

CCEA Specification in
Working in the Creative Crafts Industry
Level 2 Certificate

For first teaching from September 2013
For first assessment from Summer 2014

For first award in Summer 2014

working in the
creative
crafts
industry
Level 2 certificate

Foreword

This booklet contains the specification for CCEA's Level 2 Certificate in Working in the Creative Crafts Industry for first teaching from September 2013. We have designed this qualification to meet the requirements for Level 2 qualifications.

We will make the first full award based on this specification in Summer 2014.

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 600/7630/6

A CCEA Publication © 2013

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

Updated January 2018

Contents

1	Introduction	3
1.1	Aims	3
1.2	Key features	3
1.3	Prior learning and progression	4
1.4	Endorsement by professional bodies	4
1.5	Qualification Accreditation Numbers	4
2	Specification at a Glance	5
3	Qualification Content	6
3.1	Unit structure of the qualification	6
3.2	Unit 1: Use Materials and Resources to Develop Mixed Crafts Techniques	7
3.3	Unit 2 Develop and Adapt Mixed Crafts Ideas Creatively	8
3.4	Unit 3: Create, Present and Evaluate Final Mixed Crafts Items	9
3.5	Unit 4: Business and Customer Awareness	10
3.6	Unit 5: Working with Colleagues	11
3.7	Unit 6: Health, Safety and Security in the Workplace	12
3.8	Unit 7: Understand Business Resource and Legal Issues	13
3.9	Unit 8: Understand How to Market a Business	14
3.10	Unit 9: Understand How to Manage Money in a Business	15
3.11	Unit 10: Understand the Opportunities and Risks in Running a Business (a Level unit)	16
3.12	Unit 11: Understand Business Planning	17
4	Scheme of Assessment	18
4.1	Assessment opportunities	18
4.2	Methods of assessment	18
4.3	Internal assessment	18
4.4	Internal standardisation	18
4.5	External moderation	18
5	Links, Resources and Support	19
5.1	Support	19
5.2	Curriculum objectives	19
5.3	Skills development	20
5.4	Entries and registration	20
5.5	Equality and inclusion	20
5.6	Health and safety	20
5.6	Contact details	21

1 Introduction

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

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: 132 hours

GL: 132 hours

1.1 Aims

This specification gives learners the opportunity to develop:

- skills to create, present and develop one or more mixed crafts items;
- their business and customer awareness;
- their skills in working with colleagues;
- an understanding of planning in business;
- an understanding of opportunities and risks in business; and
- skills in investigating job opportunities.

1.2 Key features

The key features of the specification appear below:

- It develops learners' craft skills.
- It enables them to develop an understanding of business enterprise, which could help them to develop their craft ideas further.
- It helps learners to develop the skills they need to search and apply for jobs or further training, as well as the skills for self-employment using their own creative ideas.

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

1.3 Prior learning and progression

Learners should have developed basic skills at this level. Those who successfully complete this qualification can progress to our Level 3 Certificate in Creative Crafts, which allows them to choose from 12 different craft pathways. Alternatively, they may progress to another qualification in a related area or other programmes leading to enterprise or social enterprise qualifications.

Please note that:

- learners who complete Units 1, 2 and 3 in this specification can achieve a Level 2 Award in Creative Crafts; and
- learners who complete Units 7, 8, 9, 10 and 11 can achieve our Level 2 Award in Understanding Business Enterprise.

For more information, please contact us using the details in Section 5.

1.4 Endorsement by professional bodies

This qualification is endorsed by the sector skills council Creative and Cultural Skills and the sector skills body SFEDI.

In designing its content, we took into account:

- the Sector Qualification Strategy (SQS); and
- the National Occupational Standards (NOS).

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

1.5 Qualification Accreditation Numbers

Every qualification listed on the Register of Regulated Qualifications is assigned a Qualification Accreditation Number (QAN). Since the QAN identifies the qualification, it is required for registration and entry purposes. The QAN for this qualification is 600/7630/6.

2 Specification at a Glance

The table below summarises the structure of this qualification.
All 11 units are **mandatory**.

