

CCEA Specification in Creative Crafts Level 2

Operational start date: September 2010

Qualification Accreditation Number: 500/8235/8

creative crafts *(Level 2)*

Foreword

This booklet contains the specification for CCEA's Level 2 Award in Creative Crafts. We have designed this qualification to:

- meet the requirements of the Creative and Cultural Sector Skills Council and
- meet the requirements for **Level 2** qualifications.

We will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ccea.org.uk

This specification is provided online, so the version available on our website is the most up-to-date edition. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

QAN 500/8235/8

A CCEA Publication © 2009

You may download further copies of this publication from www.ccea.org.uk

Updated August 2017

Contents

1	Introduction	3
1.1	Aims and rationale	3
1.2	Progression and prior learning	3
1.3	Key features	3
1.4	Endorsement by Sector Skills Body (SSB)/Sector Skills Council (SSC)	4
1.5	Qualification Accreditation Numbers	4
2	Specification at a Glance	5
3	Qualification Content	6
3.1	Pathways	6
3.2	Unit structure of the qualification	7
3.3	Pathway 1: Ceramics Skills	8
3.4	Pathway 2: Digital Imaging Skills	11
3.5	Pathway 3: Drawing and Painting Skills	14
3.6	Pathway 4: Fashion Skills	17
3.7	Pathway 5: Floral Crafts Skills	20
3.8	Pathway 6: Interior Design Skills	23
3.9	Pathway 7: Jewellery Skills	26
3.10	Pathway 8: Metalwork Skills	29
3.11	Pathway 9: Mixed Craft Skills	32
3.12	Pathway 10: Photography Skills	35
3.13	Pathway 11: Pottery Skills	38
3.14	Pathway 12: Textiles Skills	41
4	Scheme of Assessment	44
4.1	Assessment opportunities	44
4.2	Methods of assessment	44
4.3	Internal assessment	44
4.4	Internal standardisation	44
4.5	External moderation	44
5	Links, Resources and Support	46
5.1	Support	46
5.2	Relationship with the Northern Ireland Curriculum	46
5.3	Essential and Key Skills	46
5.4	Entries and registration	47
5.5	Equality and inclusion	47
5.6	Health and safety will be covered throughout each unit within each pathway	48
5.7	Contact details	48

1 Introduction

This specification sets out the content and assessment arrangements for our Level 2 Award in Creative Crafts.

Total Qualification Time (TQT) includes all supervised or direct contact time (Guided Learning (hours)/GL(hours) and an estimate of the hours a learner will approximately spend studying independently, not under direct supervision.

TQT for this qualification is:

TQT: 60 hours

GL: 60 hours

1.1 Aims and rationale

A course of study in this specification helps learners to:

- Enable candidates to develop and extend creative craft skills
- Provide candidates with underpinning knowledge of the creative craft process
- Provide candidates with a basis of progression into further study to Level 3

1.2 Progression and prior learning

This qualification is for candidates who are considering progressing to further study or employment in a craft related field. It is also suitable in schools and can be used to enrich the curriculum by supplementing other areas of study. Candidates using this qualification can also progress to more specifically vocationally related courses as well as other general qualifications such as GCSE's or A levels.

This qualification can be used in conjunction with a range of other CCEA qualifications to provide progression opportunities to enrich the curriculum. In particular it complements CCEA qualifications in Art, Craft and Design and Media, Performing Arts and Photography sectors.

1.3 Key features

The key features of the specification appear below:

- Optional pathways of 12 individualised Creative Craft Pathways
- Candidates are required to take one pathway only.

We have designed this specification to be as free as possible from ethnic, gender, religious, political or other forms of bias.

1.4 Endorsement by Sector Skills Body (SSB)/Council (SSC)

This qualification is endorsed by Creative and Cultural Sector Skills Council. In designing its content, we took into account:

- the Creative and Cultural Sector Qualification Strategy (SQS)

Learners and providers can, therefore, be confident that the specification is up to date and reflects sector priorities.

