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| Learner Name: Learner Number: Centre Name:  |

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| --- | --- | --- |
| **Unit number and title** | **Internal Moderator (signature and date)** | **External Moderator (signature and date)** |
| Unit 01 Explore craft skills (A/505/4559) |  |  |
| Unit 02 Develop design ideas for craft (M/505/4560)  |  |  |
| Unit 03 Create ideas in response to a brief (T/505/4561)  |  |  |
| Unit 04 Produce and review final craft work (A/505/4562) |  |  |

For completion if part, or all, of the evidence has been sampled by the Internal and/or External Moderator

**Overview**

During your course your Teacher/Assessor will ask you to carry out work either in the classroom or at home, which you’ll keep as evidence of your learning.

The work you produce (evidence) will be assessed by your Teacher/Assessor to make sure you’ve covered everything in sufficient detail. Your evidence could be made up of a combination of:

* written work or class notes
* products or samples of practical work
* case studies
* simulated activities or role play
* learning logs
* video or audio recordings
* other appropriate formats suggested by your Teacher/Assessor.

When all your evidence is gathered together in a file or folder this becomes your portfolio.

Your centre and Teacher/Assessor may have systems that they use to plan and monitor your assessment. These may be computer-based (eg using ‘e-portfolio’ software) or paper-based (using forms or checklists). These systems are designed to show how each piece of evidence meets the learning outcomes and assessment criteria.

**Information about this qualification**

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Mandatory/optional** | **Assessment**  |
| Unit 01 Explore craft skills (A/505/4559) | Mandatory | Internally assessed portfolio of evidence  |
| Unit 02 Develop design ideas for craft (M/505/4560)  | Mandatory | Internally assessed portfolio of evidence  |
| Unit 03 Create ideas in response to a brief (T/505/4561)  | Mandatory | Internally assessed portfolio of evidence  |
| Unit 04 Produce and review final craft work (A/505/4562) | Mandatory | Internally assessed portfolio of evidence  |

To be awarded the **NCFE Level 1 Certificate in Creative Studies: Craft**, you are required to successfully achieve **4 mandatory units.**

**Planning and tracking your assessment**

The tracker will help you to record the work you’ve done and the work you still need to do to finish your portfolio. You need to complete this tracker for each mandatory unit. In the evidence section, you should include the type of work you have produced (ie illustration, table, written work) and the portfolio page number.

It will also help your Teacher/Assessor, Internal and External Moderators find their way around your portfolio so they can check it. Your Teacher/Assessor will make sure you’re completing your tracker correctly.

You and your Teacher/Assessor and/or an independent witness must sign and date the individual pieces of work in your portfolio. Once you’ve completed each unit, you must sign to say that the work is your own, or that you have referenced it if it is someone else’s work. Your Teacher/Assessor will then grade and sign the declaration, to show that they’re satisfied you’ve completed it correctly.

**Unit 01 Exploring craft skills (A/505/4559)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Identify appropriate materials
 |  |  |  |  |  |
| * 1. Select suitable materials and techniques
 |  |  |  |  |  |
| * 1. Use appropriate tools, equipment and materials
 |  |  |  |  |  |
| * 1. Maintain a safe working environment by ensuring safe use of:
	+ tools and equipment
	+ materials and resources
	+ learning environment
 |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 01 Exploring craft skills (A/505/4559) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 02 Develop design ideas for craft (M/505/4560)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Identify sources to inspire ideas for craft
 |  |  |  |  |  |
| * 1. Use sources identified to inform ideas for craft
 |  |  |  |  |  |
| * 1. Use materials and techniques to make experimental test pieces in 2D
 |  |  |  |  |  |
| * 1. Use materials and techniques to make experimental test pieces in 3D
 |  |  |  |  |  |
| * 1. Share test pieces with others
 |  |  |  |  |  |
| * 1. Respond appropriately to feedback from others
 |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 02 Develop design ideas for craft (M/505/4560) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Identify safe working practices associated with developing ideas
 |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 02 Develop design ideas for craft (M/505/4560) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 03 Create ideas in response to a brief (T/505/4561)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Develop a range of appropriate craft ideas in response to a given brief
 |  |  |  |  |  |
| * 1. Share ideas with others
 |  |  |  |  |  |
| * 1. Review ideas in response to feedback from others
 |  |  |  |  |  |
| * 1. Select preferred idea, giving reasons for choice
 |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 03 Create ideas in response to a brief (T/505/4561) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 04 Produce and review final craft work (A/505/4562) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Use chosen idea to create a production plan
 |  |  |  |  |  |
| * 1. Prepare and maintain a safe work area, tools and materials to produce craft work
 |  |  |  |  |  |
| 1.3 Produce final craft items |  |  |  |  |  |
| 1.4 Present the final craft work appropriately |  |  |  |  |  |
| 2.1 Review the final work  |  |  |  |  |  |
| 2.2 Produce an action plan for the future development of craft work |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 04 Produce and review final craft work (A/505/4562) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Additional information**

NCFE is a leading provider of nationally recognised qualifications and is committed to delivering exceptional customer service. We’re based in Newcastle upon Tyne. If you’d like to know more about us please visit our website at [www.ncfe.org.uk](http://www.ncfe.org.uk/).

**Additional support requirements**

NCFE recognises that you might require additional support in order to achieve your qualification. This might be if you’ve a permanent or temporary disability, medical condition or specific learning need.

Your Teacher/Assessor will discuss the most appropriate method of support to meet your needs and may need to notify NCFE of the support they’re going to give you. This could be facilities to support reading or writing needs, hearing, visual or physical impairment; facilities to support a medical condition or temporary injury; or facilities to support you if your first language isn’t English.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Reasonable Adjustments and Special Considerations Policy, or you can download it from [www.ncfe.org.u](http://www.ncfe.org.uk)k.

**Appeals or complaints**

If you’ve any queries or problems with your qualification you should first talk to your Teacher/Assessor, the Internal Moderator or another member of staff at your centre. If you’ve got a complaint about the way your work has been assessed, or the support you’ve been given, use your centre’s own appeals or grievance policy (ask your Teacher/Assessor for a copy).

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Appeals and Enquiries about Results Policy, or you can download it from [www.ncfe.org.uk.](http://www.ncfe.org.uk)

**Malpractice**

‘Malpractice’ is used to describe something a person does when they intentionally mislead somebody. An example may be copying somebody else’s work and passing it off as your own. Whenever we’re notified about a suspected or actual case of malpractice, we‘ll work with the centre to find out if and why malpractice happened and what we can do to sort it out.

If your centre suspects you’ve been involved in malpractice, we won’t be able to issue your certificate during the investigation. If we prove that malpractice has happened, you may have part of your assessment disallowed or, in serious cases, your final results may be void. This means you won’t receive a certificate or, if we’ve already issued you one, we’ll ask that you return it straight away.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Malpractice Policy, or you can download it from [www.ncfe.org.uk](http://www.ncfe.org.uk).

**Equal Opportunities**

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of NCFE’s Equal Opportunities Policy is available on request.

**Data protection**

NCFE is registered under the Data Protection Act and is committed to maintaining the highest possible standards when handling personal information.

**Contact us**

NCFE

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***\* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes***