Qualification Specification for:

OCN NI Level 2 Certificate in Care and Health Skills

➤ **Qualification No: 610/1253/1**

Qualification Regulation Information

OCN NI Level 2 Certificate in Care and Health Skills
Qualification Number: 610/1253/1

Operational start date: 01 August 2022
Operational end date: 31 July 2027
Certification end date: 31 July 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. The certificate 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 Certificate in Care and Health Skills**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit Details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualifications
- 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).

Qualification Features

Sector Subject Area
1.3 Health and social care

These qualifications relate to the following National Occupational Standards:

National Occupational Standards - Skills for Care

Qualification Aim
The aim of the OCN NI Level 2 Certificate in Care and Health Skills is to enhance the skills of new and existing health and social care workers.

Qualification Objectives
The objectives of the OCN NI Level 2 Certificate in Care and Health Skills are to enable the learner to understand how to apply the following in a health and social care setting:

- principles of infection prevention and control
- support for individuals to manage dysphagia
- control measures for substances hazardous to health
- support for individuals in the use of assistive technologies

Grading
Grading for this qualification is pass/fail.

Qualification Target Group
The OCN NI Level 2 Certificate in Care and Health Skills will be targeted at learners who currently work or who or wish to work in different health and social care settings.

Progression Opportunities
The OCN NI Level 2 Certificate in Care and Health Skills will enable learners to progress to higher level qualifications in health and social care specialist and related areas.

Entry Requirements

Learners must be at least 16 years of age and currently work or wish to work in health and social care.

Learners will be required to have sufficient literacy and numeracy skills to enable them to successfully complete the qualification.

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 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 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 trained appropriately and are 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 three years' experience in the health and social care sector.

Assessors

The qualification is 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 and qualified to at least one level higher than the qualification
- have a minimum of three years' experience in the health and social care sector
- 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 three years' 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 Certificate in Care and Health Skills

To achieve the OCN NI Level 2 Certificate in Care and Health Skills learners must successfully complete all units – 19 credits.

Total Qualification Time (TQT) for this qualification: 190 hours
Guided Learning Hours (GLH) for this qualification: 127 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
J/650/3467	CBF863	Principles of Infection Prevention and Control	5	30	Two
K/650/3468	CBF864	Supporting Individuals to Manage Dysphagia	5	35	Two
L/650/3469	CBF865	Understanding the Control of Substances Hazardous to Health	5	30	Two
T/650/3470	CBF866	Supporting Individuals in the Use of Assistive Technologies	4	32	Two

Unit Details

Title	Principles of Infection Prevention and Control
Level	Two
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBF863
Unit Reference No	J/650/3467

Unit purpose and aim(s): This unit will enable the learner to understand the national and local policies in relation to infection control, employer and employee responsibilities in this area and how appropriate procedures and risk assessment can help minimise the risk of an outbreak of infection.

Learning Outcomes	Assessment Criteria
1. Understand employer and employee roles and responsibilities in the prevention and control of infections.	1.1. Describe employees' roles and responsibilities in relation to the prevention and control of infection. 1.2. Describe employers' roles and responsibilities in relation to the prevention and control of infections.
2. Understand legislation and policies relating to prevention and control of infections.	2.1. Summarise key aspects of current legislation and regulatory body standards relevant to the prevention and control of infection. 2.2. Describe local and organisational policies relevant to the prevention and control of infection, including Covid 19.
3. Understand systems and procedures relating to the prevention and control of infections including the impact of outbreaks.	3.1. Describe procedures and systems relevant to the prevention and control of infection. 3.2. Describe the potential impact of an outbreak of infection on individuals and organisations.
4. Understand risk and risk assessment in relation to prevention and control of infection.	4.1. Describe what is meant by the term risk. 4.2. Describe the process and importance of carrying out a risk assessment in relation to prevention and control of infection.
5. Be able to follow the correct procedures for use of personal protective equipment (PPE).	5.1. Describe four different types of PPE including the correct: a) practice for the application and removal b) use c) procedures for disposal 5.2. Demonstrate the correct use of PPE identified in AC 5.1.
6. Be able to follow good personal hygiene and hand washing practice for the prevention and control of infections.	6.1. Summarise the key principles of good personal hygiene for the prevention and control of infections. 6.2. Explain when and why hand washing should be carried out and appropriate types of products that should be used for the prevention and control of infections. 6.3. Illustrate the correct sequence and technique for hand washing for the prevention and control of infections. 6.4. Describe correct procedures relating to safe skincare.

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	Supporting Individuals to Manage Dysphagia
Level	Two
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBF864
Unit Reference No	K/650/3468

Unit purpose and aim(s): This unit will enable the learner to understand how to support individuals to manage their dysphagia.

