Qualification Specification for:

OCN NI Level 2 Award in Remote Working
   ➢ Qualification No: 603/6713/1

Qualification Regulation Information

OCN NI Level 2 Award in Remote Working
Qualification Number: 603/6713/1

Operational start date: 15 October 2020
Operational end date: 30 September 2025
Certification end date: 30 September 2027

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 2 Award in Remote Working**

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.

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 Summary

Sector Subject Area
14.1   Foundations for learning and life

This qualification relates to the following National Occupational Standards:

NOS - ICT

Qualification Aim
The aim of the OCN NI Level 2 Award in Remote Working is to provide learners with the knowledge and skills related to working remotely. There has been a growth in remote working which has resulted in an increased demand for learners to have the knowledge and skills to use remote working tools.

Qualification Objectives
The objectives of the OCN NI Level 2 Award in Remote Working are to provide learners with the knowledge and skills to enable them to:

- understand remote working
- understand how to set up and resolve issues when working remotely
- understand how to manage own health and well-being when working remotely
- be able to use online collaboration and communication tools effectively and appropriately for remote working

Qualification Target Group
This qualification is targeted at individuals who wish to develop the knowledge and skills to use remote working tools effectively.

Progression Opportunities
The OCN NI Level 2 Award in Remote Working qualification enables progression into other higher level qualifications.

Entry Requirements
There are no formal restrictions on entry.

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 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 any evidence they have assessed.

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

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 relevant experience.

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 in the subject area and qualified to at least one level higher than the qualification
- have a minimum of one year's relevant experience
- 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 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 at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

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

OCN NI Level 2 Award in Remote Working

In order to achieve the qualification, learners must successfully complete the one unit
– 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours
Guided Learning Hours (GLH) for this qualification: 14 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	GLH	Level
J/618/4905	CBF073	Remote Working	20	2	14	Two

Unit Details

Title	Remote Working
Level	Two
Credit Value	2
Guided Learning Hours (GLH)	14
OCN NI Unit Code	CBF073
Unit Reference No	J/618/4905

Unit purpose and aim(s): This unit will enable the learner to understand how to work effectively as a remote team member.

Learning Outcomes	Assessment Criteria

1. Understand remote working.	1.1. Describe what is meant by remote working including advantages, disadvantages, opportunities and challenges.
	1.2. Describe the importance of the following for a remote worker:
	  a) individual goals
	  b) team goals
	  c) work visibility
	  d) agreed ways of working
	1.3. Describe the main features of remote working policies and guidelines for business including netiquette.

2. Understand how to set up and resolve issues when working remotely.	2.1. Outline the equipment and software required to set up for remote working and illustrate how these may be optimised for a given remote workspace including:
	  a) wired and wifi internet connections
	  b) computers with appropriate communication software
	  c) ensuring security of equipment, data and internet connection
	2.2. Describe at least three common technical issues associated with remote working and how they may be resolved
	2.3. Illustrate how to set up a dedicated workspace environment in order to promote effective working in a comfortable and safe way.
	2.4. Assess the risks associated with remote working in public locations including use of:
	  a) public wifi
	  b) non encrypted wifi
	  c) equipment that is shared or not provided by a trusted source
	  d) automatic hotspot connections
	  e) non HyperText Transfer Protocol Secure (HTTPS) websites
	2.5. Describe how and why it may be necessary to seek support if issues arise when working remotely.

3. Understand how to manage own health and well-being when working remotely.	3.1. Describe with examples how own health and well-being may be managed when working remotely

4. Be able to use online collaboration and communication tools effectively and appropriately for remote working.	4.1. Compare the effectiveness of at least three different forms of online communication commonly used when working remotely.
	4.2. Configure and use video conferencing to lead an online discussion including:
	  a) presenting own and other's work
	  b) facilitating team interaction and collaboration
	  c) sharing and working on documents
	  d) configuring video background
	  e) sharing access to screen
	4.3. Outline with examples at least two inappropriate ways online collaboration and communication tools may be used.

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

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 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

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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