Qualification Specification for:

OCN NI Level 3 Certificate in Tackling Substance Misuse

➢ **Qualification No: 601/6149/8**

Qualification Regulation Information

OCN NI Level 3 Certificate in Tackling Substance Misuse
Qualification Number: 601/6149/8

Operational start date: 01 May 2015
Operational end date: 30 April 2029
Certification end date: 30 April 2032

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (**http://register.ofqual.gov.uk/**). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 3 Certificate in Tackling Substance Misuse**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

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

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

Contents

About Regulation

OCN NI
Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

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The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level
The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size
Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

For further information about the RQF see:
https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/

Qualification Features

Sector Subject Area
1.3   Health and social care

Qualification Aim
The OCN NI Level 3 Certificate in Tackling Substance Misuse qualification has been designed for adult practitioners working in the drug and alcohol sector to enable them to provide support and signposting to individuals with drug and alcohol issues. It will also support volunteers working in this sector.

Qualification Objectives
The objectives of this qualification will allow the learner to gain the skills and knowledge to understand:

- the principles of tackling substance misuse
- assessment, planning and care for substance misuse practitioners
- educating others about substances and their effects
- managing individuals and teams working with substance users
- providing support and after care services for substance users
- dual diagnosis for substance misuse practitioners
- managing substance misuse services
- providing harm minimisation support to substance users
- providing detoxification and prescribing services for substance users
- brief interventions for substance misuse practitioners

Qualification Target Group
The qualification is aimed at adult practitioners and volunteers working in the drug and alcohol sector. It is also suitable for other workers who may have a responsibility for supporting individuals with drug and alcohol issues eg social/youth workers, teachers and prison/probation officers.

Progression Opportunities
The OCN NI Level 3 Certificate in Tackling Substance Misuse qualification enables progression to employment, further learning opportunities within employment and/or further study.

The qualification is designed for adult practitioners working in the drug and alcohol sector, those taking courses of study and training for such roles and those acting in a voluntary capacity.

Entry Requirements

The minimum age for access to the qualification is 18 years. Anyone under the age of 18 years old is advised to extend their experience in the sector, eg OCN NI Entry, Level 1 and Level 2 qualifications in Substance Misuse may provide a progression route into this Level 3 qualification.

Learners should:

- be employed as a specialist drug/alcohol worker, or
- have some responsibility within their working role for supporting and signposting for substance misuse, or
- working in a regular voluntary capacity with a substance misuse organisation

Grading

Grading for this qualification is pass/fail.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (https://www.ocnni.org.uk/my-account/), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in the area they are teaching.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:
- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:
- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

The table below summarises the structure of this qualification. In order to gain the qualification, the learner must successfully achieve a total of 15 credits. 12 credits must be achieved from the two mandatory units in Group A plus 3 credits from one of the optional units in Group B.

Total Qualification Time (TQT) for this qualification:　　　150 hours
Guided Learning Hours (GLH) for this qualification:　　　105 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
(Group A) Mandatory Units					
Y/507/1840	CBC464	Principles of Tackling Substance Misuse	60	6	Three
A/507/1846	CBC470	Assessment, Planning and Care for Substance Misuse Practitioners	60	6	Three
(Group B) Optional Units					
D/507/1841	CBC463	Educating Others about Substances and Their Effects	30	3	Three
H/507/1842	CBC465	Managing Individuals and Teams Working with Substance Users	30	3	Three
K/507/1843	CBC466	Providing Support and After Care Services for Substance Users	30	3	Three
Y/507/1921	CBC467	Dual Diagnosis for Substance Misuse Practitioners	30	3	Three
M/507/1844	CBC468	Managing Substance Misuse Services	30	3	Three
T/507/1845	CBC469	Providing Harm Minimisation Support to Substance Users	30	3	Three

F/507/1847	CBC471	Providing Detoxification and Prescribing Services for Substance Users	30	3	Three
J/507/1848	CBC472	Brief Interventions for Substance Misuse Practitioners	30	3	Three

Unit Details

Title	Principles of Tackling Substance Misuse
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBC464
Unit Reference No	Y/507/1840

Unit purpose and aim(s): This unit will enable the learner to understand the principles of tackling substance misuse.

