



Qualification Specification for:

**OCN NI Level 2 Award in Innovation and Enterprise
in Practice**

➤ **Qualification No: 603/7555/3**

**OCN NI Level 2 Certificate in Innovation and
Enterprise in Practice**

➤ **Qualification No: 610/0122/7**

Qualification Regulation Information

OCN NI Level 2 Award in Innovation and Enterprise in Practice

Qualification Number: 603/7555/3

Operational start date: 01 June 2021
Operational end date: 31 May 2026
Certification end date: 31 May 2028

OCN NI Level 2 Certificate in Innovation and Enterprise in Practice

Qualification Number: 610/0122/7

Operational start date: 16 November 2021
Operational end date: 03 November 2026
Certification end date: 03 November 2028

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.

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Foreword

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

- **OCN NI Level 2 Award in Innovation and Enterprise in Practice**
- **OCN NI Level 2 Certificate in Innovation and Enterprise in Practice**

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 Features

Sector Subject Area

15.3 Business management

Business NOS

Qualification Aim

The OCN NI Level 2 Award and the OCN NI Level 2 Certificate in Innovation and Enterprise in Practice qualifications will provide the learner with the skills, knowledge and experience to develop and present innovative solutions to real-world challenges.

Qualification Objectives

The objectives of the OCN NI Level 2 Award and the OCN NI Level 2 Certificate in Innovation and Enterprise in Practice are to enable learners to:

- identify and assess innovative and enterprising solutions to challenges
- assess qualities and skills required to develop and implement innovative and enterprising solutions
- form an effective project team identifying roles, responsibilities and timescales
- create and present an innovative and enterprising solution and critically evaluate own performance and that of the team

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

These qualifications are targeted at learners whose current or desired work requires innovative and enterprising approaches to solving challenges.

Progression Opportunities

The OCN NI Level 2 Award and the OCN NI Level 2 Certificate in Innovation and Enterprise in Practice will allow learners to progress to higher level qualifications in innovation, enterprise and business or related areas.

Entry Requirements

There are no specific entry requirements for these qualifications however learners must be at least 16 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

These qualifications are available in English only at this time. If you wish to offer these 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

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 qualifications should be occupationally competent and qualified to at least one level higher than the qualifications and have a minimum of one year's relevant experience.

Assessors

The qualification is assessed within the centre and is 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 to at least one level higher than the qualifications
- 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 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 Innovation and Enterprise in Practice

In order to achieve the qualification learners must complete the one unit - 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 24 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
F/618/7219	CBF419	Enterprise and Innovation Skills	24	3	Two

OCN NI Level 2 Certificate in Innovation and Enterprise in Practice

In order to achieve the Certificate qualification learners must complete 15 credits from any of the units below.

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	GLH	Credit Value	Level
F/618/7219	CBF419	Enterprise and Innovation Skills	24	3	Two
A/650/0500	CBF585	Research and Design of Innovative Solutions	24	3	Two
D/650/0501	CBF586	Business Compliance, Finance and Resourcing	32	4	Two
F/650/0502	CBF587	Marketing and Sales for a Business	24	3	Two
H/650/0503	CBF588	Understanding Innovation	16	2	Two
J/650/0504	CBF589	Understanding Social Enterprise	16	2	Two
K/650/0505	CBF590	Exploring Social Media	16	2	Two
L/650/0506	CBF591	Undertaking a Project	16	2	Two

Unit Details

Title	Enterprise and Innovation Skills
Level	Two
Credit Value	3
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBF419
Unit Reference No	F/618/7219
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to know how to generate innovative and enterprising ideas and solutions. The learner will also understand how to build and work in effective teams in order to create and present solutions.</p>	
Learning Outcomes	Assessment Criteria
1. Be able to identify and assess innovative and enterprising solutions to challenges.	1.1 Describe the nature, scope and constraints associated with a given challenge. 1.2 Collate appropriate information to inform the development of multiple innovative and enterprising solutions to the challenge identified in AC 1.1. 1.3 Assess the solutions identified in AC 1.2 and select the most appropriate taking into account the following: a) market research and business trends b) potential risks associated with the idea c) legislation and compliance d) resources and costing
2. Be able to assess qualities and skills required to develop and implement innovative and enterprising solutions.	2.1 Assess own qualities and skills identifying how these may be utilised in developing and implementing the solution selected in AC 1.3 identifying potential skills gaps.
3. Be able to form an effective project team identifying roles, responsibilities and timescales.	3.1 Demonstrate how to form an effective team, including a group contract detailing roles, responsibilities and timescales.
4. Be able to create and present an innovative and enterprising solution and critically evaluate own performance and that of the team.	4.1 Create and present solution selected in AC 1.3 to include one or more of the following: a) prototype and models b) plans and blueprints c) goods and services d) undertaking a performance e) proof of concept or pilot study 4.2 Prepare and deliver an effective presentation on the solution developed in AC 4.1 to a given audience. 4.3 Evaluate own performance and contribution to the project, as well as that of the team, identifying possible areas for improvement.

