Qualification Guide

OCNLR Level 1 Qualifications in Work Preparation for Building and Construction

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OCN London Qualification Guide

OCNLR Level 1 Award in Work Preparation for Building and Construction
Qualification No: 601/2689/9

OCNLR Level 1 Certificate in Work Preparation for Building and Construction
Qualification No: 601/2706/5

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

This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Qualifications in Work Preparation for Building and Construction.** 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** for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 1 Qualifications in Work Preparation for Building and Construction** have been developed to provide relevant vocational and employability learning for learners engaged in 16 – 19 Study Programmes or who intend to gain entry to Traineeship Programmes or apprenticeships.
The qualifications contain a range of vocational units covering different basic aspects of the skills and knowledge underpinning work in the Building and Construction industries and will enable learners to either focus on specific building craft areas or else explore differing areas of work in this field.
The vocational units are complemented by a range of units that focus on issues related to the workplace and will enable learners to consider the structure and dynamics of the workplace and to acquire and develop the key communication, interpersonal and team working skills that are important for operating effectively at work.

The **OCNLR Level 1 Qualifications in Work Preparation for Building and Construction** 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 also available at Level 2.

Level 1 Award

- Qualification Number: 601/2689/9
- Qualification credit value: 6
- Operational start date: 1st March 2014
- Review date: 31st March 2029
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 48-59
- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Certificate

- Qualification Number: 601/2706/5
- Qualification credit value: 18
- Operational start date: 1st March 2014
- Review date: 31st March 2029
- Total Qualification Time (TQT): 180
- Guided Learning Hours (GLH): 144-179
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 1 Qualifications in Work Preparation for Building and Construction** is to:

- Meet the needs of learners on 16-19 Study Programmes
- Meet the needs of learners on Traineeship Programmes
- Meet the needs of learners who wish to progress to Apprenticeships
- Prepare learners for the world of work by enabling them to develop the skills, values and attitudes necessary to find and gain employment
- Help learners develop the general employability skills needed for successful and fulfilling employment
- Help learners identify specific occupational areas in which they may wish to pursue a career
- Prepare learners for further, work-related study.

Who the qualifications are for

The **OCNLR Level 1 Qualifications in Work Preparation for Building and Construction** are suitable for learners who:

- would benefit from alternative approaches to the curriculum and learning;
- wish to acquire and develop basic skills in Building and Construction work;
- would like to develop a career in the Construction field.

Entry guidance

The minimum age for access to the qualification is 14 years.

Additional information

Centres offering the Work Preparation for Building and Construction qualifications will need to be able to assure OCN London that:

- They have suitably qualified teaching staff with experience of working in the Building and Construction industries.
- They have premises that contain suitable accommodation for classroom based teaching and learning and for practical, hands on learning, skills development and practice. In addition tools, equipment and machinery should be up to date and well maintained.
- They have Health & Safety policies and procedures specifically addressing the needs of younger, inexperienced learners and containing adequate and appropriate control measures, prohibitions and restrictions, including regular risk assessment and review of learners and the learning environment.
- They have in place an induction process that appraises younger learners of the risks and hazards associated with building & construction work;

- That learners undertaking practical tasks are fully and properly supervised and do not have unsupervised access to tools and machinery.

Progression and related qualifications

The qualifications will enable learners to progress to higher levels within of Building and Construction qualifications or to take advantage of employment opportunities in the sector.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 1 Award in Work Preparation for Building and Construction qualification** comprises mandatory, sector and optional units. Learners must achieve 6 credits in total.

- 1 credit must come from the mandatory units
- a minimum of 1 credit must come from the optional units
- a minimum of 3 credits must come from the sector units.
- the remaining 1 credit can come from either the Optional or Sector units.
- a maximum of 2 credits can be achieved at Level 2.

The **OCNLR Level 1 Certificate in Work Preparation for Building and Construction qualification** comprises mandatory, sector and optional units. Learners must achieve 18 credits in total.

- 1 credit must come from the mandatory units
- a minimum of 3 credits must come from the optional units
- a minimum of 10 credits must come from the sector units.
- the remaining 4 credits can come from either the Optional or Sector units.
- a maximum of 6 credits can be achieved at Level 2.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
Y/504/9370	HC1/1/LQ/016	Responsible Work Practice	1	1	9
Optional					
K/505/3049	HC4/1/LQ/022	Applying for a Job	1	1	10
M/505/3053	HC4/1/LQ/023	Building Working Relationships with Colleagues	1	2	20
A/504/9460	HC4/1/LQ/024	Communicating in the Workplace	1	2	18
R/505/4437	HC4/1/LQ/025	Customer Care	1	2	16
L/505/3058	HC6/1/LQ/008	CV Writing	1	1	9
M/504/9486	HC4/1/LQ/026	Developing Meeting Skills	1	1	9
A/504/5151	HC4/1/LQ/027	Enterprise Skills	1	1	8
T/504/5147	HC6/1/LQ/009	Exploring Job Opportunities	1	1	8
D/504/9497	HB1/1/LQ/033	Improving own Learning and Performance	1	2	16

