



## Qualification Specification for:

- **OCN NI Level 2 Award for Trade Union Learning Representatives**  
→ Qualification No. 603/1348/1
- **OCN NI Level 2 Certificate for Trade Union Learning Representatives**  
→ Qualification No. 603/1439/4

## Qualification Regulation Information

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OCN NI Level 2 Award for Trade Union Learning Representatives

Qualification Number: 603/1348/1

Operational start date: 15 April 2017

Operational end date: 31 March 2027

Certification end date: 31 March 2029

OCN NI Level 2 Certificate for Trade Union Learning Representatives

Qualification Number: 603/1439/4

Operational start date: 15 May 2017

Operational end date: 31 March 2027

Certification end date: 31 March 2029

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

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

- **OCN NI Level 2 Award for Trade Union Learning Representatives**
- **OCN NI Level 2 Certificate for Trade Union Learning Representatives**

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.ocni.org.uk](http://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

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### **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 1<sup>st</sup> 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 Features

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### Sector Subject Area

15.3 Business Management

### Aims and Objectives

Trade unions provide a range of services for their members, within organisations as well as in broader society. These qualifications reflect the range of activities undertaken by trade union members and their representatives. They develop the skills and knowledge of individuals to undertake trade union activities related to promoting and developing workplace learning.

### Grading

Grading for these qualifications is pass/fail.

### Qualification Target Group

The qualifications are targeted at individuals who wish to develop the required skills and knowledge to undertake a range of trade union roles related to workplace learning.

### Progression Opportunities

Progression from the OCN NI Level 2 Award for Trade Union Learning Representatives is to the OCN NI Level 2 Certificate for Trade Union Learning Representatives and from this qualification progression is to a range of Trade Union qualifications at Level 3, which are currently in development.

### Entry Requirements

There are no formal entry requirements. It would be expected that learners have the necessary communication and ICT skills to be able to complete assessments within the qualifications and be 18 years or older.

### 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

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

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications 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
- Assessor
- Internal Verifier

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

### 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 these qualifications.

#### **Assessors must:**

- have a minimum of one year's experience in the occupational area they are assessing
- 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

### **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 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:***

- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and ensure records are maintained for the external verifier
- 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

### **OCN NI Level 2 Award for Trade Union Learning Representatives**

Learners must successfully complete both mandatory units to achieve the qualification.

Total Credits: 6

Total Qualification Time (TQT) for this qualification: 60 hours

Guided Learning Hours (GLH) for this qualification: 48 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
<b><i>Mandatory Units</i></b>					
<a href="#">K/615/6210</a>	CBD801	Trade Union Learning Representative: Role and Functions	3	30	Two
<a href="#">M/615/6211</a>	CBD802	Promoting Learning within Trade Unions	3	30	Two

### **OCN NI Level 2 Certificate for Trade Union Learning Representatives**

Learners must successfully complete a minimum of 15 credits from any of the optional units. If learners have already completed the award the two mandatory units (6 credits) from the Award can be considered towards the completion of the Certificate.

Total Credits: 15

Total Qualification Time (TQT) for this qualification: 150 hours

Guided Learning Hours (GLH) for this qualification: 120 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
<b><i>Optional Units</i></b>					
<a href="#">K/615/6210</a>	CBD801	Trade Union Learning Representative: Role and Functions	3	30	Two
<a href="#">M/615/6211</a>	CBD802	Promoting Learning within Trade Unions	3	30	Two

<a href="#">R/615/6895</a>	CBD810	How Trade Unions Address Learning Needs in the Workplace	3	30	Two
<a href="#">D/615/6897</a>	CBD811	Workplace Learning and the Trade Union Learning Representative	3	30	Two
<a href="#">H/615/6898</a>	CBD812	Equality and Learning for Trade Unions	3	30	Two
<a href="#">K/615/6899</a>	CBD813	Skills for Trade Union Learning Representatives	3	30	Two

**For reference**  
**RQF Level 2 Descriptors**

<i>Knowledge descriptor (the holder...)</i>	<i>Skills descriptor (the holder can...)</i>
<p><i>Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems.</i></p> <p><i>Can interpret relevant information and ideas.</i></p> <p><i>Is aware of a range of information that is relevant to the area of study or work.</i></p>	<p><i>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems.</i></p> <p><i>Identify, gather and use relevant information to inform actions.</i></p> <p><i>Identify how effective actions have been.</i></p>

