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

Award 600/4990/X
Certificate 600/5010/X

	Art, Design and Crafts
	Digital Media
	Music and Performing Arts
	Photography

Contents

Version Control

June 2022	These qualifications have had their structure simplified, aiding your curriculum planning.
	For the Award, learners complete one mandatory unit 'Improving own learning and performance'. Then choose 3 credits from Optional Unit Groups B1-B3 which are:
	B1 – Employability B2 – Personal Learning B3 – Personal Development.
	For the Certificate, learners complete the same Mandatory unit and have a choice from the Optional Unit Groups B1-B3, as listed above.
	They also have Pathway Option groups C1-C4 which are:
	C1 – Art, Design and Crafts C2 – Digital Media C3 – Music and Performing Arts C4 – Photography.
	We have simplified the structure moving generic units into the B groups and all other units to the pathways.
	These qualifications have also been extended to 31 August 2027.

About the Qualification

Title	Open Awards Level 1 Award and Certificate in Employment Skills for The Creative and Cultural Industries (RQF)
QAN	Award – 600/4990/X Certificate – 600/5010/X
Sector	9. Arts, Media and Publishing
Level	1
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/08/2027

Ofqual Purpose	A - Recognise personal growth and engagement in learning
Ofqual Sub-Purpose	A4 - Recognise development of employability skills and/or knowledge

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

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

Any specified entry requirements
The qualification is designed to be suitable for people working at Entry Level, including those with learning difficulties and/or disabilities. There are no age restrictions for working towards this qualification and no specific prior achievements required.

Recommended Assessment Method Summary
Learners will be required to complete a portfolio of evidence set and marked by the education Provider and externally quality assured by Open Awards. 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: a) Observation of Performance b) Questioning (written or oral) c) Practical Activities d) Photographs or Videos e) Personal Statements f) Project Work g) Witness Testimonies h) Group Discussion i) Recognition of Prior Learning Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Structure

Rules of Combination	
Award	
Credit Value of the Qualification	6
Minimum Credits to be achieved at the Level of the Qualification	6
Mandatory Units Group A	3
Optional Units Groups B1 – B3	3
Certificates	
Credit Value of the Qualification	18
Minimum Credits to be achieved at the Level of the Qualification	17
Mandatory Units	3
Optional Units Groups B1 – B3	6
Pathway Units Groups C1 – C4	9
Non-Endorsed Route	A minimum of **9** credits to be achieved from any combination of units in Pathway groups C1 – C4
Endorsed Route	A minimum of **9** credits to be achieved from any **ONE** pathway group C1 – C4

Endorsed and Non-Endorsed Pathways Options

The Certificate and Diploma qualifications are offered in a generic, Non-Endorsed route and an Endorsed Pathway route.

Both Endorsed and Non-Endorsed versions of the qualification are Ofqual regulated.

Non-Endorsed = Learners will receive a qualification certificate and unit transcript.

Example: Open Awards Level 1 Certificate in Employment Skills for the Creative and Cultural Industries (RQF)
+ a unit transcript showing all the titles of the units taken.

Endorsed = Learners will receive a qualification certificate which includes the chosen pathway and unit transcript.

Example: Open Awards Level 1 Certificate in Employment Skills for the Creative and Cultural Industries (Art, Design and Crafts) (RQF)
+ a unit transcript showing all the titles of the units taken.

Please see the Qualification Structure for the specific rules of combination.

Qualification Units

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

Mandatory Group

Unit Reference Number	Unit Name	Credits	Level
R/504/5267	Improving Own Learning and Performance	3	Level One

Optional Unit Group B1 - Employability

Unit Reference Number	Unit Name	Credits	Level
M/504/4689	Preparation for Employment in the Creative and Cultural Industries	3	Level One

Optional Unit Group B2 - Personal Learning

Unit Reference Number	Unit Name	Credits	Level
T/504/4774	Study Skills for Creative Arts	3	Level One
K/504/4772	Using Computers in the Arts	3	Level One

Optional Unit Group B3 - Personal Development

Unit Reference Number	Unit Name	Credits	Level
M/504/4787	Basic Visual Language	3	Level One
A/504/4808	Creative Craft Skills	3	Level One
J/504/4794	Design Project	3	Level One
L/504/4795	Design Style	3	Level One
Y/504/4833	Discovering Music	3	Level One
H/615/5167	Exploring Digital Media	3	Level One
T/504/4841	Improvisation and Performance Skills	3	Level One
D/615/5166	Photography - Using a Camera and Accessories	3	Level One

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

Mandatory Group

Unit Reference Number	Unit Name	Credits	Level
R/504/5267	Improving Own Learning and Performance	3	Level One

Optional Unit Group B1 - Employability

Unit Reference Number	Unit Name	Credits	Level
M/504/4689	Preparation for Employment in the Creative and Cultural Industries	3	Level One

Optional Unit Group B2 - Personal Learning

Unit Reference Number	Unit Name	Credits	Level
T/504/4774	Study Skills for Creative Arts	3	Level One
K/504/4772	Using Computers in the Arts	3	Level One