H/505/3065	HC6/1/LQ/010	Interview Skills	1	1	10
R/505/3207	HB1/1/LQ/034	Oral Presentation Skills	1	2	18
K/504/9504	HC4/1/LQ/028	Personal Presentation in the Workplace	1	1	9
H/505/4443	HB1/1/LQ/035	Plan and Review Own Learning	1	2	16
J/504/9509	HD5/1/LQ/003	Recognising Prejudice and Discrimination	1	1	9
D/505/4439	HC4/1/LQ/029	Equality and Diversity in the Workplace	1	1	9
T/504/5214	HC4/1/LQ/030	Rights and Responsibilities in the Workplace	1	1	8
J/504/9512	HC4/1/LQ/031	Solving Problems in the Workplace	1	2	18
Y/504/9515	HC4/1/LQ/032	Teamwork Skills	1	2	18
K/504/9518	HC4/1/LQ/033	Understanding Change in the Workplace	1	2	18
M/504/9374	HC4/1/LQ/034	Understanding Opportunities in Work Based Learning and Apprenticeships	1	1	9
H/504/9520	HC4/1/LQ/037	Understanding Structures in the Workplace	1	2	18
T/504/9361	HC4/1/LQ/035	Work Experience	1	1	9
A/505/9129	HC4/1/LQ/036	Following Instructions	1	1	9
Sector					
T/505/4219	TH2/1/LQ/001	Basic Electrical Practices	1	3	27
M/505/0606	TG2/1/LQ/005	Blocklaying Principles	1	3	30
T/505/0607	TG2/1/LQ/006	Bricklaying Principles	1	3	30
T/504/9621	TG2/1/LQ/007	Bricklaying Skills	1	2	16
A/505/1354	TG7/1/LQ/002	Carpentry Hand Skills	1	3	27
F/505/4322	TG2/1/LQ/008	Basic Blocklaying	1	4	40
L/504/9625	TG2/1/LQ/009	Constructing a Cavity Wall Using Bricklaying Skills	1	3	27
Y/504/9627	TG2/1/LQ/010	Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27
H/504/9629	TG2/1/LQ/011	Constructing a One Brick Wide Wall Using Bricklaying Skills	1	3	27
M/504/9634	TH3/1/LQ/002	Drilling and Fixing Components in Plumbing	1	2	18

J/504/9364	PL5/1/LQ/002	Health and Safety in a Practical Environment	1	1	9
T/505/0171	TG1/1/LQ/004	Fix Construction Components	1	3	27
M/504/9892	TE1/1/LQ/001	Introduction to Building and Construction	1	1	9
T/505/4334	TG7/1/LQ/003	Know How to Maintain and Use Carpentry and Joinery Hand Tools	1	3	27
J/504/9641	TH3/1/LQ/003	Maintenance of Plumbing Systems	1	2	18
L/504/9642	TH3/1/LQ/004	Measuring and Marking Out of Plumbing Materials	1	2	18
R/504/9643	TG8/1/LQ/007	Plastering Techniques	1	3	27
A/505/4335	TG7/1/LQ/004	Prepare and Use Carpentry and Joinery Portable Power Tools	1	3	30
M/505/0170	TG1/1/LQ/005	Prepare to Set Out Construction Components	1	3	27
Y/504/9644	TG8/1/LQ/008	Prepare Ceilings and Walls for Decoration	1	3	27
A/505/0737	TG7/1/LQ/005	Produce Basic Woodworking Joints	1	4	40
A/505/4397	TE1/1/LQ/002	Starting Work in Construction	1	3	27
M/505/0167	TH1/1/LQ/001	Understand how to introduce energy efficient measures to potential customers	1	1	8
H/503/3169	TE5/1/LQ/001	Understanding and Using 2D Shapes	1	1	9
D/505/4229	TG1/1/LQ/006	Understanding the Use of Power Tools	1	1	9
D/504/9645	TG2/1/LQ/012	Use of Tools and Equipment in Bricklaying	1	3	27
F/505/4398	TG8/1/LQ/009	Using Decorative Paint Effects for Interior Walls	1	3	27
H/504/9646	TG4/1/LQ/001	Using Floor and Wall Tiling Techniques	1	3	27
K/504/9647	TG8/1/LQ/010	Using Painting Skills for Interior Ceilings and Walls	1	3	27
M/504/9648	TG8/1/LQ/011	Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27
T/504/9649	TG8/1/LQ/012	Using Plastering Skills - Plastering to a Window Reveal	1	3	27
A/505/1600	TG8/1/LQ/013	Wallpapering Skills	1	3	27
K/505/9529	TG8/1/LQ/014	Introduction to Skimming Techniques	1	3	27