## Unit Details

Title	Trade Union Learning Representative: Role and Functions	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD801	
Unit Reference No	K/615/6210	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role and functions of a trade union learning representative.		
Learning Outcomes	Assessment Criteria	
1. Know the functions of a trade union learning representative.	1.1. Describe, with three examples, the functions of a trade union learning representative. 1.2. Illustrate skills needed for a trade union learning representative.	
2. Be aware of different types of support available for trade union learning representatives and associated legal frameworks.	2.1. Describe different types of support available for trade union learning representatives. 2.2. Describe how the law can support trade union learning representatives with facilities and time off.	
3. Be able to consult with trade union members.	3.1. Produce a short report on a consultation with trade union members about learning.	
4. Know how trade unions organise for learning.	4.1. Describe how a given trade union organises for learning.	
5. Recognise the trade union approach to learning.	5.1. Summarise arguments in favour of trade union learning. 5.2. Give three examples of a trade union approach to a learning initiative. 5.3. Describe barriers to accessing or undertaking learning.	
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	Promoting Learning within Trade Unions	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD802	
Unit Reference No	M/615/6211	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to promote learning.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand trade union structures in relation to learning.	1.1. Summarise trade union contacts for support regarding learning issues.	1.2. Give three examples of how to progress learning issues within a given trade union.
2. Be able to work with others in relation to learning issues.	2.1. Describe who and how a trade union representative may work with to promote learning.	2.2. Summarise activities and strategies that may support trade union members on learning.
3. Be able to take action on learning issues.	3.1. Summarise actions that may be employed to address learning issues in a given workplace.	3.2. Produce a learning development action plan in relation to 3.1.
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	How Trade Unions Address Learning Needs in the Workplace	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD810	
Unit Reference No	R/615/6895	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how trade unions address workplace learning.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use and evaluate different methods or activities to identify learning needs.	1.1. Produce a plan that includes two different learning needs analysis methods or activities. 1.2. Compare effectiveness of methods or activities used, identifying possible areas for improvement.	
2. Know how to record trade union representative activities.	2.1. Describe the importance of trade union representatives recording information and data. 2.2. Describe an appropriate system to store information and data for easy retrieval identifying advantages and disadvantages.	
3. Be able to assess and address the learning needs of a workplace.	3.1. Assess the learning needs of a given workplace. 3.2. Describe how the identified learning needs of a given workplace may be addressed.	
4. Be able to organise a learning event.	4.1 Illustrate how the development of a learning event can address a given assessed learning need. 4.2 Produce a learning event plan to include resources required and workplace communication activities. 4.3 Present learning event plan to a given audience.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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
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Title	Workplace Learning and the Trade Union Learning Representative	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD811	
Unit Reference No	D/615/6897	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the relationship between trade union learning representatives and workplace learning.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand how learning relates to the trade unionism in the workplace.	1.1. Describe how learning relates to different aspects of trade union work. 1.2. Describe how trade union learning representative activities contribute to trade union organising in the workplace and the trade union team.	
2. Know how to build knowledge on learning initiatives.	2.1. Find information on at least three current formal and informal learning initiatives and describe their relationship to trade union members. 2.2. Describe at least three avenues of learning.	
3. Know how to promote trade union learning within workplaces.	3.1. Describe how a given trade union plans to promote learning. 3.2. Describe at least three examples of workplace activities to promote trade union learning.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Equality and Learning for Trade Unions	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD812	
Unit Reference No	H/615/6898	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand issues associated with equality and learning.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the impact of inequality on the learning process.	1.1. Describe three examples of inequalities in learning. 1.2. Describe actions and activities that help to reduce the impact of inequality in relation to learning.	
2. Understand how a trade union representative supports learners.	2.1. Give three examples including rationale for trade unions supporting learners. 2.2. Describe the stages involved in signposting or referring learners to learning opportunities.	
3. Know how to represent learners when working with partners and providers.	3.1. Describe the role of trade union representatives in representing learners. 3.2. Illustrate how the following stakeholders may demonstrate good practice in relation to supporting learners including: a) trade union representatives b) employers c) providers d) other partners 3.3. Develop a plan for negotiating on a given learning issue with employers, providers or other partners.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Skills for Trade Union Learning Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD813	
Unit Reference No	K/615/6899	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and demonstrate the skills associated with being a trade union learning representative.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to find, document and file information on trade union learning.	1.1. Select information on learning from the following: a) trade unions b) learning providers c) other agencies 1.2. Use an appropriate system to document and store information allowing ease of access and retrieval.	
2. Be able to select and use information to promote trade union learning.	2.1. Identify and use appropriate types of information to support workplace learning activities. 2.2. Describe and demonstrate how information on learning is used in carrying out the role of a trade union learning representative.	
3. Be able to facilitate opportunities for learning.	3.1. Describe learning issues that may require trade union learning representative action. 3.2. Create and implement a plan to address learning issues.	
4. Be able to communicate with members as a trade union learning representative.	4.1. Use at least two different methods to present information to others. 4.2. Carry out and review a learning needs analysis interview.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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
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## Quality Assurance of Centre Performance

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### 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 External Verification 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 the 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

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### 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 centre log-in of the OCN NI website. [www.ocnni.org.uk](http://www.ocnni.org.uk)

### 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.

## OCN NI Suite of Trade Union Qualifications

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OCN NI Level 2 Award for Trade Union Learning Representatives

Qualification Number: 603/1348/1

Operational start date: 15 April 2017

Operational end date: 31 March 2027

Certification end date: 31 March 2029

OCN NI Level 2 Certificate for Trade Union Learning Representatives

Qualification Number: 603/1439/4

Operational start date: 15 May 2017

Operational end date: 31 March 2027

Certification end date: 31 March 2029

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