



Qualification Specification for:

OCN NI Level 5 Certificate in Advanced Teaching Practice

➤ **Qualification No: 603/1913/6**

Qualification Regulation Information

Qualification Title:	OCN NI Level 5 Certificate in Advanced Teaching Practice
Qualification Number:	603/1913/6
Operational start date:	15 June 2017
Operational end date:	31 May 2027
Certification end date:	31 May 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. Learners have up to 5 years after this date to complete the qualification and 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.

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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 5 Certificate in Advanced Teaching Practice**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- 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.ocni.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.

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.

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 Overview

Sector Subject Area

13.1 Teaching and Lecturing

This qualification relates to the National Occupational Standards for teaching and training:

[Professional Standards for Teachers and Trainers \(et-foundation.co.uk\)](http://et-foundation.co.uk)

Qualification Aim

The aim of the OCN NI Level 5 Certificate in Advanced Teaching Practice is to improve teaching practice within the further education sector. The qualification will support the continuing professional development of those teaching and working in further and higher education and/or the adult vocational and community education sectors.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- design and develop technology enhanced learning
- plan and deliver learning activities
- evaluate learning activities
- undertake research to improve teaching/learning

The qualification will provide learners with a range of opportunities to demonstrate practical skills in the above areas.

Assessment

Assessment of this qualification is by internally set and internally marked and verified assessments which are subject to external moderation/verification.

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at those teaching and working in further and higher education and/or the adult vocational and community education sectors.

Progression Opportunities

Learners may consider progression to training qualifications at level 6 and above where they meet the entry requirements. In Northern Ireland teaching qualifications which enable the learner to achieve Qualified Teacher Status are provided by Queen's University Belfast, the Ulster University, St Mary's University College and Stranmillis University College.

Entry Requirements

Age - learners must be over 19

Qualifications - learners must have:

- GCSE English and Maths (Grade C or above) or equivalent level 2 qualifications
- A recognised/regulated qualification in their subject discipline at level 4 or above.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer the 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.

Centres must ensure that staff delivering, assessing and internally verifying the qualification are both qualified to teach in Northern Ireland and competent to do so.

Tutors

Tutors delivering this qualification must:

- hold a minimum of a Level 6 teaching or training qualification
- have at least three years' teaching experience

It would be desirable for tutors to have experience in providing train the trainer/teacher training programmes.

Assessors

OCN NI 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. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must:

- hold a minimum of a Level 6 teaching or training qualification
- have at least three years' teaching experience
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)

Assessors are required to:

- assess all assessment tasks and activities

It would be desirable for assessors to have experience in providing train the trainer/teacher training programmes.

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 qualification.

Internal Verifiers must:

- hold a minimum of a Level 6 teaching or training qualification
- have at least three years' teaching experience
- have direct or related relevant experience in assessment and verification
- 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

It would be desirable for internal verifiers to have experience in providing train the trainer/teacher training programmes.

Structure and Content

OCN NI Level 5 Certificate in Advanced Teaching Practice

Learners must successfully complete the following 4 mandatory units (24 credits) to achieve the qualification.

Total Qualification Time (TQT) for this qualification: 240 hours

Guided Learning Hours (GLH) for this qualification: 100 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
J/615/7669	CBD838	Designing and Developing Technology Enhanced Learning (TEL)	60	6	Five
A/615/7670	CBD839	Evaluating Own and Other's Teaching Practice	60	6	Five
F/615/7671	CBD840	Planning and Delivering Effective and Innovative Learning Activities	60	6	Five
J/615/7672	CBD841	Undertaking Research to Improve Learning and Teaching	60	6	Five

For reference

RQF Level 5 Descriptors

Knowledge descriptor (the holder...)	Skills descriptor (the holder can...)
<p><i>Has practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts.</i></p> <p><i>Can analyse, interpret and evaluate relevant information, concepts and ideas.</i></p> <p><i>Is aware of the nature and scope of the area of study or work.</i></p> <p><i>Understands different perspectives, approaches or schools of thought and the reasoning behind them.</i></p>	<p><i>Determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems</i></p> <p><i>Use relevant research or development to inform actions.</i></p> <p><i>Evaluate actions, methods and results.</i></p>