1.5 Qualification Accreditation and Certification

1.5.1 Accreditation and Certification End Dates

Accreditation and certification end dates are provided for all qualifications to ensure that they remain current and valid. The accreditation end date is the last date by which learners may be registered for on a qualification, and the certification end date is the last date their achievements can be certified.

Learners have up to 2 years after the accreditation end date to complete these qualifications and claim their certificate (unless the certification end date passes before the end of the 2-year period).

1.5.2 Qualification Accreditation Number

Exam qualification listed on the National Database of Accredited Qualifications (NDAQ) is identified by a Qualification Accreditation Number (QAN). The QAN for this qualification is 500/8235/8 and it is required for registration purposes.

2 Specification at a Glance

The table below summarises the structure of this qualification.

All **three** units are **mandatory and apply to each individual pathway**.

Content	Assessment	Availability
Unit 1:	Portfolio of Evidence with Internal and External Moderation	Summer and Winter
Unit 2:	Portfolio of Evidence with Internal and External Moderation	Summer and Winter
Unit 3:	Portfolio of Evidence with Internal and External Moderation	Summer and Winter

***Please note:** The learner is permitted to take only one pathway within the qualification at any one time.

3 Qualification Content

3.1 Pathways

There are **twelve** individual pathways in our Level 2 Award in Creative Craft:

- Ceramic Skills
- Digital Imaging Skills
- Drawing and Painting Skills
- Fashion Skills
- Floral Craft Skills
- Interior Design Skills
- Jewellery Skills
- Metalwork Skills
- Mixed Craft Skills
- Photography Skills
- Pottery Skills
- Textiles Skills

When the qualification is achieved and reported, the name of the chosen pathway appears as an endorsed sub-title in brackets, for example:

CCEA Level 2 Award in Creative Craft (Ceramic Skills).

3.2 Unit structure of the qualification

This Level 2 Award in Creative Craft comprises **three** mandatory units. The unit descriptions in the sections that follow are generic, applying to each of the available pathways. Note, however, that there are different unit reference numbers depending on the pathway chosen.

The details that follow include:

- unit titles and reference numbers;
- the level of each unit; and
- learning outcomes and assessment criteria.

The learning outcomes for each unit set out what learners are expected to know, understand or be able to do at the end of their learning experience. The assessment criteria specify the standard that learners must meet to demonstrate that they have achieved the learning outcomes.

3.3 PATHWAY 1 - Ceramic Skills: Use materials and resources to develop ceramics techniques

Unit 1: H/502/5718

Unit purpose and aim: At this level, learners will already have developed basic ceramics skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures

Title	Use materials and resources to develop ceramics techniques
Unit reference numbers	H/502/5718
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop ceramics techniques	1.1 Explore the properties of available materials for your ceramics item(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in ceramics to make effective use of materials, techniques and resources 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your ceramics item(s) 1.7 Maintain a safe working environment

3.3.1 PATHWAY 1 - Ceramic Skills: Develop and adapt ceramics ideas creatively

Unit 2: K/502/5719

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their ceramics work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas.

Title	Develop and adapt ceramics ideas creatively
Unit reference numbers	K/502/5719
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt ceramics ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made 1.3 Use feedback and evaluation of own work to develop chosen ceramics ideas creatively 1.4 Try out and adapt ceramics ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.3.2 PATHWAY 1 - Ceramic Skills: Create, present and evaluate final ceramics items

Unit 3: D/502/5720

Unit purpose and aim: In this unit learners will prepare and produce final ceramics item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole ceramics process and how their final item(s) portrays their original ideas and intentions

Title	Create, present and evaluate final ceramics items
Unit reference numbers	D/502/5720
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final ceramics item(s)	1.1 Plan and prepare for production of final ceramics work 1.2 Use ideas and experiences to inform production of final work 1.3 Produce the final ceramics item(s) using a competent level of technical skill 1.4 Present final ceramics item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.4 PATHWAY 2 - Digital Imaging Skills: Use materials and resources to develop digital imaging techniques

Unit 1: T/502/5027

Unit purpose and aim: At this level, learners will already have developed basic digital imaging skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures

