



openawards

# Open Awards Level 1 Award and Certificate in Employment Skills for Creative and Cultural Industries (Level 1) (RQF)

Award (600/4990/X)

Certificate (600/5010/X)



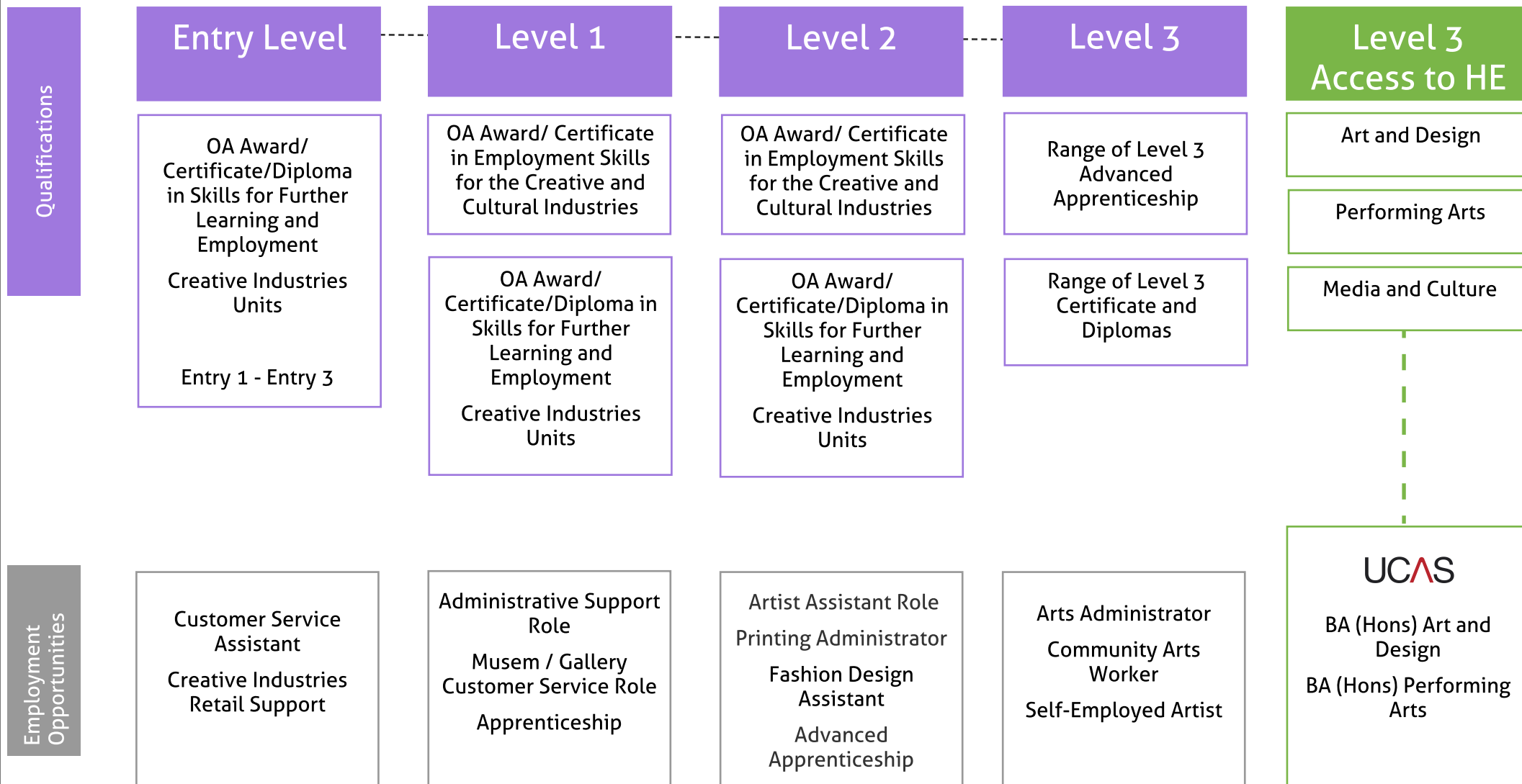
QUALIFICATION GUIDE

# Contents

<a href="#">Sector Pathway</a>	3
<a href="#">About the Qualification</a>	4
<a href="#">Purpose Statement</a>	6
<a href="#">Qualification Units</a>	8
<a href="#">Delivering this Qualification</a>	12
<a href="#">Appendices and Links</a>	13

# Pathways to Employment

## Creative and Cultural



## About the Qualification

<b>Title</b>	Open Awards Level 1 Award and Certificate in Employment Skills for the Creative and Cultural Industries (RQF)
<b>QAN</b>	Award - 600/4990/X Certificate - 600/5010/X
<b>Sector</b>	9 Arts, Media and Publishing
<b>Level</b>	One
<b>Funding</b>	<a href="#">Please click here for more information</a>
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	28/02/2022

