



Qualification Specification for:

OCN NI Level 5 Certificate in Research Methods and Design

➤ **Qualification No: 610/1506/4**

Qualification Regulation Information

OCN NI Level 5 Certificate in Research Methods and Design

Qualification Number: 610/1506/4

Operational start date: 15 September 2022

Operational end date: 31 August 2027

Certification end date: 31 August 2032

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 qualification:

→ **OCN NI Level 5 Certificate in Research Methods and Design**

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 5 Certificate in Research Methods and Design qualification will provide the learner with the skills and knowledge to apply research methods and design principles to research projects.

Qualification Objective

The objective of the OCN NI Level 5 Certificate in Research Methods and Design is to enable learners to apply research methods and design principles to develop a research proposal.

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at learners who wish to gain skills and knowledge in research methods and design to support progression to higher level qualifications.

Progression Opportunities

The OCN NI Level 5 Certificate in Research Methods and Design will enable the learner to progress into further learning or into employment requiring research skills.

Entry Requirements

Learners must be at least 18 years old and have a level 3 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 qualified to at least one level higher than the qualification 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 qualification
- 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 experience in the area 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 5 Certificate in Research Methods and Design

In order to achieve the qualification learners must complete the one unit – 20 credits.

Total Qualification Time (TQT) for this qualification: 200 hours
 Guided Learning Hours (GLH) for this qualification: 120 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
J/650/4113	CBF986	Research Methods and Design	20	120	Five

Unit details

Title	Research Methods and Design
Level	Five
Credit Value	20
Guided Learning Hours (GLH)	120
OCN NI Unit Code	CBF986
Unit Reference No	J/650/4113
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand research methods and design principles including how to identify a research topic, plan research and produce a research proposal.	
Learning Outcomes	Assessment Criteria
1. Understand how to identify a research topic for investigation.	1.1. Explain how to identify a research topic for investigation including: a) identification of research topic b) selection of appropriate research paradigm c) identification of key research questions or hypotheses d) purpose of the proposed enquiry
2. Be able to formulate a research problem.	2.1. Carry out a systematic literature review on a selected topic. 2.2. Use outcomes of literature review carried out in AC 2.1 to clarify research problem to be investigated. 2.3. Use outcomes of clarification of research problem carried out in AC 2.2 to construct hypotheses or research questions.
3. Be able to design research.	3.1. Determine an appropriate research design to investigate the hypotheses or research questions identified in AC 2.3 informed by literature review carried out in AC 2.2. to include the following: a) choice of research design b) identifying the specific research variables c) choice of research participants d) sampling considerations e) developing appropriate data collection tools f) data collection processes and procedures g) ethical issues h) potential research methodology issues and corresponding solutions
4. Understand how to analyse research data.	4.1. Explain how to prepare the data for analysis. 4.2. Determine an appropriate format for displaying collected data. 4.3. Apply appropriate descriptive and inferential statistics to process the collected data and to obtain relevant findings. 4.4. Reflect on the proposed research analysis identifying possible areas for improvement.

<p>5. Be able to review and revise the potential outcomes of the research process.</p>	<p>5.1. Summarise research findings obtained in AC 4.3. 5.2. Critically compare research findings to the following: a) research questions or hypotheses identified in AC 1.1 (c) b) current body of peer reviewed academic literature 5.3. Estimate the potential novel contribution of the research to the body of currently published literature. 5.4. Estimate potential areas for further research.</p>
<p>6. Be able to develop a research proposal.</p>	<p>6.1. Develop a research proposal to include: a) background research b) literature review c) research methodology d) analysis of outcomes e) critical reflection on research findings f) conclusions</p>

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	<p>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</p>	<p>Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation Learner notes/written work Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation Learner notes/written work Tutor notes/record Learner log/diary</p>
E-assessment	<p>The use of information technology to assess learners' work</p>	<p>Electronic portfolio E-tests</p>

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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