Title	Use materials and resources to develop digital imaging techniques
Unit reference numbers	T/502/5027
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop digital imaging techniques.	1.1 Explore the properties of available materials for your digital imaging item(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in digital imaging to make effective use of materials, techniques and resources 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your digital imaging item(s) 1.7 Maintain a safe working environment

3.4.1 PATHWAY 2 - Digital Imaging Skills: Develop and adapt digital imaging ideas creatively

Unit 2: F/502/5029

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their digital imaging work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas

Title	Develop and adapt digital imaging ideas creatively
Unit reference numbers	F/502/5029
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt digital imaging ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made 1.3 Use feedback and evaluation of own work to develop chosen digital imaging ideas creatively 1.4 Try out and adapt digital imaging ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.4.2 PATHWAY 2 - Digital Imaging Skills: Create, present and evaluate final digital imaging items

Unit 3: A/502/5031

Unit purpose and aim: In this unit learners will prepare and produce final digital imaging item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole digital imaging process and how their final item(s) portrays their original ideas and intentions

Title	Create, present and evaluate final digital imaging items
Unit reference numbers	A/502/5031
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final digital imaging item(s)	1.1 Plan and prepare for production of final digital imaging work 1.2 Use ideas and experiences to inform production of final digital imaging work 1.3 Produce the digital imaging item(s) using a competent level of technical skill 1.4 Present final digital imaging item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.5 PATHWAY 3 - Drawing and Painting Skills: Use materials and resources to develop drawing and painting techniques

Unit 1: F/502/3359

Unit purpose and aim: At this level, learners will already have developed basic drawing and painting skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures

Title	Use materials and resources to develop drawing and painting techniques
Unit reference numbers	F/502/3359
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop drawing and painting techniques	1.1 Explore the properties of available materials for your drawing and painting item(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in drawing and painting to make effective use of materials, techniques and resources 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your drawing and painting item(s) 1.7 Maintain a safe working environment

3.5.1 PATHWAY 3 - Drawing and Painting Skills: Develop and adapt drawing and painting ideas creatively

Unit 2: F/502/3362

Unit purpose and aim: Learners will explore drawing and painting items and the work of other specialists to develop their own ideas. They will work with the Tutor/Supervisor to explore the possibilities and constraints of these ideas, and decide which can be taken forward for development. Learners will record their observations and experiences appropriately and will adapt their work in response to feedback from the Tutor/Supervisor. Learners will also follow Health and Safety procedures in the development of ideas.

Title	Develop and adapt drawing and painting ideas creatively
Unit reference numbers	F/502/3362
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt drawing and painting ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made 1.3 Use feedback and evaluation of own work to develop chosen drawing and painting ideas creatively 1.4 Try out and adapt drawing and painting ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.5.2 PATHWAY 3 - Drawing and Painting Skills: Create, present and evaluate final drawing and painting items

Unit 3: R/502/3365

Unit purpose and aim: In this unit learners will prepare and produce final drawing and painting item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole digital imaging process and how their final item(s) portrays their original ideas and intentions

Title	Create, present and evaluate final drawing and painting items
Unit reference numbers	R/502/3365
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final drawing and painting item(s)	1.1 Plan and prepare for production of final drawing and painting work 1.2 Use ideas and experiences to inform production of final work 1.3 Produce the final drawing and painting item(s) using a competent level of technical skill 1.4 Present final drawing and painting item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.6 PATHWAY 4 - Fashion Skills: Use materials and resources to develop fashion techniques

Unit 1: M/502/5690

Unit purpose and aim: At this level, learners will already have developed basic fashion technique skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures

Title	Use materials and resources to develop fashion techniques
Unit reference numbers	M/502/5690
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop fashion techniques	1.1 Explore the properties of available materials for your fashion item(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in fashion techniques to make effective use of materials, techniques and resources 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your fashion item(s) 1.7 Maintain a safe working environment

3.6.1 PATHWAY 4 - Fashion Skills: Develop and adapt fashion ideas creatively

Unit 2: T/502/5691

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their fashion work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety Procedures.