H/505/9545	TH3/1/LQ/005	Installing Rainwater Systems	1	3	27
L/505/1360	TE1/1/LQ/003	Environmental Awareness in Construction	1	2	20
J/505/2040	QA1/1/LQ/001	Project in Sustainability	1	3	30
M/505/9550	TG2/1/LQ/013	Mix Mortar or Concrete	1	2	15
M/505/9547	TG1/1/LQ/007	Retrofit Installation Systems	1	3	27
H/505/0540	TG1/1/LQ/008	Fix and Fit Work Surfaces	1	1	10
R/505/1358	TG7/1/LQ/006	Construct a Timber Product	1	3	30
A/505/9552	TG7/1/LQ/007	Developing Hand Plane Skills	1	3	30
F/505/9553	TG2/1/LQ/014	Developing Rendering Skills	1	4	32
J/505/9554	TG4/1/LQ/002	Lay Paving Slabs	1	2	20
D/501/4894	TG4/1/LQ/003	Practical Skills for Footpath and Surfacing Work	1	5	40
A/505/2245	TG1/1/LQ/009	Fitting Units for Interiors	1	1	10
L/505/9555	TG8/1/LQ/015	Carrying out Dry Lining Operations	1	4	40
R/505/9556	TG8/1/LQ/016	Carrying out Painting and Decorating Operations	1	4	40
Y/505/9557	TG4/1/LQ/004	Developing Flooring Skills	1	3	30
H/505/8878	TG7/1/LQ/008	First and Second Fix Carpentry Skills	1	4	35
Y/504/9904	TE1/1/LQ/002	Introduction to Building and Construction	2	1	8
A/504/9622	TG2/2/LQ/002	Build Brick and Block Walls	2	2	16
M/504/4529	TG8/2/LQ/002	Carry Out Practical Operations in Wallpapering	2	5	50
T/505/0221	TH3/2/LQ/003	Common Plumbing Practices	2	3	24
H/504/9632	TG2/2/LQ/003	Developing Brickwork Bonding Skills	2	3	24
K/504/9633	TG7/2/LQ/004	Developing Woodwork Jointing Skills	2	3	24
F/505/0738	TH3/2/LQ/004	Domestic Plumbing Systems	2	3	24
D/505/4375	TG1/2/LQ/002	Building Services Techniques in Construction	2	4	32
R/505/4339	TG7/2/LQ/005	Exploring Carpentry and Joinery	2	3	25
Y/505/4343	TG8/2/LQ/003	Exploring Plastering and Dry-Lining Operations	2	3	25
T/505/4379	TG6/2/LQ/001	Roofing Operations	2	4	32

M/505/4381	TG8/2/LQ/004	Trowel Operations	2	4	32
T/505/4382	TG4/2/LQ/002	Wall and Floor Tiling	2	4	32
T/504/9635	TG2/2/LQ/004	Identify and Cut Bricks and Blocks by Machine	2	1	8
H/505/4345	TG7/2/LQ/007	Identifying Types of Timber Used for Construction	2	3	24
L/505/4257	TH2/2/LQ/001	Lighting and Power Circuits	2	3	24
K/505/4377	TH2/2/LQ/002	Electrical Operations	2	4	32
M/505/9919	TH3/2/LQ/005	Plumbing Operations	2	4	32
H/505/0666	TG8/2/LQ/005	Plastering Techniques	2	3	24
T/505/4267	TH3/2/LQ/006	Valves, Taps and Cisterns in Domestic Plumbing	2	3	24
L/505/0743	TG7/2/LQ/006	Carpentry and Joinery Tools	2	3	24
M/505/0752	TG8/2/LQ/007	Wallpapering Skills	2	3	24
D/505/4425	PL5/2/LQ/001	Health and Safety in Construction	2	3	24
T/505/4222	TH2/2/LQ/003	Electrical Isolation - Testing and Certification	2	6	48
J/505/9604	TG8/2/LQ/006	Developing Skimming Techniques	2	3	24
A/505/9602	TH3/2/LQ/007	Developing Basic Plumbing Techniques	2	3	24
Y/504/4279	TG4/2/LQ/001	Carry Out Practical Operations in Paths, Paving and Kerbs	2	5	50
F/505/6295	TG1/2/LQ/003	Introduction to Construction Professions	2	1	8
H/504/1272	TG5/2/LQ/001	Principles of Installing Draught Proofing	2	2	10

Assessment and Moderation

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

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

OCN London

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