Learning Outcomes	Assessment Criteria
1. Understand substances, their use and effects.	1.1. Summarise a range of substances and methods of taking them. 1.2. Explain the likely effects and associated risks of drug use in individual cases.
2. Understand current relevant legislation and local and national strategies for delivery of services for substance users.	2.1. Explain current legislation and its impact on drug users and workers and services, including those within own organisation. 2.2. Evaluate national and local strategies underpinning the delivery of services for substance users.
3. Understand the levels of treatment provision.	3.1. Clarify, using examples, the levels of treatment. 3.2. Clarify how levels of treatment relate to the levels of assessment and the roles of workers within each treatment level including their contribution to the overall package of care.
4. Understand the modalities of treatment.	4.1. Evaluate the effectiveness of specialist treatment modalities, taking into consideration the needs of special groups.
5. Understand the role of prevention as a health promotion approach.	5.1. Summarise the principles of primary, secondary and tertiary prevention. 5.2. Explain the role of prevention as a health promotion approach, giving examples within each of the levels of service.
6. Understand the need to promote diversity, equality and the rights of service users.	6.1. Analyse attitudes to different groups in society and how they might impact on the quality of services. 6.2. Summarise a range of actions that services and individual workers can take to promote diversity, equality, and the rights of service users. 6.3. Critically compare the importance of confidentiality and information sharing in providing services to substance users.
7. Understand how to promote choice, well-being and protection of substance users.	7.1. Explain how to maintain relationships that support service users in expressing their views and preferences about their current and future health and well-being. 7.2. Explain how to support service users in communicating their views and preferences.
8. Be able to monitor, maintain and promote health and safety in the working environment.	8.1. Summarise current national and European health and safety legislation. 8.2. Explain the importance of adhering to own organisation's health and safety procedures.

	8.3. Implement a risk assessment in own working environment.
	8.4. Explain how to adhere to legal and organisational requirements relating to hazardous materials and waste.
	8.5. Demonstrate correct completion of health and safety records.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Assessment, Planning and Care for Substance Misuse Practitioners
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBC470
Unit Reference No	A/507/1846

Unit purpose and aim(s): This unit will enable the learner to understand the assessment, planning and care for substance misuse practitioners.

Learning Outcomes	Assessment Criteria
1. Be able to establish and sustain relationships with substance users.	1.1. Explain the importance of establishing and sustaining relationships with substance users. 1.2. Evaluate own use of verbal and non-verbal communication strategies.
2. Understand the process of disengagement from relationships with substance users.	2.1. Explain how and when to disengage from relationships with substance users.
3. Be able to conduct a triage assessment.	3.1. Demonstrate a triage assessment of a substance user that includes their involvement as well as assessment of the following: a) risk to self and others b) level of urgency and nature of problem c) motivation to engage d) service user's understanding of services available e) whether comprehensive assessment is required 3.2. Explain modifications in approach to assessment for different services including young people and people with dual diagnosis. 3.3. Summarise, accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken. 3.4. Demonstrate accurate collection of data for use in monitoring systems.
4. Be able to conduct an assessment.	4.1. Demonstrate a comprehensive assessment of a substance user that includes their involvement as well as assessment of the following: a) risks to self and others b) motivation to change c) diagnoses current substance use problems and current psychological, physical, social and legal problems the service user is experiencing d) the service user's understanding of available treatment options 4.2. Summarise accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken. 4.3. Demonstrate accurate collection of data for use in monitoring systems.
5. Know how to plan comprehensive and integrated programmes of care.	5.1. Evaluate ways in which inter-organisation or multi-disciplinary working can contribute to more effective delivery of care.

