508/0696</a>	HD3/1/LQ/026	Reading	1	3	27
<a href="#">Y/508/0697</a>	HB1/1/LQ/065	Resilience Skills	1	1	9
<a href="#">D/508/0698</a>	HC7/1/LQ/011	Revision and Exam Skills	1	3	24
<a href="#">H/508/0699</a>	HD2/1/LQ/001	Speaking and Listening Skills	1	3	27
<a href="#">L/508/0700</a>	HD3/1/LQ/028	Spelling	1	3	24
<a href="#">T/508/0710</a>	CP3/1/LQ/002	Spreadsheets	1	3	24
<a href="#">F/508/0709</a>	HC7/1/LQ/012	Teamwork Skills	1	3	27
<a href="#">K/508/0638</a>	HC7/1/LQ/014	Time Management Skills	1	2	18
<a href="#">D/504/8866</a>	HC1/1/LQ/020	Undertaking an Enterprise Project	1	3	27
<a href="#">F/508/0712</a>	CP0/1/LQ/003	Word Processing	1	3	24
<a href="#">J/508/0713</a>	HD3/1/LQ/027	Writing	1	3	27

*For unit content please click the Ofqual Unit Reference Number*

### Barred combinations

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	<a href="#">R/616/8254</a>	May not be taken with	Word Processing	<a href="#">F/508/0712</a>

## Assessment and Moderation

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### Assessment process

The assessment process for these qualifications are as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for these qualifications.

### Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in these qualifications are in the '[OCNLR Assessment Guidance and Ofqual Level Descriptors](#)' section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

### Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

### Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from these qualifications must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

### Learners with particular requirements

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

### Requirements for tutor/assessors

#### To be sufficiently competent

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the assessor.

**To be sufficiently knowledgeable**

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

## Assessment Guidance and Ofqual Level Descriptors

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For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to these qualifications, please click on the link below.


[Level 1 Assessment Guidance and Ofqual's Level Descriptors](#)




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