Title	Develop and adapt fashion ideas creatively
Unit reference numbers	T/502/5691
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt fashion ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made 1.3 Use feedback and evaluation of own work to develop chosen fashion ideas creatively 1.4 Try out and adapt fashion ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.6.2 PATHWAY 4 - Fashion Skills: Create, present and evaluate final fashion items

Unit 3: A/502/5692

Unit purpose and aim: In this unit learners will plan and prepare to create their final fashion item(s). Learners will demonstrate a basic level of skill in using their chosen materials and techniques and will produce the item(s) in accordance with set targets and following Health and Safety procedures. Learners will present the final item(s) and review its/their form and function

Title	Create, present and evaluate final fashion items
Unit reference numbers	A/502/5692
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final fashion item(s)	1.1 Plan and prepare for production of final fashion work 1.2 Use ideas and experiences to inform production of final fashion work 1.3 Produce the final fashion item(s) showing a competent level of technical skill 1.4 Present final fashion item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.7 PATHWAY 5 - Floral Crafts Skills: Use materials and resources to develop floral crafts techniques

Unit 1: F/600/3610

Unit purpose and aim: At this level, learners will have already developed basic floral craft skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety Procedures

Title	Use materials and resources to develop floral crafts techniques
Unit reference numbers	F/600/3610
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop floral crafts techniques	1.1 Explore the properties of available materials for your floral crafts item(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in floral crafts to make effective use of materials, techniques and resources 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your floral craft items(s) 1.7 Maintain a safe working environment

3.7.1 PATHWAY 5 - Floral Crafts Skills: Develop and adapt floral crafts ideas creatively

Unit 2: J/600/3611

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcomes(s). Learners will record significant points of development in their floral craft work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas.

Title	Develop and adapt floral crafts ideas creatively
Unit reference numbers	J/600/3611
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt floral crafts ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward. 1.2 Collate, record and present findings about sources to understand the context in which they were made 1.3 Use feedback and evaluation of own work to develop chosen floral craft ideas creatively 1.4 Try out and adapt floral crafts ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.7.2 PATHWAY 5 - Floral Crafts Skills: Create, present and evaluate final floral craft items

L/600/3612

Unit purpose and aim: In this unit learners will prepare and produce final floral crafts item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole floral crafts process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final floral craft items
Unit reference numbers	L/600/3612
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final floral crafts item(s)	1.1 Plan and prepare for production of final floral crafts work 1.2 Use ideas and experiences to inform production of final floral crafts work. 1.3 Produce the final floral crafts item(s) using a competent level of technical skill. 1.4 Present final floral crafts item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.8 PATHWAY 6 - Interior Design Skills: Use materials and resources to develop interior design techniques

Unit 1: L/502/5471

Unit purpose and aim: At this level, learners will already have developed basic interior design skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety Procedures

Title	Use materials and resources to develop interior design techniques
Unit reference numbers	L/502/5471
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop interior design techniques	1.1 Explore the properties of available materials for your interior design item(s). 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in interior design to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your interior design item(s). 1.7 Maintain a safe working environment.

3.8.1 PATHWAY 6 - Interior Design Skills: Develop and adapt interior design ideas creatively

Unit 2: R/502/5472

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their interior design work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas.

Title	Develop and adapt interior design ideas creatively
Unit reference numbers	R/502/5472
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt interior design ideas creatively	1.1 Use ideas from a range of possible sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made 1.3 Use feedback and evaluation of own work to develop chosen interior design ideas creatively. 1.4 Try out and adapt interior design ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.8.2 PATHWAY 6 - Interior Design Skills: Create, present and evaluate final interior design items

Unit 3: Y/502/5473

Unit purpose and aim: In this unit learners will prepare and produce final interior design item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole interior design process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final interior design items
Unit reference numbers	Y/502/5473
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final interior design item(s)	1.1 Plan and prepare for production of final interior design work 1.2 Use ideas and experiences to inform production of final interior design work. 1.3 Produce the final interior design item(s) using a competent level of technical skill 1.4 Present final interior design item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.9 PATHWAY 7 - Jewellery Skills: Use materials and resources to develop jewellery techniques

Unit 1: L/502/5230

Unit purpose and aim: At this level, learners will already have developed basic jewellery skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures.