		5.2. Summarise information from relevant sources about a service user's needs, taking into account the service user's preferences, beliefs, opinions and interests.
		5.3. Explain using examples the construct, use and impact of care planning.
		5.4. Develop a practical care plan to meet the needs of the service user.
		5.5. Develop a strategy for monitoring and reviewing the delivery of services within own organisation.
		5.6. Explain how the above strategy will enable appropriate responses to changes in circumstances across inter-organisation or multi-disciplinary teams.
6.	Know how to respond to immediate risks of substance use.	6.1. Explain the aims of and own role within risk assessment and risk management within the field of substance misuse.
		6.2. Assess the immediate risk of danger from substance use in individual cases.
		6.3. Summarise actions to be taken upon immediate risk of danger to individual or others, consistent with own organisation's policies and within the limits of own competence.
		6.4. Summarise the range of appropriate options for supporting individuals after the immediate danger has passed.
7.	Know how to offer harm reduction information advice and guidance.	7.1. Explain appropriate harm reduction strategies that are consistent with individual's right of choice: a) for specific cases of substance use b) for activities affected by substance use
		7.2. Explain a range of methods which could be used to provide harm reduction advice and guidance to substance users.
8.	Know how to support individuals in changing substance use.	8.1. Develop and implement in partnership with the service user practical strategies for changing substance use.
		8.2. Explain how to support individuals to identify and overcome barriers to changing their substance use and maintaining change.
		8.3. Review and manage own feelings about the individual's progress so as to minimise their impact on the support provided.
		8.4. Communicate sustained recovery models with service users and assess their understanding of these models.
9.	Understand the application of health and safety within all areas of activity.	9.1. Explain health and safety requirements in all areas of own organisation's activity and how they are monitored.

Assessment Guidance

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Educating Others about Substances and Their Effects
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC463
Unit Reference No	D/507/1841

Unit purpose and aim(s): This unit will enable the learner to understand educating others about substances and their effects.

Learning Outcomes	Assessment Criteria
1. Be able to educate others about substances, their use and effects.	1.1. Explain how to raise awareness of substances, their use and effects with a range of individuals. 1.2. Plan, deliver and evaluate a group or individual learning opportunity on a range of substances, their use and effects. 1.3. Explain how to facilitate and manage learning in a group. 1.4. Explain methods of appropriately challenging stereotyping, excluding and discriminatory behaviour.
2. Be able to increase people's knowledge of services available to meet the needs of substance users.	2.1. Plan, deliver and evaluate a group or individual learning opportunity to increase awareness of services available to substance users. 2.2. Demonstrate how to develop clear learning aims and objectives for a substance related presentation for a given audience. 2.3. Demonstrate how to effectively use visual aids and information technology to aid delivery. 2.4. Demonstrate how to interact effectively with an audience during a presentation including checking understanding and progress.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

	skills and/or knowledge gained throughout the course	
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Managing Individuals and Teams Working with Substance Users
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC465
Unit Reference No	H/507/1842

Unit purpose and aim(s): This unit will enable the learner to understand the managing individuals and teams working with substance users.

Learning Outcomes	Assessment Criteria
1. Be able to lead the work of individual or teams of substance misuse practitioners.	1.1. Develop, jointly with a substance misuse practitioner, a practical work plan for both individuals and teams. 1.2. Explain own role and responsibilities in supporting individual and teams of practitioners to achieve their objectives. 1.3. Reflect on own effectiveness in providing leadership and support to individual substance misuse practitioners.
2. Be able to develop individual and teams of substance misuse practitioners to enhance performance.	2.1. Develop a plan for a team to meet organisational objectives, incorporating individual team member's aspirations. 2.2. Analyse the performance of individuals and the team against organisational objectives. 2.3. Feedback on individuals' performance in an appropriate manner. 2.4. Explain how to select an appropriate response when dealing with instances of poor performance. 2.5. Evaluate own role in the creation and implementation of a team development plan.
3. Understand arrangements for joint working between workers and agencies in the context of delivering effective services for substance users.	3.1. Evaluate the potential for cooperation and conflict with a range of other workers and agencies. 3.2. Explain how joint working relationships with individuals and agencies can be established and maintained.
4. Be able to facilitate meetings.	4.1. Critically compare styles of leadership in relation to running meetings. 4.2. Evaluate own role in planning and facilitating a team meeting. 4.3. Explain how an understanding of team dynamics can be utilised when facilitating a team meeting.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to	Learner notes/written work Learner log/diary Peer notes

	be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Providing Support and After Care Services for Substance Users
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC466
Unit Reference No	K/507/1843

Unit purpose and aim(s): This unit will enable the learner to understand the process of providing support and after care services for substance users.