<b>Ofqual Purpose</b>	Prepare for further learning and/or training and/or develop knowledge and/or skills in a subject area
<b>Ofqual Sub-Purpose</b>	Prepare for further learning or training

<b>Rules of Combination</b>	
<b>Award</b>	
Credit Value of the Qualification:	6
Minimum Credits to be achieved at the Level of the Qualification:	6
Pathway Mandatory Unit Group A:	3
Pathway Optional Unit Group B:	3
<b>Certificate</b>	
Credit Value of the Qualification:	18
Minimum Credits to be achieved at the Level of the Qualification:	12
Pathway Mandatory Unit Group A:	3
Pathway Optional Unit Group B:	5 credits to be achieved from the same pathway as Unit Group A
Pathway Optional Unit Group B Or Generic Optional Unit Group B	10 credits to be achieved from any of the pathway optional unit groups or generic optional unit group B

<b>Total Qualification Time/Guided Learning</b>	
<b>Award</b>	
Total Qualification Time (hours)	60
Guided Learning (hours)	53
<b>Certificate</b>	
Total Qualification Time (hours)	180
Guided Learning (hours)	159

<b>Age Range and Restrictions:</b>	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

<b>Any specified entry requirements</b>
There are no age restrictions for working towards this qualification and no specific prior achievements required.

<b>Recommended Assessment Method</b>
<p>The recommended assessment method is a Portfolio of evidence.</p> <p>Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work. Types of evidence could include:</p> <ul style="list-style-type: none"> <li>a) Observation of performance</li> <li>b) Questioning (written or oral)</li> <li>c) Practical Activities</li> <li>d) Portfolio of artwork</li> <li>e) Photographs of art projects</li> <li>f) Personal statements</li> <li>g) Project work</li> <li>h) Witness testimonies</li> <li>i) Group discussion</li> <li>j) Recognition of Prior Learning</li> </ul> <p>Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our Access to Assessment and Reasonable Adjustments policy for guidance and the procedures for applying for Access to Fair Assessment Policy.</p>

<b>Other Qualifications in this suite</b>
<p>Level 2 Award in Employment Skills for the Creative and Cultural Industries (RQF)</p> <p>Level 2 Certificate in Employment Skills for the Creative and Cultural Industries (RQF)</p>

## Purpose Statement

The primary purpose of the Open Awards Level 1 Award/Certificate in Skills for the Creative and Cultural Industries is to support you to progress to the next level of learning and/or develop knowledge and skills in a subject area. These qualifications offer broad and flexible learning across a wide range of creative and cultural disciplines. Learners have the opportunity to select a specific pathway, as well as to develop transferable skills required for a career in creative and cultural industries. The qualifications combine both practical, hands-on experience with theoretical knowledge and understanding. Learners will develop and understand techniques and processes through exploring ideas and issues. They will critically evaluate their own work and that of others and consider the impact of culture and society on their work and that of others.



### Who is it for?

This qualification is suitable for you if you are interested in working in the Creative and Cultural sector and would like to build on knowledge you have already acquired across the creative suite or in one particular area.



### What does this qualification cover?

To achieve the Award, you will need to achieve 6 credits and commit to approximately 60 hours of learning. To achieve the Certificate, you will need to achieve 18 credits and commit to approximately 180 hours of learning.

You will be required to achieve a mandatory unit worth 3 credits from the pathway you choose. You will then have a choice of optional units. For the Award, this will be 3 credits which will be from the same chosen pathway as the mandatory unit. For the Certificate, you can choose 5 credits from an optional pathway and 10 credits from any of the available pathway optional unit groups or generic unit group B.

There are 4 pathways to choose from. These include: Art, Design and Crafts; Performing Arts; Photography; and Digital Media.

Examples of units available include; Music for Performance, Composing Lyrics, Digital Graphics Editing, Lighting for Photography, Exploring Dance Skills, The Theory of Music, Life Drawing, Creative Craft Skills and Painting with Watercolours.



## What are the Entry Requirements?

This qualification is appropriate for those aged 11+. There are no specific prior achievements and it may be studied alongside other vocational qualifications.



## What are the Progression Opportunities?

Once you have completed the Level 1 Award/ Certificate in Employment Skills for the Creative and Cultural Industries, you can progress to a higher level of learning including:

- Level 2 Employment Skills for Creative and Cultural Industries

Alternatively you could choose to progress onto related qualifications related to your chosen pathway including: Art and Design, Performing Arts, Digital Media, and Photography.

You may choose to complete an Apprenticeship in a related vocational role. This is a programme that combines practical training in a job with study.