Unit Details

Unit 1

Title	Designing and Developing Technology Enhanced Learning (TEL)
Level	Five
Credit Value	6
Guided Learning Hours (GLH)	25
OCN NI Unit Code	CBD838
Unit Reference No	J/615/7669
<i>Unit purpose and aim(s):</i> This unit will enable the learner to utilise digital technologies within their learning and teaching practice and be able to develop electronic learning programs to enhance learning.	
Learning Outcomes	Assessment Criteria
1. Be able to evaluate pedagogical models.	1.1. Analyse and evaluate at least two examples of how electronic learning technology is underpinned by pedagogical models.
2. Be able to develop, design and deliver curriculum using learning technologies.	2.1. Research and evaluate a range of tools appropriate to developing a technology enhanced learning (TEL) supported programme to enhance the learning experience. 2.2. Select with justification appropriate tools to develop a TEL supported programme to enhance the learning experience. 2.3. Adapt and/or use selected tools to develop a TEL supported programme to enhance the learning experience. 2.4. Select and use an appropriate pedagogical model to inform design decisions in relation to development of an effective TEL supported programme. 2.5. Research and evaluate electronic learning technologies with which to develop TEL content to address given learner requirements. 2.6. Select with justification an appropriate electronic learning technology with which to develop TEL content for given learner requirements. 2.7. Adapt and/or use selected electronic learning technology to develop TEL content for given learner requirements. 2.8. Use an appropriate development methodology to develop, test, implement and evaluate TEL content for learner requirements.
3. Be able to lead and support practitioners in the development and delivery of TEL.	3.1. Analyse the opportunities for and challenges facing practitioners in the development and delivery of TEL and how these may be addressed. 3.2. Analyse own role in leading and supporting practitioners in the development and delivery of TEL. 3.3. Research and evaluate strategies to support and/or lead practitioners in the development and delivery of TEL.

		<p>3.4. Select with justification an appropriate strategy to support and/or lead practitioners in the development and delivery of TEL.</p> <p>3.5. Adapt and/or use selected strategy to support and/or lead practitioners in the development and delivery of TEL.</p> <p>3.6. Research and evaluate digital learning networks to promote collaboration with others and enhance own and others' practice.</p> <p>3.7. Select with justification an appropriate digital learning network to collaborate with others to enhance own and others' practice.</p>
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	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
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	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>
E-assessment	The use of information technology to assess learners' work	<p>Electronic portfolio</p> <p>E-tests</p>
Recommended tasks to be undertaken:		
<p>In assessing the learner's skills and knowledge, the following tasks are recommended:</p> <ul style="list-style-type: none"> • A digital presentation • A group workshop/ discussion • A digital learning programme 		

Unit 2

Title	Evaluating Own and Other's Teaching Practice	
Level	Five	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBD839	
Unit Reference No	A/615/7670	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to evaluate both their own and that of others effectiveness in learning and teaching.		
Learning Outcomes	Assessment Criteria	
1. Evaluate own teaching practice.	1.1. Research at least five strategies and/or activities that will have the potential to enhance own practice. 1.2. Evaluate the effectiveness of at least three of own learning plans/schemes of work identifying possible areas for improvement. 1.3. Evaluate the effectiveness of own practice including: a) classroom management strategies b) teaching methodologies c) classroom activities d) assessment methods e) identifying possible areas for improvement 1.4. Develop a plan to improve own practice.	
2. Evaluate and assess the teaching practice of others.	2.1. Define standards by which to assess the teaching of others within a given organisation. 2.2. Observe and evaluate two class sessions taught by others. 2.3. Provide appropriate feedback of the teaching practice of others, identifying possible areas for development and including recommendations on the implementation of areas for development.	
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

Recommended tasks to be undertaken:

In assessing the learner's skills and knowledge, the following tasks are recommended:

- A minimum of 2 observations
- Observation record sheet
- Written feedback
- Self-evaluation
- Scheme of work/Learning Plan
- Lesson Plans