Learning Outcomes	Assessment Criteria
1. Understand the need for relapse prevention activities throughout the treatment continuum.	1.1. Explain with examples the role of relapse prevention approaches within the treatment continuum.
2. Understand how to support individuals to access housing and accommodation services.	2.1. Identify the specific housing needs of individuals. 2.2. Evaluate the range of housing and accommodation services in relation to their suitability for service users. 2.3. Explain how to liaise with housing and accommodation providers to discuss the housing needs of service users. 2.4. Explain how to appropriately challenge housing and accommodation providers who discriminate against service users.
3. Understand how to explore employment, training and education options with individuals who use substances.	3.1. Explain the role of employment, training and education in the rehabilitation of substance users. 3.2. Explain appropriate methods of exploring with a service user the employment, training and education options available to them.
4. Understand how to support individuals to manage their financial affairs.	4.1. Explain ways in which to support individuals to manage their own expenditure, claiming and collecting benefits and allowances.
5. Be able to develop, implement and review personal action plans with individuals who use substances.	5.1. Develop a comprehensive, practical plan with an individual to include goals relating to: a) employment, training or education b) housing c) personal finances d) relapse prevention 5.2. Demonstrate how to support a service user to follow their action plan and review their progress.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

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Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Dual Diagnosis for Substance Misuse Practitioners
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC467
Unit Reference No	Y/507/1921

Unit purpose and aim(s): This unit will enable the learner to understand dual diagnosis for substance misuse practitioners.

Learning Outcomes	Assessment Criteria
1. Understand mental health problems displayed by service users with dual diagnosis.	1.1. Define the term dual diagnosis. 1.2. Explain the behavioural impact of a range of disorders including: a) bipolar b) schizophrenia c) paranoia d) anxiety e) personality disorders
2. Understand strategies for working with individuals with dual diagnosis.	2.1. Summarise the potential impact on individuals when diagnosed with dual diagnosis. 2.2. Explain how to develop a strategy for supporting an individual with dual diagnosis.
3. Be able to assess the effectiveness of substance misuse services.	3.1. Evaluate a service's assessment and intervention procedures within a given geographical area in terms of identifying: a) dual diagnosis support requirements b) risk c) specialist support d) partnership collaboration e) staff skills and training
4. Understand the need for collaboration between services.	4.1. Evaluate national guidelines on collaboration between mental health and substance misuse services. 4.2. Summarise potential barriers to collaboration and explain how these might be overcome.

Assessment Guidance		

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Managing Substance Misuse Services
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC468
Unit Reference No	M/507/1844

Unit purpose and aim(s): This unit will enable the learner to understand how to manage substance misuse services

Learning Outcomes	Assessment Criteria
1. Understand management information procedures.	1.1. Evaluate methods of collecting, recording and storing information for staff and service users. 1.2. Explain how to respond to information that is ambiguous, inadequate or contradictory. 1.3. Explain the factors to be considered by practitioners and service managers when sharing information with individuals and organisations.
2. Be able to assess local need for substance misuse services.	2.1. Conduct a needs assessment for services in the local area across the tiers and modalities of provision.
3. Be able to develop and review strategies and plans for substances misuse services.	3.1. Identify key stakeholders who have an interest in own service or organisation. 3.2. Analyse the role of partnerships in strategic treatment delivery in a given area. 3.3. Evaluate strategies and plans designed to meet needs in given area. 3.4. Identify current gaps in service provision in a given area. 3.5. Review service provision priorities in a given area and make recommendations in response to needs assessments and national guidance. 3.6. Explain methods that can be effectively employed to sustain effective multi-disciplinary and cross-agency working.
4. Be able to develop own knowledge and practice.	4.1. Analyse own values, priorities, interests, and effectiveness and own learning needs in relation to these. 4.2. Develop and implement a plan to meet own needs as a professional working in a substance misuse service. 4.3. Explain how to incorporate own learning into practice.

Assessment Guidance		
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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Providing Harm Minimisation Support to Substance Users
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC469
Unit Reference No	T/507/1845

Unit purpose and aim(s): This unit will enable the learner to understand how to provide harm minimisation support to substance users.