Title	Use materials and resources to develop jewellery techniques
Unit reference numbers	L/502/5230
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop jewellery techniques.	1.1 Explore the properties of available materials for your jewellery item(s). 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in jewellery to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your jewellery item(s) 1.7 Maintain a safe working environment

3.9.1 PATHWAY 7 - Jewellery Skills: Develop and adapt jewellery ideas creatively

Unit 2: D/502/5233

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their jewellery work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas.

Title	Develop and adapt jewellery ideas creatively
Unit reference numbers	D/502/5233
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt jewellery ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made. 1.3 Use feedback and evaluation of own work to develop chosen jewellery ideas creatively. 1.4 Try out and adapt jewellery ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.9.2 PATHWAY 7 - Jewellery Skills: Create, present and evaluate final jewellery item(s)

Unit 3: H/502/5234

Unit purpose and aim: In this unit learners will prepare and produce final jewellery item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole jewellery process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final jewellery item(s)
Unit reference numbers	H/502/5234
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final jewellery item(s)	1.1 Plan and prepare for production of final jewellery work 1.2 Use ideas and experiences to inform production of final jewellery work. 1.3 Produce the final jewellery item(s) using a competent level of technical skill 1.4 Present final jewellery item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment.

3.10 PATHWAY 8 - Metalwork Skills: Use materials and resources to develop metalwork techniques

Unit 1: F/600/0948

Unit purpose and aim: At this level, learners will already have developed basic metalwork skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures.

Title	Use materials and resources to develop metalwork techniques
Unit reference numbers	F/600/0948
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1 Use materials and resources to develop metalwork techniques	1.1 Explore the properties of available materials for your metalwork item(s). 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in metalwork to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your metalwork item(s) 1.7 Maintain a safe working environment

3.10.1 PATHWAY 8 - Metalwork Skills: Develop and adapt metalwork ideas creatively

Unit 2: J/600/0949

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their metalwork work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas.

Title	Develop and adapt metalwork ideas creatively
Unit reference numbers	J/600/0949
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt metalwork ideas creatively.	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made. 1.3 Use feedback and evaluation of own work to develop chosen metalwork ideas creatively. 1.4 Try out and adapt metalwork ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.10.2 PATHWAY 8 - Metalwork Skills: Create, present and evaluate final metalwork items

Unit 3: F/600/0951

Unit purpose and aim: In this unit learners will prepare and produce final jewellery item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole jewellery process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final metalwork items
Unit reference numbers	F/600/0951
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final metalwork item(s)	1.1 Plan and prepare for production of final metalwork work 1.2 Use ideas and experiences to inform production of final metalwork work. 1.3 Produce the final metalwork item(s) using a competent level of technical skill 1.4 Present final metalwork item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment.

3.11 PATHWAY 9 - Mixed Craft Skills: Use materials and resources to develop mixed crafts techniques

Unit 1: Y/600/0860

Unit purpose and aim: At this level, learners will already have developed basic mixed crafts skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures.

Title	Use materials and resources to develop mixed crafts techniques
Unit reference numbers	Y/600/0860
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop mixed crafts techniques	1.1 Explore the properties of available materials for your mixed crafts item(s). 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in mixed crafts to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your mixed crafts item(s) 1.7 Maintain a safe working environment

3.11.1 PATHWAY 9 - Mixed Craft Skills: Develop and adapt mixed crafts ideas creatively

Unit 2: D/600/0861

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their mixed crafts work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas.

Title	Develop and adapt mixed crafts ideas creatively
Unit reference numbers	D/600/0861
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1 Develop and adapt mixed crafts ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made. 1.3 Use feedback and evaluation of own work to develop chosen mixed crafts ideas creatively. 1.4 Try out and adapt mixed crafts ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.11.2 PATHWAY 9 - Mixed Craft Skills: Create, present and evaluate final mixed crafts items

Unit 3: T/600/0865

Unit purpose and aim: In this unit learners will prepare and produce final mixed crafts item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole mixed crafts process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final mixed crafts items
Unit reference numbers	T/600/0865
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final mixed crafts item(s)	1.1 Plan and prepare for production of final mixed crafts work 1.2 Use ideas and experiences to inform production of final mixed crafts work. 1.3 Produce the final mixed crafts item(s) using a competent level of technical skill 1.4 Present final mixed crafts item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.12 PATHWAY 10 - Photography Skills: Use materials and resources to develop photography techniques

Unit 1: Y/502/4971

Unit purpose and aim: At this level, learners will already have developed basic photography and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures.