Unit 3

Title	Planning and Delivering Effective and Innovative Learning Activities
Level	Five
Credit Value	6
Guided Learning Hours (GLH)	25
OCN NI Unit Code	CBD840
Unit Reference No	F/615/7671
<i>Unit purpose and aim(s):</i> This unit will enable the learner to design and deliver an effective and innovative programme of learning to meet a specific set of objectives.	
Learning Outcomes	Assessment Criteria
1. Be able to incorporate innovation into the design of learning activities.	1.1. Define innovation and high quality as it relates to learning resources, strategies and methodologies. 1.2. Summarise criteria by which learning resources, strategies and methodologies may be evaluated. 1.3. Evaluate at least five sets of learning resources including technology enhanced learning (TEL) resources in terms of their quality and effectiveness in supporting learning. 1.4. Evaluate at least five learning strategies in terms of their potential to support learning. 1.5. Evaluate the learning needs of at least three distinct groups of learners. 1.6. Develop plans for addressing the learning needs identified in assessment criteria 1.5 that demonstrate innovation and will facilitate the development of high quality learning programmes. 1.7. Use plans developed in assessment criteria 1.6 to design appropriate learning plans or schemes of work which incorporate high quality learning/teaching strategies.
2. Be able to enhance the learning experience of learners.	2.1. Analyse the learning plans or schemes of work developed in assessment criteria 1.6 with respect to identifying appropriate learning and teaching activities. 2.2. Research and evaluate innovative and effective learning and teaching activities for given learning plans or schemes of work. 2.3. Select with justification appropriate innovative and effective learning and teaching activities for given learning plans or schemes of work. 2.4. Adapt and/or use selected innovative and effective learning and teaching activities for given learning plans or schemes of work. 2.5. Create appropriate innovative learning and teaching activities and explain how these may improve on existing learning and teaching activities used. 2.6. Evaluate the use of TEL based resources to improve the learning experience for given learning plans or schemes of work.

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
Recommended tasks to be undertaken:		
In assessing the learner's skills and knowledge, the following tasks are recommended:		
<ul style="list-style-type: none"> • At least one observation of practice • Observation record • Scheme of Work/ Learning Plan • Theory and Practice Assignments 		

Unit 4

Title	Undertaking Research to Improve Learning and Teaching	
Level	Five	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBD841	
Unit Reference No	J/615/7672	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to transfer specialist knowledge, expertise and pedagogy.		
Learning Outcomes	Assessment Criteria	
1. Be able to conduct research into the improvement of learning, teaching and assessment.	1.1. Research and evaluate relevant literature and research to inform the improvement of learning, teaching and assessment for a given group of learners. 1.2. Research and identify relevant benchmarks and accepted best practice in relation to learning and teaching resources to support learning. 1.3. Develop own resources to support learning and evaluate against relevant benchmarks and accepted best practice.	
2. Be able to communicate with others in order to improve teaching, learning and assessment.	2.1. Research and evaluate relevant literature, research and resources to inform the improvement of delivery of learning, teaching and assessment by others. 2.2. Communicate specialist knowledge, expertise and pedagogy effectively to others in order to impact positively on the delivery of learning, teaching and assessment activities by others. 2.3. Explain the importance of using a range of learning, teaching and assessment strategies to others. 2.4. Research and evaluate motivational strategies to encourage others to improve their own learning, teaching and assessment practice. 2.5. Select with justification an appropriate motivational strategy to encourage others to improve their own learning, teaching and assessment practice. 2.6. Adapt and/or use selected motivational strategy to encourage others to improve their own learning, teaching and assessment practice. 2.7. Plan and deliver at least one training session or presentation to lead and develop the practice of others.	
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

	<p>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</p>	<p>Record of observation Record of discussion</p>
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	<p>Record of observation Learner notes/written work Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation Learner notes/written work Tutor notes/record Learner log/diary</p>
E-assessment	The use of information technology to assess learners' work	<p>Electronic portfolio E-tests</p>
Recommended tasks to be undertaken:		
<p>In assessing the learner's skills and knowledge, the following tasks are recommended:</p> <ul style="list-style-type: none"> • Written report • Presentation • Record of observation • Learning resources produced by learner 		

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 qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. 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.

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.

Administration

Registration

A centre must register learners within 20 working days of commencement of this 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 OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

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.

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