Qualification Specification for:

OCN NI Level 5 Award in Lecturers into Industry

➢ **Qualification No: 603/4364/3**

Qualification Regulation Information

OCN NI Level 5 Award in Lecturers into Industry
Qualification Number: 603/4364/3

Operational start date: 15 April 2019
Operational end date: 31 March 2029
Certification end date: 31 March 2034

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 5 Award in Lecturers into Industry**

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.

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 Features

Sector Subject Area
13.1   Teaching and lecturing

Qualification Aim
In order that learners in further and higher education are better prepared for the demands of the modern-day workplace, it is important that their lecturers' skills and knowledge reflect current industry practice.

The OCN NI Level 5 Award in Lecturers into Industry qualification will enable the lecturer to gain a qualification to recognise the skills and knowledge they have gained through industry placement. The qualification will also recognise lecturers' ability to disseminate these skills and knowledge throughout their own institution, understand the value of continued professional development and know how to undertake the planning, participation in and reporting on formal industrial placements.

Qualification Objectives
The objectives of the qualification are to understand and be able to:

- research and present a proposal for an industry placement
- participate in an industry placement
- report on an industry placement
- disseminate information to key stakeholders

Lecturers will be required to undertake an industry placement of at least 35 hours.

Grading
Grading for this qualification is pass/fail.

Qualification Target Group
The qualification is targeted at lecturing staff in further and higher education.

Progression Opportunities
The OCN NI Level 5 Award in Lecturers into Industry will enable the learner to progress to other qualifications in learning and development.

Entry Requirements

There are no specific entry requirements for this qualification although learners typically should be working as lecturers in further or higher education and be a minimum of 18 years of age.

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.

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:
- 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 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

OCN NI level 5 Award in Lecturers into Industry

In order to achieve the qualification learners must complete the one unit for a total of 6 credits.

Total Qualification Time (TQT) for this qualification: 60 hours
Guided Learning Hours (GLH) for this qualification: 25 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
H/617/5516	CBE484	Undertaking an Industry Placement	60	6	Five

Unit Details

Title	Undertaking an Industry Placement
Level	Five
Credit Value	6
Guided Learning Hours (GLH)	25
OCN NI Unit Code	CBE484
Unit Reference No	H/617/5516

Unit purpose and aim(s): This unit will enable the learner to understand the value of continued professional development and know how to undertake the planning, participation in and reporting on formal industrial placements.

Learning Outcomes	Assessment Criteria
1. Be able to research and present a proposal for an industry placement.	1.1 Research an industry placement which may enable the development of one or more of the following: a) Professional Skills b) Learning and Teaching c) Business Development d) Partnerships with Industry 1.2 Use research to create and present a formal proposal to undertake an industry placement.
2. Be able to participate in an industry placement.	2.1 Undertake an industry placement of at least 35 hours in line with planning proposal.
3. Be able to report on an industry placement.	3.1 Develop a formal report recording the industry placement undertaken identifying the following outcomes: a) key innovations b) experiences c) findings d) challenges encountered e) reflection and evaluation
4. Be able to disseminate information to key stakeholders.	4.1 Create and deliver a presentation disseminating information to key stakeholders, highlighting knowledge and skills gained, which may improve learning and development. 4.2 Create a presentation as a learning resource for use with a wider audience. 4.3 Plan and deliver a lesson embedding at least one aspect of the industry placement. 4.4 Reflect on the effectiveness of disseminating information on the industry placement to key stakeholders.

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	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
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

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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