Title	Use materials and resources to develop photography techniques
Unit reference numbers	Y/502/4971
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. 1. Use materials and resources to develop mixed photography techniques	1.1 Explore the properties of available materials for your photography items(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in photography to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your photography item(s) 1.7 Maintain a safe working environment

3.12.1 PATHWAY 10 - Photography Skills: Develop and adapt photography ideas creatively

Unit 2: D/502/4972

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their photography work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas

Title	Develop and adapt photography ideas creatively
Unit reference numbers	D/502/4972
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt photography ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made. 1.3 Use feedback and evaluation of own work to develop chosen photography creatively. 1.4 Try out and adapt photography ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.12.2 PATHWAY 10 – Photography Skills: Create, present and evaluate final photography item(s)

Unit 3: K/502/4974

Unit purpose and aim: In this unit learners will prepare and produce final photography item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole photography process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final photography item(s)
Unit reference numbers	K/502/4974
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final photography item(s)	1.1 Plan and prepare for production of final photography work 1.2 Use ideas and experiences to inform production of final photography work. 1.3 Produce the final photography item(s) using a competent level of technical skill 1.4 Present final photography item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.13 PATHWAY 11 - Pottery Skills: Use materials and resources to develop pottery techniques

Unit 1: M/502/5589

Unit purpose and aim: At this level, learners will already have developed basic pottery and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures.

Title	Use materials and resources to develop pottery techniques
Unit reference numbers	M/502/5589
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop pottery techniques	1.1 Explore the properties of available materials for your pottery items(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in pottery to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your pottery item(s) 1.7 Maintain a safe working environment

3.13.1 PATHWAY 11 - Pottery Skills: Develop and adapt pottery ideas creatively

Unit 2: H/502/5590

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their pottery work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas

Title	Develop and adapt pottery ideas creatively
Unit reference numbers	H/502/5590
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt pottery ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made. 1.3 Use feedback and evaluation of own work to develop chosen pottery ideas creatively. 1.4 Try out and adapt pottery ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.13.2 PATHWAY 11 - Pottery Skills: Create, present and evaluate final pottery items

Unit 3: K/502/5591

Unit purpose and aim: In this unit learners will prepare and produce final pottery item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole pottery process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final pottery items
Unit reference numbers	K/502/5591
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final pottery item(s)	1.1 Plan and prepare for production of final pottery work 1.2 Use ideas and experiences to inform production of final pottery work 1.3 Produce the final pottery item(s) using a competent level of technical skill 1.4 Present final pottery item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

3.14 PATHWAY 12 - Textiles Skills: Use materials and resources to develop textiles techniques

Unit 1: F/502/5600

Unit purpose and aim: At this level, learners will already have developed basic textiles skills and knowledge of materials and techniques. In this unit learners will extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They will develop techniques to use them appropriately and will observe Health and Safety procedures

Title	Use materials and resources to develop textiles techniques
Unit reference numbers	F/502/5600
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Use materials and resources to develop textiles techniques	1.1 Explore the properties of available materials for your textile items(s) 1.2 Select a range of suitable materials and techniques and give reasons for choices. 1.3 Use a range of tools and equipment 1.4 Develop a competent level of technical skill in textiles to make effective use of materials, techniques and resources. 1.5 Justify choice of resources, materials and techniques 1.6 Identify the technical skills required to make effective use of materials, techniques and resources for your textiles item(s) 1.7 Maintain a safe working environment

3.14.1 PATHWAY 12 - Textiles Skills: Develop and adapt textiles ideas creatively

Unit 2: J/502/5601

Unit purpose and aim: Learners will draw ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcome(s). Learners will record significant points of development in their textiles work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback from Tutors and peers. Learners will follow Health and Safety procedures when developing and adapting ideas