Content	Assessment	Guided Learning Hours	Availability
Unit 1: Use Materials and Resources to Develop Mixed Crafts Techniques	Portfolio of evidence	20	January and Summer
Unit 2: Develop and Adapt Mixed Crafts Ideas Creatively	Portfolio of evidence	20	January and Summer
Unit 3: Create, Present and Evaluate Final Mixed Crafts Items	Portfolio of evidence	20	January and Summer
Unit 4: Business and Customer Awareness	Portfolio of evidence	12	January and Summer
Unit 5: Working with Colleagues	Portfolio of evidence	6	January and Summer
Unit 6: Health, Safety and Security in the Workplace	Portfolio of evidence	6	January and Summer
Unit 7: Understand Business Resource and Legal Issues	Portfolio of evidence	8	January and Summer
Unit 8: Understand How to Market a Business	Portfolio of evidence	16	January and Summer
Unit 9: Understand How to Manage Money in a Business	Portfolio of evidence	8	January and Summer
Unit 10: Understand the Opportunities and Risks in Running a Business (a Level 1 unit)	Portfolio of evidence	8	January and Summer
Unit 11: Understand Business Planning	Portfolio of evidence	8	January and Summer

3 Qualification Content

3.1 Unit structure of the qualification

Our Level 2 Certificate in Working in the Creative Crafts Industry comprises **11** mandatory units drawn from three different subject areas.

Learners must complete:

- **three** mandatory units on **Creative Crafts**;
- **three** mandatory units on **Employability**; and
- **five** mandatory units on **Understanding Business Enterprise**.

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.

3.2 Unit 1: Use Materials and Resources to Develop Mixed Crafts Techniques

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 they extend their understanding of how to exploit the strengths and weaknesses of materials and resources according to their ideas and intentions. They develop techniques to use the materials appropriately and observe health and safety procedures.

Title	Use Materials and Resources to Develop Mixed Crafts Techniques
Unit reference number	Y/600/0860
Level	2
Guided learning hours	20

Learning outcome	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 their mixed crafts item(s); 1.2 select a range of suitable materials and techniques and give reasons for their 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 their choice of resources, materials and techniques; 1.6 identify the technical skills required to make effective use of materials, techniques and resources for their mixed crafts item(s); and 1.7 maintain a safe working environment.

3.3 Unit 2: Develop and Adapt Mixed Crafts Ideas Creatively

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

Title	Develop and Adapt Mixed Crafts Ideas Creatively
Unit reference number	D/600/0861
Level	2
Guided learning hours	20

Learning outcome	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 their 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; and 1.5 maintain a safe working environment.

3.4 Unit 3: Create, Present and Evaluate Final Mixed Crafts Items

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

Title	Create, Present and Evaluate Final Mixed Crafts Items
Unit reference number	T/600/0865
Level	2
Guided learning hours	20

Learning outcome	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; and 1.6 maintain a safe working environment.

3.5 Unit 4: Business and Customer Awareness

Unit purpose and aim: This unit introduces learners to some of the key aspects of working life and some of the underpinning attitudes required to work. It is introduced in direct response to Confederation of British Industry (CBI) concerns about the lack of awareness in new recruits at all levels of how business works, customer needs and the world of work.

Title	Business and Customer Awareness
Unit reference number	T/502/3536
Level	2
Guided learning hours	12

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Be able to research local businesses and identify how they differ in purpose and customer base	1.1 collect information about three different local businesses, including one national business, from a given list of business types; 1.2 describe what each business is about, showing: (a) what it does; (b) how it is owned; (c) the type of people it employs and the skills needed to work there; and (d) the type of customer it has; 1.3 present their findings, including their sourced material, in a clear and appropriate way;
2. Understand the relationship between qualities and business and how this changes depending on the nature of the business	2.1 describe the types of qualities that employers expect in their staff, giving a reason why it is important to have staff with the right qualities; 2.2 describe how the different types of business and organisations may require different qualities depending on their purpose and customers;
3. Be able to source information on a local business and identify the qualities they are likely to look for in employees.	3.1 determine the nature of an important local business by examining information collected on the business; 3.2 describe the business customer base; 3.3 identify the qualities that the business will look for in its employees; and 3.4 present findings in a clear and appropriate way, describing the customer base of the business.

3.6 Unit 5: Working with Colleagues

Unit purpose and aim: This unit looks at the importance of maintaining effective working relationships with the people around you. It is not concerned with team working as such but rather addresses what it is like to work in an environment occupied by others as well. Learners explore the communication techniques and skills required and how they can thrive in this type of environment.

