

# Section 1:

# Qualification Overview

Qualification Accreditation Number 500/4338/9  
**NCFE Level 2 Introductory Award in Music Technology**

Qualification Accreditation Number 500/4331/6  
**NCFE Level 2 Award in Music Technology**

Qualification Accreditation Number 500/4334/1  
**NCFE Level 2 Certificate in Music Technology**

Qualification Accreditation Number 500/4333/X  
**NCFE Level 2 Extended Certificate in Music Technology**

Qualification Accreditation Number 500/4332/8  
**NCFE Level 2 Diploma in Music Technology**

Qualification Accreditation Number 500/4246/4  
**NCFE Level 2 Extended Diploma in Music Technology**

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## Introduction

The NCFE Level 2 Music Technology suite is designed to provide centres with a range of qualifications which meet the needs of different learners. The qualifications vary from a 30 guided learning hours (GLH) Introductory Award to a 360 GLH Extended Diploma. The qualifications share common units so learners can progress within the suite by developing further skills and knowledge. The qualification aims to develop a range of skills and attributes related to music technology. They provide a structure and opportunity for learners to use software and equipment to record, produce and edit music and develop creative skills.

The following qualifications have been accredited by the Qualifications and Curriculum Authority (QCA) and are part of the National Qualifications Framework (NQF):

- NCFE Level 2 Introductory Award in Music Technology
- NCFE Level 2 Award in Music Technology
- NCFE Level 2 Certificate in Music Technology
- NCFE Level 2 Extended Certificate in Music Technology
- NCFE Level 2 Diploma in Music Technology
- NCFE Level 2 Extended Diploma in Music Technology

Listed below for each qualification are the Qualification Accreditation Numbers (QCA), Learning Aim Codes (LSC) and the GLH:

**NCFE Level 2 Introductory Award in Music Technology**

QCA: 500/4338/9 LSC: 50043389 GLH: 30

**NCFE Level 2 Award in Music Technology**

QCA: 500/4331/6 LSC: 50043316 GLH: 90

**NCFE Level 2 Certificate in Music Technology**

QCA: 500/4334/1 LSC: 50043341: 150

**NCFE Level 2 Extended Certificate in Music Technology**

QCA: 500/4333/X LSC: 5004333X GLH: 180

**NCFE Level 2 Diploma in Music Technology**

QCA: 500/4332/8 LSC: 50043328 GLH: 240

**NCFE Level 2 Extended Diploma in Music Technology**

QCA: 500/4246/4 LSC: 50042464 GLH: 360

The Qualification Accreditation Numbers show that these qualifications are accredited by QCA. They are fundable under the Learning and Skills Act 2000 under Sections 96 and 97.

For further guidance on funding, please contact your local Learning and Skills Council.

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**NQF Level:** 2

**Assessment requirements:** Internally assessed and externally moderated portfolio

### **NCFE Level 2 Introductory Award in Music Technology (30 GLH)**

The qualification consists of **one** unit:

- Unit 01 Use MIDI sequencing software\*

Learning outcomes for each unit are provided in Section 3 (page 12).

Learners must successfully complete **Unit 01** to be awarded the NCFE Level 2 Introductory Award in Music Technology.

### **NCFE Level 2 Award; Certificate; Extended Certificate; Diploma and Extended Diploma in Music Technology**

#### **Mandatory unit**

- Unit 01 Use MIDI sequencing software\*

#### **Optional units**

- Unit 02 Understand the applications of music technology\*
- Unit 03 Use sound recording techniques\*
- Unit 04 Explore job opportunities in the music technology industry\*
- Unit 05 Use audio sampling and sequencing\*
- Unit 06 Use multi-track sound recording techniques\*
- Unit 07 Use multi-track sound mixing techniques\*
- Unit 08 Understand dance music production+
- Unit 09 Demonstrate skills in DJ performance+
- Unit 10 Use sound recording equipment
- Unit 11 Develop audio editing skills
- Unit 12 Understanding sound to inform music technology
- Unit 13 Use portable music technology equipment
- Unit 14 Demonstrate live music performance technology
- Unit 15 Produce and publish a podcast

Each unit is **30** GLH.