## What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. Types of evidence included in your portfolio could include:

- Art projects
- Videos/Photographs
- Written assignments
- Practical activities
- Reflective journals
- Questions/answers
- Recorded discussions with your tutor



## Who supports this qualification?

This qualification has been reviewed with and is supported by a diverse range of training providers and Further Education Colleges, including Pure Innovations, Milton Keynes College, HMP Hewell, and Novus.

## Qualification Units

### Open Awards Level 1 Award/Certificate in Employment Skills for the Creative and Cultural Industries (RQF)

#### Pathway Mandatory Group A - Art, Design and Crafts (AD)

QAC Code	Unit Name	Credits	Level
M/504/4787	<a href="#">Basic Visual Language</a>	3	Level One
A/504/4808	<a href="#">Creative Craft Skills</a>	3	Level One

#### Pathway Mandatory Group A - Digital Media (DM)

QAC Code	Unit Name	Credits	Level
H/615/5167	<a href="#">Exploring Digital Media</a>	3	Level One

#### Pathway Mandatory Group A - Music and Performing Arts (MPA)

QAC Code	Unit Name	Credits	Level
Y/504/4833	<a href="#">Discovering Music</a>	3	Level One
T/504/4841	<a href="#">Improvisation and Performance Skills</a>	3	Level One

#### Pathway Mandatory Group A - Photography (P)

QAC Code	Unit Name	Credits	Level
D/615/5166	<a href="#">Photography - Using a Camera and Accessories</a>	3	Level One

#### Pathway Optional Group B - Art, Design and Crafts (ADC)

QAC Code	Unit Name	Credits	Level
K/504/4643	<a href="#">Life Drawing</a>	3	Level One
R/615/5147	<a href="#">Painting in Watercolours</a>	3	Level One
Y/615/5148	<a href="#">Colour Theory and Design</a>	3	Level One
D/615/5149	<a href="#">Working with Clay</a>	3	Level One
Y/615/5151	<a href="#">Producing Textile Samples</a>	4	Level One
R/615/5150	<a href="#">Working with Stained Glass</a>	3	Level One
D/615/5152	<a href="#">Painting with Oils and Acrylics</a>	3	Level One
H/615/5153	<a href="#">Colour Theory and Design</a>	3	Level Two
R/504/4832	<a href="#">Basic Craft Skills</a>	3	Entry Level Three
F/504/4793	<a href="#">Ceramics</a>	3	Level One
J/504/4813	<a href="#">Sewing Machine Techniques</a>	3	Level One
K/504/4772	<a href="#">Using Computers in the Arts</a>	3	Level One
L/504/4814	<a href="#">Using Stitched Surface Decoration Techniques</a>	3	Level One
Y/504/4623	<a href="#">Design Project</a>	3	Level Two
J/504/4794	<a href="#">Design Project</a>	3	Level One
L/504/4795	<a href="#">Design Style</a>	3	Level One
Y/504/4797	<a href="#">Drawing</a>	3	Level One



M/504/4806	<a href="#">Developing Painting and Drawing</a>	3	Entry Level Three
A/504/4811	<a href="#">Creative Embroidery</a>	3	Level One
F/504/4826	<a href="#">Woodworking Skills</a>	3	Level One

#### Pathway Optional Group B - Digital Media (DM)

QAC Code	Unit Name	Credits	Level
Y/504/4847	<a href="#">Introduction to Film Making</a>	3	Level One
K/615/5171	<a href="#">Creating Digital Designs</a>	3	Level One
T/615/5206	<a href="#">Creating a Digital Animation</a>	3	Level One
T/615/5173	<a href="#">Designing 2 Dimensional Computer Games</a>	3	Level One
A/615/5174	<a href="#">Digital Graphics Editing</a>	3	Level One
J/615/5176	<a href="#">Creating a Multimedia Website</a>	3	Level One
L/615/5177	<a href="#">Creating a Special Effects Video</a>	3	Level One
Y/615/5179	<a href="#">Digital Images</a>	3	Level One
H/615/5234	<a href="#">Creating a Storyboard</a>	2	Level One
K/615/5235	<a href="#">Creating Characters for Animation</a>	2	Level One
M/615/5236	<a href="#">Researching and Developing Ideas for Animation</a>	3	Level One