Title	Working with Colleagues
Unit reference number	A/502/3571
Level	2
Guided learning hours	6

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand work colleagues' expectations of them in the place of work	1.1 describe the expectations their work colleagues will have of them; 1.2 assess how they currently behave in relation to these expectations and describe how they can improve how they work with colleagues;
2. Know how to use a range of communication skills and techniques to help secure good working relationships with colleagues.	2.1 describe three communication techniques and two types of behaviour that can help establish and maintain effective working relationships with colleagues; 2.2 recognise supportive and effective communication techniques and behaviour being used by others; and 2.3 demonstrate the ability to use two appropriate verbal and two non-verbal communication techniques when working with colleagues.

3.7 Unit 6: Health, Safety and Security in the Workplace

Unit purpose and aim: This unit introduces learners to working safely and being healthy at work. The unit covers keeping a place of work safe and healthy for employees, working in a safe manner, and keeping healthy at work. It covers legislation and responsibilities for health and safety at work at an appropriate level for the work context. It will look at personal security and security of the place of work.

Title	Health, Safety and Security in the Workplace
Unit reference number	D/502/3580
Level	2
Guided learning hours	6

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Appreciate the role of health and safety legislation in keeping people safe in a work situation	1.1 describe why health and safety legislation is necessary; 1.2 describe, giving examples, ways in which health and safety legislation materialises as practice in the place of work, looking at how a company can deal with its responsibilities through: (a) company policies; (b) personnel; (c) training; and (d) awareness raising;
2. Understand how health and safety legislation impacts a particular place of work.	2.1 describe how one important local employer deals with its health and safety responsibilities; 2.2 describe what expectations the local employer has of its workers where health and safety are concerned; and 2.3 demonstrate that they can behave appropriately and safely in a place of work.

3.8 Unit 7: Understand Business Resource and Legal Issues

Unit purpose and aim: To develop an understanding of enterprising skills and behaviour and their benefits in different settings.

Title	Understand Business Resource and Legal Issues
Unit reference number	Y/503/9910
Level	2
Guided learning hours	8

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand the resources needed for a business	1.1 describe the different resources needed in starting and running a business; 1.2 explain how the different resources needed in starting and running a business can be sourced; 1.3 explain how organising work in different ways can help make good use of time and resources;
2. Understand the main legal and regulatory requirements for business operations	2.1 explain the main legal requirements with which a business has to comply when starting up; 2.2 explain the main regulatory requirements with which the business has to comply when starting up;
3. Understand the types of legal status that a business can have.	3.1 explain different types of business ownership commonly used by start-up businesses; and 3.2 analyse the advantages and disadvantages of the different legal statuses that can be used by a business.

3.9 Unit 8: Understand How to Market a Business

Unit purpose and aim: To develop knowledge and understanding of whether starting and running a business is feasible and how the learner might develop and improve their business skills.

Title	Understand How to Market a Business
Unit reference number	D/503/8886
Level	2
Guided learning hours	16

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand the market for a business	1.1 explain the factors that would make a business appealing to its customers; 1.2 assess potential customers for their own business; 1.2 assess what customers want from the business;
2. Understand how a business reaches its customers	2.1 describe for their own business the different methods which could be used to promote a product or service to customers; 2.2 assess the advantages and disadvantages of different methods which can be used by a business to reach customers; 2.3 explain how to review if a business is reaching its customers;
3. Understand how to win and keep customers.	3.1 explain ways of measuring the level of customer satisfaction with the products or services of a business; 3.2 explain why it is important to continue to improve a business product or service; and 3.3 explain, for their own business, different ways to deal with customer complaints.

3.10 Unit 9: Understand How to Manage Money in a Business

Unit purpose and aim: To develop an understanding why businesses need to manage their finances using different financial tools.

Title	Understand How to Manage Money in a Business
Unit reference number	R/503/8853
Level	2
Guided learning hours	8

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand the principles of financial management for a business	1.1 explain the meaning of profit, turnover and cash flow in a business context; 1.2 explain why cash flow is important in a business; 1.3 analyse the importance of financial planning in running a business;
2. Understand the importance of keeping financial records.	2.1 describe the financial records that a business should keep; 2.2 explain the reasons for keeping financial records in running a business; and 2.3 assess the advantages and disadvantages of different methods of keeping financial records.

3.11 Unit 10: Understand the Opportunities and Risks in Running a Business (a Level 1 unit)

Unit purpose and aim: To develop an understanding of the importance of the process involved in creating new products or services in a business and the associated risks and opportunities.