Learning Outcomes	Assessment Criteria
1. Understand how to increase substance users' knowledge of substances.	1.1. Explain methods of increasing awareness amongst substance users of the range of substances, including a) methods of taking them b) their effects c) associated risks
2. Be able to support individuals who are substance users.	2.1. Evaluate individual cases and recommend appropriate harm reduction strategies. 2.2. Explain how to support individuals to reduce substance use. 2.3. Explain commonly used interventions to minimise harm.
3. Understand the principles and practice of safer injecting.	3.1. Explain potentially dangerous injecting practices. 3.2. Explain the principles and practice of safer injecting.
4. Understand the risks of blood borne viruses for injecting drug users and how to explain them to substance users.	4.1. Explain the transmission routes of Hepatitis A, B and C, and HIV. 4.2. Explain testing, referral and treatment pathways. 4.3. Explain to substance users the risks of blood borne viruses, including in relation to safer sex.
5. Be able to work with clients in a syringe exchange.	5.1. Demonstrate appropriate exchanges with clients applying principles of harm reduction and safer injecting. 5.2. Demonstrate record keeping in accordance with policies of own service or organisation. 5.3. Explain how to maintain high standards of client care.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		

Assessment Method	Definition	Possible Content
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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Providing Detoxification and Prescribing Services for Substance Users
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC471
Unit Reference No	F/507/1847

Unit purpose and aim(s): This unit will enable the learner to understand the how to provide detoxification and prescribing services for substance users

Learning Outcomes	Assessment Criteria
1. Understand how to induct individuals into detoxification programmes.	1.1. Explain when detoxification is an appropriate intervention for substance users. 1.2. Summarise detoxification advice that should be provided to service users and relevant significant others.
2. Be able to develop and implement plans to support substance users through detoxification programmes.	2.1. Develop a comprehensive treatment and care plan for substance users during and following detoxification. 2.2. Demonstrate arrangement provision of appropriate services during and immediately after a detoxification programme. 2.3. Explain the support needs of those who are not yet able to complete the detoxification programme.
3. Understand the principles and procedures for testing for substance use.	3.1. Explain the principles underpinning testing for substance use and a range of testing procedures.
4. Be able to test for substance misuse.	4.1. Demonstrate appropriate sampling techniques in accordance with infection control policies which: a) respect individual rights b) ensure the authenticity and non-contamination of the sample c) ensure chain of custody is maintained 4.2. Demonstrate appropriate communication of test results to appropriate individuals.
5. Understand supervised consumption of drugs prescribed for the management of substance misuse.	5.1. Explain the uses, routes of administration and legal status of three substances used in the management of substance misuse. 5.2. Develop a written contract for drug administration including: a) the procedure for supplying doses b) frequency c) procedure for missed doses d) the need to have a legally written prescription e) requirements for supervision 5.3. Explain when it would be necessary to contact the prescriber and how this would be done.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Brief Interventions for Substance Misuse Practitioners
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBC472
Unit Reference No	J/507/1848

Unit purpose and aim(s): This unit will enable the learner to understand brief interventions for substance misuse practitioners

Learning Outcomes	Assessment Criteria
1. Understand how to support individuals when they have used substances.	1.1. Explain actions to support individuals that: a) are appropriate to the substance used and associated effects b) appropriate to the condition of the individual c) consistent with own agreed role and agency policies and procedures. d) address effects after the substance has worn off 1.2. Implement correct procedures to clearly and accurately report information about episodes of substance use. 1.3. Analyse the effects which own beliefs and feelings about substance use may have on own behaviour.
2. Be able to identify individuals who may benefit from brief interventions.	2.1. Summarise and apply recognised screening tools and / or techniques used to determine whether brief intervention is an appropriate response. 2.2. Implement measures to create an environment suitable for frank, confidential discussion. 2.3. Demonstrate how to initiate discussions with service users about substance use behaviour.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the	Record of observation Learner notes/written work Tutor notes/record

	skills and/or knowledge gained throughout the course	Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

OCN NI Level 3 Certificate in Tackling Substance Misuse
Qualification Number: 601/6149/8

Operational start date: 01 May 2015
Operational end date: 30 April 2029
Certification end date: 30 April 2032

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