Qualification Specification for:

OCN NI Level 3 Award in Employability in Health and Social Care

➢ **Qualification No: 610/1248/8**

Qualification Regulation Information

Qualification Title:	**OCN NI Level 3 Award in Employability in Health and Social Care**
Qualification Number:	**610/1248/8**

Operational start date:	01 August 2022
Operational end date:	31 July 2027
Certification end date:	31 July 2030

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. Learners have up to the certificate end date to complete the qualification and 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 3 Award in Employability in Health and Social Care**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- 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).

Qualification Summary

Sector Subject Area
1.3   Health and social care

Qualification Aim
The OCN NI Level 3 Award in Employability in Health and Social Care has been designed to enable learners to understand employee and employer rights and responsibilities in health and social care settings.

Qualification Objectives
The objectives of the OCN NI Level 3 Award in Employability in Health and Social Care are to enable learners to understand:

- key aspects of relevant legislation, statutory responsibilities and rights of employees and employers
- employee and employer arrangements and agreed ways of working
- different health and social care career pathways and opportunities
- how issues of public concern may affect trust in and delivery of services

Progression
The OCN NI Level 3 Award in Employability in Health and Social Care allows for progression to the OCN NI Level 3 Diploma in Health and Social Care (Northern Ireland) and/or to higher level qualifications in health and social care.

Grading
Grading for this qualification is Pass/Fail.

Qualification Target Group

The OCN NI Level 3 Award in Employability in Health and Social Care is targeted at learners who wish to work in the health and social care sector.

Entry Requirements

Learners must be at least 16 years of age and have sufficient literacy and numeracy skills 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 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.

Tutors
Tutors delivering the qualification should be occupationally competent and have a minimum of one year's relevant experience in this area.

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 in the subject area
- 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 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

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 3 Award in Employability in Health and Social Care

Learners must successfully complete the one unit - 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours
Guided Learning Hours (GLH) for this qualification: 21 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
T/650/3029	CBF845	Employment Rights and Responsibilities in Health and Social Care Settings	3	21	Three

Unit Details

Title	Employment Rights and Responsibilities in Health and Social Care Settings
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBF845
Unit Reference No	T/650/3029

Unit purpose and aim(s): This unit will enable the learner to understand employee and employer rights and responsibilities in different health and social care settings.

Learning Outcomes	Assessment Criteria
1. Be aware of relevant legislation, statutory responsibilities and rights of employees and employers in health and social care.	1.1. Summarise why legislation relating to employment exists for employees and employers in health and social care including the main features of current employment legislation. 1.2. Summarise the key areas of employment covered by law including the statutory responsibilities and rights of employees and employers in health and social care. 1.3. Evaluate three sources and types of information and advice available in relation to employment responsibilities and rights in health and social care.
2. Understand own employee/employer arrangements and agreed ways of working.	2.1. Explain the following in relation to own employment a) terms and conditions of own contract b) pay slip information c) grievance procedures d) importance of employer having up to date personal information e) agreed ways of working
3. Understand how own role fits within the wider context of the health and social care sector.	3.1. Explain how own role fits within the wider context of the health and social care sector including: a) supporting service delivery b) links to the wider sector. 3.2. Explain the main roles and responsibilities of at least two representative bodies that influence the wider health and social care sector in Northern Ireland.
4. Understand different health and social care career pathways and opportunities.	4.1. Research and evaluate three different types of occupational opportunities within health and social care and related sectors. 4.2. Evaluate three sources of information related to a chosen career pathway. 4.3. Investigate next steps to support the development of own career pathway.

5. Understand how issues of public concern may affect trust in and delivery of services within the health and social care sector.	5.1. Analyse at least two occasions of public concern regarding issues within the health and social care sector.
	5.2. Critically compare and contrast different viewpoints for one of the issues identified in AC 5.1. and the impact on public trust in the health and social care sector.
	5.3. Analyse using examples at least two changes in health and social care service delivery as a result of public concerns being raised.

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 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 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 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 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.

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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