Title	Develop and adapt textiles ideas creatively
Unit reference numbers	J/502/5601
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Develop and adapt textiles ideas creatively	1.1 Use ideas from a range of different sources to explore possible ways forward 1.2 Collate, record and present findings about sources to understand the context in which they were made. 1.3 Use feedback and evaluation of own work to develop chosen textiles ideas creatively. 1.4 Try out and adapt textiles ideas appropriately in response to circumstances and individual ways of working 1.5 Maintain a safe working environment

3.14.2 PATHWAY 12 - Textiles Skills: Create, present and evaluate final textiles items

Unit 3: L/502/5602

Unit purpose and aim: In this unit learners will prepare and produce final textiles item(s) following Health and Safety procedures. Learners will demonstrate an intermediate level of skill when using materials and techniques and will set and adhere to their own targets for production. Learners will evaluate what they have learnt through the whole textiles process and how their final item(s) portrays their original ideas and intentions.

Title	Create, present and evaluate final textiles items
Unit reference numbers	L/502/5602
Level	2
Guided learning hours	20

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Create, present and evaluate final textiles item(s)	1.1 Plan and prepare for production of final textiles work 1.2 Use ideas and experiences to inform production of final textiles work 1.3 Produce the final textiles item(s) using a competent level of technical skill 1.4 Present final textiles item(s) in an appropriate context 1.5 Evaluate the whole creative process 1.6 Maintain a safe working environment

4 Scheme of Assessment

4.1 Assessment opportunities

This specification is available for assessment twice a year – Summer and Winter Series.

4.2 Methods of assessment

Assessment is made through Internal Standardisation and Internal Moderation of candidate written and practical evidence produced and all candidate evidence is available for External Moderation.

4.3 Internal assessment

The course tutor or centre assessor conducts internal assessment. Centres must nominate staff who have the appropriate skills and knowledge to assess candidates' work in accordance with unit specifications. Centres with more than one assessor should take steps to ensure that the standard of assessment is consistent. Assessment of a poor standard may result in work being referred to the centre for re-assessment.

All candidates must produce a work diary or student record diary available from the CCEA website.

Candidates must meet all assessment criteria in order to achieve this award.

4.4 Internal standardisation

Centres must ensure that they have arrangements in place for standardisation and quality assurance of their assessment outcomes. Centres with more than one tutor must carry out internal standardisation of the assessments prior to external moderation. This is to ensure that, as far as possible, each tutor has applied the assessment criteria consistently. The internal standardisation process may include meetings to discuss assessment decisions and feedback from previous submissions to us.

As a result of internal standardisation, it may be necessary to adjust an individual tutor's assessment decisions. This is to bring assessment into line with other tutors in the centre. Where adjustment is necessary, the achievement of assessment criteria should be amended.

It is essential that all centres complete a Declaration of Internal Standardisation form and submit it to us with their samples.

4.5 External moderation

Centres must submit assessment outcomes and samples to us according to the calendar of events set out in our *Qualifications Administration Handbook*, which you can access at www.ccea.org.uk. Moderators may adjust a centre's assessments in order to bring outcomes into line with their agreed standards.

We issue full instructions at the appropriate time on:

- the details of moderation procedures;
- the nature of sampling; and
- the dates by which centres must submit assessments and samples.

Tutors and centre staff may contact our officers (see Section 5) at any stage if they require advice, assistance or support regarding any aspect of assessment. We provide support to groups of centres, and also to individual centres, to discuss issues arising from the assessment and moderation processes.

5 Links, Resources and Support

5.1 Support

We provide the following resources to support this specification:

- our website at www.ccea.org.uk;
- a subject microsite within our website.