#### Pathway Optional Group B - Music and Performing Arts (MPA)

QAC Code	Unit Name	Credits	Level
D/504/4834	<a href="#">Appreciating the Styles and History of Music</a>	3	Level One
R/504/4636	<a href="#">Group Devised Project - Drama Skills</a>	3	Level Two
J/504/4844	<a href="#">Group Devised Project - Drama Skills</a>	3	Level One
F/504/4650	<a href="#">Making Dance</a>	3	Level Two
H/504/4835	<a href="#">Music for Performance</a>	3	Level One
M/504/4837	<a href="#">Technical Skills for Performance</a>	3	Level One
K/601/7887	<a href="#">Audio Effects Processors in Music Production</a>	2	Level One
L/505/1004	<a href="#">Using Aural Skills in Music</a>	3	Level One
M/506/8460	<a href="#">Composing Lyrics</a>	4	Level One
M/506/0827	<a href="#">Developing Musical Ensemble Skills</a>	6	Level One
F/506/8480	<a href="#">Introduction to Musical Theatre</a>	3	Level One
R/504/4829	<a href="#">Taking Part in a Performance</a>	3	Entry Level Three
F/506/8494	<a href="#">Developing DJing Skills</a>	3	Level Two
Y/504/7148	<a href="#">Live Sound Recording</a>	8	Level Two
K/505/5027	<a href="#">The Theory of Music</a>	6	Level Two
J/505/3382	<a href="#">Using Aural Skills in Music</a>	3	Level Two
K/615/5154	<a href="#">Using Disc Jockey Equipment</a>	3	Level One
M/615/5155	<a href="#">Introduction to Composing Music</a>	6	Level One
T/615/5156	<a href="#">The Theory of Music</a>	6	Level One
A/615/5157	<a href="#">Developing Performance Skills</a>	4	Level One

J/615/5159	<a href="#">Exploring Dance Skills</a>	4	Level One
A/615/5160	<a href="#">Performing Physical Theatre</a>	3	Level One
J/615/5162	<a href="#">Developing Performance Improvisation Techniques</a>	3	Level One
K/615/5218	<a href="#">Understanding the Use of Digital Sampling Techniques</a>	3	Level One
R/615/5178	<a href="#">Starting to Develop Performance Skills</a>	3	Entry Level Three

#### Pathway Optional Group B - Photography (P)

QAC Code	Unit Name	Credits	Level
L/615/5163	<a href="#">Film Camera and Darkroom Skills</a>	3	Level One
R/615/5164	<a href="#">Developing Photography Skills</a>	2	Level One
K/615/5168	<a href="#">Taking Digital Photographs</a>	3	Level One
H/615/5170	<a href="#">Lighting in Photography</a>	3	Level One
K/504/4772	<a href="#">Using Computers in the Arts</a>	3	Level One
Y/506/8470	<a href="#">Produce and Evaluate a Range of Photographic Images</a>	5	Level One

#### Generic Optional Group B

Unit Name	Credits	Level
<a href="#">Improving Own Learning and Performance</a>	3	Level One
<a href="#">Preparation for Employment in the Creative and Cultural Industries</a>	3	Level One
<a href="#">Study Skills for Creative Arts</a>	3	Level One
<a href="#">Design Project</a>	3	Level One
<a href="#">Design Style</a>	3	Level One

## Delivering this Qualification

### Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact us on 0151 494 2072

### Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by [completing an New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or [speak to your Customer Service Advisor](#).

### Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found on [our website](#) or the [Centre Handbook](#).

### Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

#### **Centre Staff Requirements**

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

#### **Assessment**

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

**Valid:** it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

**Reliable:** which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

**Inclusive:** so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

## Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

## Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre.

For more information, please see our [Recognition of Prior Learning Policy](#).

## Health and Safety

Due to the practical requirements of some of the units within this qualification, centres must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure the learners and staff safety throughout the course. As part of this, centres must ensure that learners and staff have access to appropriate clothing and personal protective equipment (PPE).

## Appendices and Links

Appendix Name
<a href="#">Glossary of Terms</a>
<a href="#">Malpractice and Maladministration Policy</a>
<a href="#">Sanctions Policy</a>
<a href="#">Standardisation Policy</a>
<a href="#">Guidelines for Use of the Open Awards Logo</a>
<a href="#">Centre Handbook</a>
<a href="#">Recognition of Prior Learning Policy and Procedures</a>
<a href="#">Plagiarism Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Customer Service Statement</a>
<a href="#">Complaints Policy and Procedures</a>
<a href="#">Enquiries and Appeals Policy and Procedures</a>
<a href="#">Access to Fair Assessment Policy</a>
<a href="#">Report of Suspected Malpractice (M1 Form)</a>

© Copyright Open Awards 2016.

All rights reserved. Permission is granted to reproduce for personal and educational use only. Commercial copying, hiring or lending is prohibited.

Open Awards  
17 De Havilland Drive,  
Estuary Commerce Park  
Speke  
Liverpool  
L24 8N  
**0151 494 2072**

[info@openawards.org.uk](mailto:info@openawards.org.uk)  
[www.openawards.org.uk](http://www.openawards.org.uk)  
[@openawards](#)