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	Research and Design of Innovative Solutions	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBF585	
Unit Reference No	A/650/0500	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to design and produce a solution to a given real-world challenge or opportunity that may form the basis of a social or commercial enterprise.		
Learning Outcomes	Assessment Criteria	
1. Be able to identify the design needs for a solution to a given real-world challenge or opportunity.	1.1 Identify potential markets for a solution to a given real-world challenge or opportunity. 1.2 Conduct market research using at least one research method for potential markets identified in AC 1.1 to inform the design of innovative and enterprising solutions to a given real-world challenge or opportunity.	
2. Be able to assess the social and environmental impact of an enterprising or innovative solution.	2.1 Assess how to maximise the positive and minimise the negative social and environmental impacts of the solution identified in AC 1.1.	
3. Be able to design an enterprising or innovative solution that has potential as a social or commercial enterprise.	3.1 Develop a design for an enterprising or innovative solution identified in AC 1.1 taking account of the findings in AC 1.2 and AC 2.1. 3.2 Assess the potential of the design developed in AC 3.1 as a social or commercial enterprise.	
4. Be able to develop an enterprising or innovative solution that has potential as a social or commercial enterprise.	4.1 Identify the resources required to develop the design identified in AC 3.1. 4.2 Develop the innovative solution using the resources identified in AC 4.1.	
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	Business Compliance, Finance and Resourcing	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBF586	
Unit Reference No	D/650/0501	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the legal and regulatory requirements for operating a business or social enterprise in a given industry. It will also enable the learner to plan how to finance and resource a business effectively.		
Learning Outcomes	Assessment Criteria	
1. Be able to select an appropriate legal structure for a business.	1.1	Select with justification an appropriate legal structure for a given business.
2. Be aware of relevant permits, licenses and or legislation relating to the business identified in AC 1.1.	2.1	Identify relevant permits, licenses and or legislation relating to the business identified in AC 1.1.
3. Understand the finance and resources required to start a business.	3.1	Assess the start-up costs and resources required for the business identified in AC 1.1 and suitable sources.
4. Know how to estimate the sale price of a business product or service.	4.1	Calculate the sale price for the product or service of the business identified in AC 1.1 taking into account: a) cost of raw materials and production b) competitor price
5. Know how to record business income and expenditure.	5.1	Produce a template to record business income and expenditure.
6. Be able to identify how the financial viability of a business may be ensured.	6.1	Identify how to ensure financial viability of the business identified in AC 1.1.
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	Marketing and Sales for a Business	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBF587	
Unit Reference No	F/650/0502	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to market and sell an innovative or enterprising solution.		
Learning Outcomes		Assessment Criteria
1. Understand how to develop a brand identity for a business.	1.1 Develop with justification a business brand including: a) name b) logo c) identity	
2. Understand the buying needs and preferences of customers.	2.1 Assess customer buying needs and preferences and how these may be met.	
3. Understand how to attract and retain customers.	3.1 Identify one or more suitable methods of promoting a product or service to customers. 3.2 Identify strategies for retaining customers and measuring customer satisfaction levels.	
4. Be able to plan for going to market.	4.1 Produce a marketing plan for a new product or service.	
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	Understanding Innovation	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBF588	
Unit Reference No	H/650/0503	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand innovation, how to protect intellectual property and how to access specialist support to develop and implement an innovative idea.		
Learning Outcomes	Assessment Criteria	
1. Be able to assess the innovativeness of an idea.	1.1 Describe with examples what is meant by innovation. 1.2 Assess if own idea could be classified as innovative.	
2. Understand intellectual property and its application.	2.1 Describe what is meant by intellectual property and how it may be used to protect innovative ideas. 2.2 Describe at least one way in which own idea may or may not be protected using intellectual property.	
3. Know how to access support for developing and implementing an innovative idea.	3.1. Identify at least one source of support for developing and implementing own innovative idea.	
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	Understanding Social Enterprise	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBF589	
Unit Reference No	J/650/0504	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the purpose and features of a social enterprise and to identify and develop an idea for a social enterprise.		
Learning Outcomes	Assessment Criteria	
1. Understand the purpose and key features of a social enterprise.	1.1 Summarise three key features of a social enterprise. 1.2 Outline what is meant by social purpose. 1.3 Compare and contrast the following types of businesses: a) those that operate for profit b) social enterprise c) charity	
2. Be able to identify and develop an idea for a social enterprise.	2.1 Identify a social or environmental issue and associated causes. 2.2 Summarise the common legal structures used by social enterprises. 2.3 Develop an idea for a social enterprise addressing the issue identified in AC 2.1.	
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	Exploring Social Media	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBF590	
Unit Reference No	K/650/0505	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use social media safely.		
Learning Outcomes	Assessment Criteria	
1. Understand the opportunities and threats associated with using social media.	1.1 Describe the positive and negative aspects of using social media. 1.2 Describe how to minimise risks associated with using social media.	
2. Understand the application of social media.	2.1 Describe how various social media sites may be used by groups, individuals, businesses and organisations. 2.2 Demonstrate the use of at least five commonly used social media platforms. 2.3 Illustrate how businesses and organisations may use social media to promote products and services.	
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	Undertaking a Project	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBF591	
Unit Reference No	L/650/0506	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan and undertake a project.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan a project.	1.1 Produce a project plan to include the following: a) aims b) purpose c) project activities and time frames d) resources	
2. Be able to undertake a project.	2.1 Carry out the project identified in AC 1.1 taking account of: a) relevant approval as required b) appropriate resources and information required c) relevant training opportunities	
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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Certification end date: 31 May 2028

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