\* **These units are based on the units from the NCFE Level 2 Certificate in Music Technology (100/1501/2), which expired on 31 August 2008.**

+ **These units are based on the units from the NCFE Level 2 Certificate in Music Technology (Mix DJ Skills) (100/2622/8), which expired on 31 August 2008.**

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#### **NCFE Level 2 Award in Music Technology (90 GLH)**

This qualification consists of **one** mandatory unit and **2** optional units

#### **NCFE Level 2 Certificate in Music Technology (150 GLH)**

This qualification consists of **one** mandatory unit and **4** optional units

#### **NCFE Level 2 Extended Certificate in Music Technology (180 GLH)**

This qualification consists of **one** mandatory unit and **5** optional units

#### **NCFE Level 2 Diploma in Music Technology (240 GLH)**

This qualification consists of **one** mandatory unit and **7** optional units

#### **NCFE Level 2 Extended Diploma in Music Technology (360 GLH)**

This qualification consists of **one** mandatory unit and **11** optional units

When learners achieve a unit from the suite of NCFE Level 2 Music Technology qualifications it can be carried over and recognised by any of the other 5 qualifications. **Centres are required to indicate learners' prior achievements when submitting the Certificate Claim Form.**

Learning outcomes for each unit are provided in Section 3 (page 12)

### Accreditation and Certification End Dates

All qualifications on the NQF have accreditation and certification end dates which are set by QCA to ensure that they remain current and valid. Learner registrations may not be accepted by NCFE after the accreditation end date for a specific qualification if an extension to the accreditation is not obtained from QCA. However, certification is allowed until the certification end date so that learners have time to complete any programme of study.

Towards the end of the accreditation period for a qualification, NCFE will undertake a review of the qualification. This will be done in collaboration with sector representatives in order to make any changes necessary to meet sector needs and reflect recent developments. Once this review process is complete NCFE will, in most cases, apply to QCA for an extension to the accreditation period.

Information relating to changes or extensions to qualifications will be posted on the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) and sent to approved centres. To ensure that you are using the most up-to-date version of this Qualification Specification please check the issue date on the **front cover** of this document against that of the Qualification Specification on the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)).

### How to Give us Your Comments

If you have any suggestions to make about these qualifications or would like to give us some feedback on how you have used the qualification, please email [media@ncfe.org.uk](mailto:media@ncfe.org.uk) and mark your email 'content review'.

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### Status in Wales and Northern Ireland

Currently, NCFE intends to provide its qualifications to centres in England and appropriate resources are available to produce both specifications and assessment materials for these centres. Qualification Specifications and assessment materials can be made available to centres in Northern Ireland and Wales. (NCFE is able to provide Qualification Specifications and assessment materials in the Welsh and/or Irish language where requested and appropriate.)

### Aims

The qualifications aim to enable learners to:

- develop skills in music technology and the recording process
- develop their technical skills using music technology
- perform using music technology
- progress to further study both at Level 2 and above
- develop their existing ICT, communication, project management, time management and team working skills.

### Target Group

These qualifications are ideal for any learners wishing to develop their understanding and practical skills in music technology. The flexible qualifications and unit combinations allow learners to develop their skills and knowledge in areas that will benefit them most, including recording techniques and equipment, dance music production, live performance technology, producing a podcast and exploring job opportunities.

### Entry Guidance

There aren't any specific recommended prior learning requirements for these qualifications. However, learners might find it useful if they've already achieved a Level 1 qualification.

These qualifications are suitable for learners aged pre-16 and above.

**Please note: centres are responsible for ensuring that the qualification is appropriate for the age and ability of learners and need to make sure that learners can meet the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of the qualification.**

There are no other restrictions on learner entry for these qualifications.

Learners on a qualification shouldn't undertake another qualification at the same level with the same, or a similar, title as this could lead to duplication. Funding levels may be affected if learners do undertake duplicate qualifications.

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#### Resource Requirements

There are no specific resource requirements for these qualifications. However, centres must make sure that learners have access to appropriate equipment.

For details of staffing resources required for the qualifications, please see NCFE's Occupational Competence Guidelines, available from the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) or from the Centre Support team at NCFE.

#### Useful websites:

Tutors may find the following websites useful for materials and resources to assist delivery:

<a href="http://www.ccskills.org.uk">www.ccskills.org.uk</a>	Creative & Cultural Skills (Sector Skills Council)
<a href="http://www.bbc.co.uk">www.bbc.co.uk</a>	BBC
<a href="http://www.channel4.com">www.channel4.com</a>	Channel 4
<a href="http://www.generator.org.uk">www.generator.org.uk</a>	Popular Music Development Agency for England
<a href="http://www.name2.org.uk">www.name2.org.uk</a>	N.A.M.E. (National Association of Music Educators)
<a href="http://www.mec.org.uk">www.mec.org.uk</a>	Music Educational Council
<a href="http://www.youthmusic.org.uk">www.youthmusic.org.uk</a>	Youth Music
<a href="http://www.bpi.co.uk">www.bpi.co.uk</a>	BPI (British Phonographic Industry)
<a href="http://www.isce.org.uk">www.isce.org.uk</a>	ISCE (Institute of Sound and Communications Engineers)

#### Progression Opportunities

The NCFE Level 2 qualifications in Music Technology aim to provide progression towards:

- NCFE Level 2 qualifications in Music Business
- NCFE Level 2 Certificate in Performance Skills
- NCFE Level 2 and 3 Certificates in Interactive Media
- NCFE Level 3 qualifications in Business for the Creative Industries
- Advanced GCE in Music Technology
- Level 3 Music Technology and Sound Engineering qualifications

For further details on other qualifications available in this sector area, see NCFE's Directory of Products and Services or the QCA website of accredited qualifications ([www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)).

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### Links to Skills for Life

These NCFE qualifications could be used to develop learners' literacy, language and numeracy skills. The activities learners undertake whilst completing the qualifications could help prepare them for their Basic Skills test.

Section 4 (page 75) provides details of where evidence can realistically be generated for Key Skills units through these qualifications. In general, the aim has been to target Level 2 Key Skills, although work can be designed for other levels, depending on the needs of individual learners or groups.

Key Skills Centre Support Packs are available from the Centre Support team at NCFE, or to download from the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)). These packs contain unit specifications, tracking and guidance documents which will be invaluable to any centre running Key Skills.

### Centre Approval Requirements

Centres must apply for approval to offer these qualifications before enrolling learners. If centres do not have approval, learners should be advised that certification is not available. To gain approval to offer these qualifications, centres need to complete and return a signed copy of the relevant approval form to the Centre Support team at NCFE. These forms are available from the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) or from the Centre Support team at NCFE.

Further information regarding the approval procedure is contained in NCFE's Centre Support Guide. If you have any queries regarding any part of the approval process, require assistance completing the approval form or wish to know if your centre meets the approval criteria, please contact the Centre Support team at NCFE.

Following approval, individual learner registration and certification fees are payable. Details of registration and certification fees are available on the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) or from the Centre Support team at NCFE.

The appendices at the back of this document provide an overview of NCFE's administrative procedures from approval to certification.

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### Support for Centres and Learners

#### Information for learners:

NCFE Candidate Information Packs (CIPs) can be downloaded from the NCFE website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) free of charge. Hard copies of the information can be supplied for a small charge – for further information please contact your Centre Support Assistant at NCFE. The packs contain general information about the qualification, which will help learners keep track of their work. These packs are not compulsory. If they are not used, centres can use NCFE's Candidate Evidence Log available from the website or devise their own alternative materials.

Materials produced by centres should allow learners to track their achievement against each required learning outcome and include:

- information on the contents, availability and location of NCFE's procedures and policies
- advice on support mechanisms for learners who are experiencing difficulties with their studies
- a mechanism for Assessors and Internal Moderators to authenticate evidence submitted for, and achievement of, each unit.

#### Assessor and Internal Moderator Training:

NCFE can provide training sessions for Assessors and Internal Moderators who may not hold the A1 and V1 (Assessment and Verification) units. For further information contact the Business Improvement team at NCFE.