Learning Outcomes	Assessment Criteria
1. Understand how dysphagia affects individuals.	1.1. Summarise the main clinical causes of dysphagia and how they are identified. 1.2. Describe major risks and secondary difficulties associated with dysphagia. 1.3. Illustrate the anatomy and physiology relevant to maintaining a safe swallow. 1.4. Describe how an individual's ability to swallow is affected by: a) sensory impairment b) loss of bodily function c) loss of cognition
2. Understand how to support individuals to manage dysphagia in line with local and national guidelines and good practice.	2.1. Describe the key aspects of the International Dysphagia Diet Standardisation Initiative (IDDSI) and local safe swallowing procedures. 2.2. Outline why individuals living with dysphagia should be encouraged to promote their own health and wellbeing. 2.3. Summarise the types of skill development activities that may be carried out with individuals living with dysphagia to help them develop safe swallowing skills.
3. Understand how to modify food and drink for individuals living with dysphagia.	3.1. Describe the impact of oral intake on nutrition for an individual with dysphagia. 3.2. Outline the terminology to categorise the texture of both food and liquids as set by the IDDSI. 3.3. Summarise reasons for modifying the consistency and appearance of oral intake for an individual living with dysphagia. 3.4. Illustrate how to measure a liquid or drink that is appropriate for an individual living with dysphagia.
4. Understand mealtime risks for individuals living with dysphagia.	4.1. Describe safe swallowing procedures at mealtimes including: a) positioning b) alertness c) textures d) help 4.2. Illustrate how to apply safe swallowing procedures at mealtimes for individuals living with dysphagia 4.3. Describe using examples, types of swallowing related incidents and how these should be reported in health and social care settings.

5. Be able to support individuals living with dysphagia with their oral hygiene.	5.1. Describe why oral hygiene is important.
	5.2. Describe the negative impact of poor oral hygiene for an individual living with dysphagia.
	5.3. Illustrate how to support an individual living with dysphagia to manage their oral hygiene.

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 the Control of Substances Hazardous to Health
Level	Two
Credit Value	5
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBF865
Unit Reference No	L/650/3469

Unit purpose and aim(s): This unit will enable the learner to understand the application, regulation and procedures associated with Control of Substances Hazardous to Health (COSHH) within a health and social setting.

Learning Outcomes	Assessment Criteria
1. Understand current COSHH regulations.	1.1. Describe the following in relation to COSHH regulations: a) employees' responsibilities b) role of risk assessments c) emergency procedures d) workplace exposure limits
2. Understand documentation associated with hazardous substances used in health and social care settings.	2.1. Summarise forms of substances hazardous to health for individuals working in health and social care settings. 2.2. Describe the key classification, labelling and packaging associated with hazardous substances used in health and social care settings. 2.3. Describe how chemical safety data sheets are used in health and social care settings.
3. Understand the effects of hazardous substances on the body and how they may enter the body.	3.1. Describe the harmful effects of hazardous substances on the body, including acute and chronic effects and the four ways they can enter the body.
4. Understand risk and risk assessment in relation to COSHH.	4.1. Describe what is meant by the term risk. 4.2. Describe the process and importance of carrying out a risk assessment in relation to COSHH.
5. Be able to follow the correct procedures for use of personal protective equipment (PPE) and clean-up of accidental spillages.	5.1. Describe four different types of PPE including the correct: a) practice for the application and removal b) use c) procedures for disposal 5.2. Demonstrate the correct use of PPE identified in AC 5.1. 5.3. Demonstrate appropriate procedures for the clean-up of accidental spillages of human specimens.

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

Title	Supporting Individuals in the Use of Assistive Technologies
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBF866
Unit Reference No	T/650/3470

Unit purpose and aim(s): This unit will enable the learner to understand how to support the use of assistive technology.

Learning Outcomes	Assessment Criteria
1. Understand the meaning of assistive technology.	1.1. Define what is meant by assistive technology. 1.2. Describe how current assistive technology can have a positive impact on the well-being and quality of life for individuals.
2. Understand types and functions of assistive technology for individuals.	2.1. Summarise types of assistive technologies that can be used to support individuals. 2.2. Describe how assistive technology supports the following needs of an individual: a) sensory b) physical c) cognitive d) communication
3. Understand how equipment for daily living promotes the independence of an assistive technology user.	3.1. Outline how equipment for daily living promotes the independence of an assistive technology user with cognitive, sensory or physical disabilities.
4. Understand how telecare and telemedicine supports individuals to live independently.	4.1. Describe what is meant by the terms telecare and telemedicine and how they can be used to support individuals. 4.2. Describe situations when it may be appropriate to use telecare or telemedicine. 4.3. Describe different assistive technology devices within telecare that supports individuals to live independently at home 4.4. Describe the functions of sensor and trigger devices. 4.5. Describe the advantages and disadvantages of utilising telecare and telemedicine.

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
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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 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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