Title	Understand the Opportunities and Risks in Running a Business
Unit reference number	A/503/8863
Level	1
Guided learning hours	8

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand how to develop ideas for products or services when starting a business	1.1 explain the key steps in developing ideas for new products or services when starting a business; 1.2 explain how to assess the potential benefits associated with new products or services in supporting the development of a viable business start-up;
2. Understand how starting a business can involve risks as well as opportunities.	2.1 assess the potential risks and opportunities a new business might face; and 2.2 explain the actions that could be taken to address the potential risks and opportunities that a new business might face.

3.12 Unit 11: Understand Business Planning

Unit purpose and aim: To develop an understanding of the importance of designing new products or services in a business and the risks and opportunities that might be involved.

Title	Understand Business Planning
Unit reference number	M/503/8861
Level	2
Guided learning hours	8

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand the different goals a business can have	1.1 describe the different types of goals for the business; 1.3 explain how different business goals will affect what the business does;
2. Understand how to measure progress towards business goals	2.1 describe the ways of checking if the business has achieved its goals; 2.2 assess the measures which could be used to track progress towards achieving the goals of the business;
3. Understand the value of planning in business.	3.1 describe why it is important to plan in a business in order to achieve the stated goals; 3.2 explain how working to a business plan can help achieve goals for the business; and 3.3 assess the factors that can impact on the process of planning.

4 Scheme of Assessment

4.1 Assessment opportunities

This specification is available for assessment twice a year, in January and summer, beginning in summer 2014.

4.2 Methods of assessment

For each Working in the Creative Crafts Industry unit, learners must complete and sign a portfolio of work that demonstrates how they have met the assessment criteria.

4.3 Internal assessment

Centres must nominate staff who have the appropriate skills and knowledge to assess learners' work for each unit.

Each learner's portfolio of evidence must be clearly annotated, signed and dated by both learner and assessor, and referenced in their portfolio tracking booklet.

Learners must meet all the assessment criteria in order to achieve this qualification.

4.4 Internal standardisation

Centres must have arrangements in place for quality assurance of their assessment outcomes. Centres with more than one assessor must carry out internal standardisation before external moderation takes place. This is to ensure that, as far as possible, each assessor 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 marking. Where this happens, centres should make sure that they update their assessment documentation.

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

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.

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

For support for this specification, go to our website at www.ccea.org.uk

We intend to expand our range of support to include the following:

- a subject microsite within our website;
- Principal Moderator's reports;
- Centre support visits;
- support days for tutors;
- agreement trials; and
- a resource list.

5.2 Curriculum objectives

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 understanding how to market a business and the opportunities and risks in running a business;
- 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); and
 - work in the local and global economy, and career management (Employability);
- develop an understanding of social, legislative (including equality and disability discrimination), economic and cultural issues by providing opportunities to explore topics such as working with colleagues, health, safety and security in the workplace;
- investigate sustainable development, health and safety considerations, and European developments, by providing opportunities to explore topics such as health, safety and security in the workplace, understanding business resources and legal issues;
- develop skills that will enhance employability by providing opportunities to use materials and resources to develop and adapt mixed crafts ideas creatively; and
- make effective use of technology by providing opportunities to create, present and evaluate final mixed crafts ideas.

5.3 Skills development

This specification provides opportunities for students to develop the following key skills:

- application of number;
- communication;
- improving own learning and performance;
- information and communication technology;
- problem-solving; and
- working with others.

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

Reasonable adjustments are made for learners with disabilities in order to reduce barriers to accessing 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, Reasonable Adjustments and Special Consideration: General and Vocational Qualifications*, available at www.jcq.org.uk

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 our Level 2 Certificate in Working in the Creative Crafts Industry 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, extension 2235, email: nfitzsimons@ccea.org.uk)
- Education Manager for the Qualification: Teresa Robb
(telephone: (028) 9026 1200, extension 2296, email: trobbs@ccea.org.uk)
- Entries, Results and Certification
(telephone: (028) 9026 1262, email: entriesandresults@ccea.org.uk)
- Distribution
(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)
- Assessment Administration Team
(telephone: (028) 9026 1200, extension 2374, email: mcunningham@ccea.org.uk).



COUNCIL FOR THE CURRICULUM EXAMINATIONS AND ASSESSMENT

29 Clarendon Road, Clarendon Dock, Belfast BT1 3BG

© +44 (0)28 9026 1200

☎ +44 (0)28 9026 1234

☎ +44 (0)28 9024 2063

✉ info@ccea.org.uk

🌐 www.ccea.org.uk

Rewarding Learning