



Qualification Specification for:

OCN NI Level 4 Certificate in Understanding Advocacy

➤ Qualification No: 601/6171/1

Qualification Regulation Information

Qualification Number:	601/6171/1
Operational start date:	01 June 2015
Operational end date:	31 May 2029
Certification end date:	31 May 2033

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

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk

Foreword

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

→ **OCN NI Level 4 Certificate in Understanding Advocacy**

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.

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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.

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).

Qualification Summary

Advocacy seeks to ensure that people, especially the most vulnerable, are able to be heard on issues that are important to them. It allows even the most vulnerable to have their views genuinely considered when decisions are being made about their lives. Advocacy enables people to explore choices and options. The OCN NI Level 4 Certificate in Understanding Advocacy qualification has been designed to provide the skills and knowledge to enable learners to advocate on behalf of individuals with mental illness, in particular those who are deemed not to have capacity.

Sector Subject Area

1.3 Health and social care

Qualification Target Group

The qualification is aimed at adult practitioners and volunteers advocating on behalf of those with mental illness.

Progression Opportunities

The OCN NI Level 4 Certificate in Understanding Advocacy qualification enables progression to employment and/or further study opportunities primarily within the health and social care sectors.

Entry Requirements

There are no formal entry requirements but a background or previous qualifications and/or training in this area would be desirable. The minimum age for access to the qualification is 18 years.

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 have a minimum of 2 years' direct experience of Advocacy case work including advocating on behalf of those who lack capacity. They should also have a minimum Level 4 qualification in Advocacy or aligned qualification at Level 4 or above in the area of mental health.

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 experience in the area they are assessing
- have a minimum of one year's 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 13 credits, ie all four mandatory units.

Total Qualification Time (TQT) for this qualification: 130 hours
 Guided Learning Hours (GLH) for this qualification: 85 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Mandatory Units					
A/507/2141	CBC078	Advocacy and Mental Capacity	40	4	Four
J/507/2143	CBC080	Advocacy in a Capacity Context	30	3	Four
L/507/2144	CBC079	Advocacy Legislation and Complaints Process	30	3	Four
R/507/2145	CBC081	Advocacy Skills in a Capacity Context	30	3	Four

Unit Details

Title	Advocacy and Mental Capacity	
Level	Four	
Credit Value	4	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBC078	
Unit Reference No	A/507/2141	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the basis for mental incapacity and the implications for advocacy in terms of the distinction between instructed and non-instructed advocacy, client empowerment and consultation.		
Learning Outcomes	Assessment Criteria	
1. Understand the criteria of mental capacity assessment in advocacy.	1.1. Explain the criteria used for assessment of mental capacity. 1.2. Critically compare instructed and non-instructed advocacy. 1.3. Explain the statutory right to non-instructed advocacy.	
2. Understand steps to empowerment.	2.1. Critically compare the steps to empowerment for clients with and without capacity. 2.2. Explain and demonstrate the process of empowerment of advocacy clients. 2.3. Critically compare the impact of disempowerment on clients with and without capacity. 2.4. Explain the impact of disempowerment on the advocacy process.	
3. Understand non-instructed advocacy.	3.1. Analyse the conditions which can render clients non-capacious and how these conditions are presented. 3.2. Critically compare and evaluate the advocacy tools for supporting non-capacious clients.	
4. Understand consultation in the advocacy process.	4.1. Explain the importance of consultation in the advocacy process. 4.2. Critically compare examples of consultation from advocacy practice. 4.3. Critically compare the consultation process with capacious and non-capacious clients.	
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

Title	Advocacy in a Capacity Context	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBC080	
Unit Reference No	J/507/2143	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the background of advocacy in its theoretical concepts within a mental health capacity context. It considers advocacy models and the role of the advocate in self-advocacy.		
Learning Outcomes		Assessment Criteria
1. Understand advocacy.	1.1. Summarise the principles of advocacy. 1.2. Explain the implementation process for advocacy.	
2. Understand advocacy models.	2.1. Critically compare advocacy models. 2.2. Apply and justify a range of advocacy models appropriate to client needs.	
3. Understand self-advocacy.	3.1. Critically compare barriers for clients who can self-advocate and those without capacity. 3.2. Explain the role of the advocate in supporting the self-advocating client. 3.3. Summarise the barriers for the advocate of a client without capacity.	
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

Title	Advocacy Legislation and Complaints Process	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBC079	
Unit Reference No	L/507/2144	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the legal framework of advocacy as it relates to mental capacity in terms of rights and the role of the advocate. It also addresses competency in advocating a complaint against a Health and Social Care Trust.		
Learning Outcomes	Assessment Criteria	
1. Understand advocacy in rights based legislation.	1.1. Critically compare legislation governing advocacy rights. 1.2. Summarise current legislation in relation to advocacy rights in own region. 1.3. Summarise the Mental Capacity Bill in own region with regard to the role of the advocate. 1.4. Summarise advocacy legal safeguards.	
2. Understand complaints procedures within the Health and Social Care sector.	2.1. Explain the complaints process within the Health and Social Care sector. 2.2. Critically compare the role of the advocate in the complaints process for clients with and without capacity.	
3. Understand the role of advocacy in mental capacity legislation.	3.1. Critically compare the role of the advocate under relevant Mental Capacity legislation within different regions. 3.2. Justify the need for parity for instructed and non-instructed advocacy. 3.3. Summarise key legislation in relation to capacity within a region. 3.4. Critically compare relevant Mental Capacity legislation between regions.	
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
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Title	Advocacy Skills in a Capacity Context	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBC081	
Unit Reference No	R/507/2145	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop advocacy skills which can be applied with a mental health capacity context. It considers communication and assertiveness skills and allows the learner to apply skills in various mental capacity situations.		
Learning Outcomes	Assessment Criteria	
1. Understand advocacy support.	1.1. Explain the importance of the advocacy role. 1.2. Design a support plan for clients with and without capacity. 1.3. Explain the importance of communication in the advocacy process. 1.4. Explain and demonstrate methods of advocacy communication. 1.5. Explain the consultation process for instructed and non-instructed advocacy.	
2. Be able to apply advocacy skills.	2.1. Explain and demonstrate advocacy assertiveness skills. 2.2. Apply conflict resolution theory to advocacy scenarios.	
3. Understand the role of professionals involved with advocacy clients.	3.1. Explain the role of various professionals in the advocacy process. 3.2. Critically compare the advocacy relationship with other relationships.	
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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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.

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