We are expanding our range of support to include the following:

- Principal Moderator's report;
- schemes of work;
- centre support visits;
- support days for tutors;
- agreement trials;
- a resource list; and
- cluster group training and support sessions

You can find details of the Annual Support Programme of events and materials for the Level 2 Award in Creative Crafts on our website at www.ccea.org.uk

5.2 Relationship with the Northern Ireland Curriculum

This specification builds upon the broad objectives of the Northern Ireland Curriculum. In particular, it enables learners to:

- develop as individuals and contributors to the economy, society and environment by providing opportunities to explore topics such as Health and Safety at work;
- develop personal skills in areas such as:
 - self-awareness, personal health and relationships (Personal Development);
 - diversity and inclusion, human rights and social responsibility, and equality and social justice (Citizenship);
 - work in the local and global economy, and career management (Employability);
- develop an understanding of spiritual, moral, ethical, social, legislative (including equality and disability discrimination), economic and cultural issues by providing opportunities to explore topics such as maintain a safe working environment investigate sustainable development, health and safety considerations, and European developments, by providing opportunities to explore topics such as Justify choice of resources, materials and techniques.
- develop skills that will enhance employability by providing opportunities to Use ideas and experiences to inform production of final work; and
- make effective use of technology by providing opportunities to use feedback and evaluation of own work.

5.3 Essential and Key Skills

Essential Skills are nationally accredited adult qualifications available throughout Northern Ireland in:

- Literacy at Entry Level (Entry 1, 2 and 3);
- Numeracy at Entry Level (Entry 1, 2 and 3);
- Application of Number at Levels 1 and 2; and
- Communication at Levels 1 and 2.

This specification provides opportunities for learners to develop:

- Ideas from a range of sources to explore possible ways forward and will develop them creatively to achieve their intended outcomes
- Recording significant points of development in their work and will reflect on what they have done, making appropriate modifications in response to circumstances and feedback

You can find details of the current standards and guidance for each of these skills on our website at www.ccea.org.uk/essential_skills

A course of study based on this specification also provides learners with opportunities to develop the following Key Skills, which are recognised throughout the UK:

- Application of Number;
- Communication;
- Information and Communication Technology;
- Improving Own Learning and Performance;
- Problem-Solving; and
- Working with Others.

You can find details of the current standards and guidance for each of these skills on the QCDA website at www.qcda.gov.uk

5.4 Entries and registration

Entry codes for this subject and details on how to register are available in our *Qualifications Administration Handbook*, which you can access at www.ccea.org.uk

Alternatively, you can telephone our Entries, Results and Certification team using the contact details provided in this section.

5.5 Equality and inclusion

We have considered the requirements of equalities legislation in developing this specification.

Vocational qualifications often require the assessment of a broad range of competences. This is because they are designed to prepare learners for the vocational area being studied.

The content of this qualification was reviewed to identify whether any of the competences required by the subject presented a potential barrier to any learners with disabilities. If this was the case, the situation was reviewed again to ensure that such competences were included only where essential to the subject.

Reasonable adjustments are made for learners with disabilities in order to reduce barriers to access assessments. For this reason, very few learners will have a complete barrier to any part of the assessment. It is important to note that where access arrangements are permitted, they must not be used in any way that undermines the integrity of the assessment. **You can find information on reasonable adjustments in the Joint Council for Qualifications' document *Access Arrangements and Special***

Consideration: Regulations and Guidance Relating to Candidates Who Are Eligible for Adjustments in Examinations.

5.6 Health and safety

As with all work-related programmes, centres must ensure compliance with all relevant health and safety legislation with regard to facilities, equipment and staff training. Centres offering Level 2 Award in Creative Crafts may be restricted in the choice of units they offer due to insurance and resources. Learners' use of electrical/power equipment or machinery must be supervised at all times.

5.7 Contact details

The following list provides contact details for relevant staff members and departments:

- Specification Support Officer: Nola Fitzsimons
(telephone: (028) 9026 1200 ext. 2235, email: nfitzsimons@ccea.org.uk)
- Entries, Results and Certification
(telephone: (028) 9026 1262, email: entriesandresults@ccea.org.uk)
- Distribution (support materials)
(telephone: (028) 9026 1242, email: cceadistribution@ccea.org.uk)
- Support Events Administration
(telephone: (028) 9026 1401, email: events@ccea.org.uk)
- Information Section (including Freedom of Information requests)
(telephone: (028) 9026 1200, email: info@ccea.org.uk).