Optional Unit Group B3 - Personal Development

Unit Reference Number	Unit Name	Credits	Level
M/504/4787	Basic Visual Language	3	Level One
A/504/4808	Creative Craft Skills	3	Level One
J/504/4794	Design Project	3	Level One
L/504/4795	Design Style	3	Level One
Y/504/4833	Discovering Music	3	Level One
H/615/5167	Exploring Digital Media	3	Level One
T/504/4841	Improvisation and Performance Skills	3	Level One
D/615/5166	Photography - Using a Camera and Accessories	3	Level One

Pathway Unit Group C1 - Art, Design and Crafts (ADC)

Unit Reference Number	Unit Name	Credits	Level
F/504/4793	Ceramics	3	Level One
Y/615/5148	Colour Theory and Design	3	Level One
A/504/4811	Creative Embroidery	3	Level One
Y/504/4797	Drawing	3	Level One
K/504/4643	Life Drawing	3	Level One
R/615/5147	Painting in Watercolours	3	Level One
D/615/5152	Painting with Oils and Acrylics	3	Level One
Y/615/5151	Producing Textile Samples	4	Level One
J/504/4813	Sewing Machine Techniques	3	Level One
L/504/4814	Using Stitched Surface Decoration Techniques	3	Level One
F/504/4826	Woodworking Skills	3	Level One
D/615/5149	Working with Clay	3	Level One
R/615/5150	Working with Stained Glass	3	Level One

Pathway Unit Group C2 - Digital Media (DM)

Unit Reference Number	Unit Name	Credits	Level
T/615/5206	Creating a Digital Animation	3	Level One
J/615/5176	Creating a Multimedia Website	3	Level One
L/615/5177	Creating a Special Effects Video	3	Level One
H/615/5234	Creating a Storyboard	2	Level One
K/615/5235	Creating Characters for Animation	2	Level One
K/615/5171	Creating Digital Designs	3	Level One
T/615/5173	Designing 2 Dimensional Computer Games	3	Level One
A/615/5174	Digital Graphics Editing	3	Level One
Y/615/5179	Digital Images	3	Level One
M/615/5236	Researching and Developing Ideas for Animation	3	Level One
K/615/5218	Understanding the Use of Digital Sampling Techniques	3	Level One

Pathway Unit Group C3 - Music and Performing Arts

Unit Reference Number	Unit Name	Credits	Level
D/504/4834	Appreciating the Styles and History of Music	3	Level One
M/506/8460	Composing Lyrics	4	Level One
L/615/9259	Developing Musical Ensemble Skills	4	Level One
J/615/5162	Developing Performance Improvisation Techniques	3	Level One
A/615/5157	Developing Performance Skills	4	Level One
J/615/5159	Exploring Dance Skills	4	Level One
J/504/4844	Group Devised Project - Drama Skills	3	Level One
M/615/5155	Introduction to Composing Music	6	Level One
Y/504/4847	Introduction to Film Making	3	Level One
F/506/8480	Introduction to Musical Theatre	3	Level One
H/504/4835	Music for Performance	3	Level One
A/615/5160	Performing Physical Theatre	3	Level One
M/504/4837	Technical Skills for Performance	3	Level One
T/615/5156	The Theory of Music	6	Level One
K/615/5218	Understanding the Use of Digital Sampling Techniques	3	Level One
L/505/1004	Using Aural Skills in Music	3	Level One
K/615/5154	Using Disc Jockey Equipment	3	Level One

Pathway Unit Group C4 – Photography

Unit Reference Number	Unit Name	Credits	Level
R/615/5164	Developing Photography Skills	2	Level One
L/615/5163	Film Camera and Darkroom Skills	3	Level One
H/615/5170	Lighting in Photography	3	Level One
Y/506/8470	Produce and Evaluate a Range of Photographic Images	5	Level One
K/615/5168	Taking Digital Photographs	3	Level One

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our website or contact the team on 0151 494 2072.

How to Deliver

You can deliver this qualification by completing a New Qualification Request Form via the Open Awards portal. For more information, see the Provider Handbook or contact the team on 0151 494 2072.

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.

Quality Assurance and Standardisation

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.

Provider Staff Requirements
It is expected that Providers will have occupationally competent staff with relevant subject knowledge and/or sector experience for their role in the delivery of the units/qualifications being offered.

Providers 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.

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).

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 clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

Reliable: 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 Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

Training and support
Open Awards offers online training and support in Delivery and Assessment and Quality Assurance. These can be accessed, free of charge from the Open Awards e-shop. An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to our online Provider training courses.

Internal Quality Assurance (IQA)
All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)
Provider approval compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team / External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust quality assurance systems embedded.

Standardisation
Providers are required to contribute to national standardisation as requested by Open Awards. 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. For further guidance on Quality Assurance and Standardisation, please refer to the Provider Handbook.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment 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. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider 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 quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards portal.

Health and Safety

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

Appendices and Links

Appendix Name
Provider Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy