

Examination Venue

Centres must have sufficient and suitable space for candidates to sit written examinations and, where appropriate, facilities for computer-based examinations.

Assessment Security Facilities

One of the following arrangements for storing exam papers is expected:

- A strong, non-portable safe.
- A non-portable lockable security cabinet.
- A metal (filing) cabinet which is bolted to the floor or a wall.
- A walk-in store room with a metal shutter/security screen in front of open shelving.

Administrative Facilities

The following facilities are needed at the Accredited Partner Centre to support administration:

- Broadband internet access to facilitate electronic transactions with NCC Education.
- Computer Systems and/or physical storage facilities to keep student records and copies of assessments submitted for the required period of time.

Teaching and Learning Facilities

The following facilities are needed at the Accredited Partner Centre to enable students to learn effectively:

- Classes will take place in spaces of appropriate size and number, so that all students can see, hear and engage actively with their tutor.
- Students will be able to access books, journals and other resources to support their studies.
- Students will have access to a quiet space for private study and research (e.g. a library).
- Students will have access to internet-enabled computers to facilitate private study and research.

IT Facilities – Computing Programmes

This requirement applies only to Centres who are, or wish to be Accredited for the following programmes:

- Level 3 Diploma in Computing
- Level 4 Diploma in Computing
- Level 5 Diploma in Computing
- Level 4 Diploma in Business IT
- Level 5 Diploma in Business IT

The Centre must have a computer classroom/laboratory which meets the following specifications:

- Fully networked classroom containing PCs and/or workstations for practical work and computer-based assessments.
- Enough computers to ensure that, for practical work under supervision, the teacher/student ratio should be no higher than one teacher to 16 students. In practical sessions, each student must have individual computer access.
- The software installed on the computers varies according to the qualification being offered, as outlined below.

Software Requirements for Level 3 Diploma in Computing and Level 4 Diploma in Business IT

- Compilers for any programming languages being studied.
- Software packages covering common business applications - word processing, spreadsheets, accounting, stock control, databases and any other software required by students.
- At least two different web browsers e.g. Google Chrome, Internet Explorer, Mozilla Firefox or Opera.
- Text editor such as Bluefish, Programmer's Notepad or Crimson Editor.
- Video conversion software and Image editing software.

Additional Software Requirements for Level 4 Diploma in Computing

In addition to all of the above, the following software is required:

- Drawing tools (e.g. Microsoft Visio) or CASE tools to support the drawing of software engineering diagrams such as ERDs, DfDs, flowcharts, UML diagrams.
- Star UML.
- Eclipse Integrated Development Environment (IDE).

Additional Software Requirements for Level 5 Diploma in Business IT

In addition to all of the above, the following software is required:

- A Database Management System (DBMS) (such as Microsoft Access, MySQL or Oracle 10g).
- A Java development environment.

Additional Software Requirements for Level 5 Diploma in Computing

In addition to all of the above, the following software is required:

- Image manipulation software.
- VPN software
- Remote desktop application.