



Assessment and Awarding Arrangements for Vocational Qualifications 2021/2022

OCN NI Level 2 Award in Employability Skills

➤ Qualification No: 603/4359/X

OCN NI Level 2 Certificate in Employability Skills

➤ Qualification No: 603/4360/6

OCN NI Level 3 Award in Employability and Professional Development Skills

➤ Qualification No: 603/4355/2

OCN NI Level 3 Certificate in Employability and Professional Development Skills

➤ Qualification No: 603/4356/4

OCN NI Level 3 Diploma in Employability and Professional Development Skills

➤ Qualification No: 603/4357/6

Published August 2021

Contents

Foreword	4
Practical considerations	5
Highline Principles	6
Structured Considerations	7
Use of Remote Technologies	8
Specific Qualification Guidance	9
Conclusion	11
Contact Details	12

Foreword

The Covid pandemic has provided an extraordinary challenge for the assessment and award of qualifications in Northern Ireland. The Minister for the Economy provided policy direction for qualifications; In April 2020, calculated results were permitted. This aligned with the approach for similar qualifications in England and Wales. From October 2020 adaptations such as remote assessment were permitted. This again aligned with the approach for similar qualifications in England and Wales. In January 2021 policy position permitted the use of TAGs for the remainder of the 2020 to 2021 academic year.

As the Summer Guidance 2021 (Teacher Assessed Grades) window has now closed, this guidance aims to promote practicalities and manageability as it reduces the assessment burden on Centres and aligns itself with the proposed approach for similar qualifications. Providing balance in terms of maintaining the validity, reliability, and comparability and fairness of the qualification for all stakeholders.

OCN NI is now recommending this guidance to centres to help mitigate disruption to teaching, learning and assessments so that, as far as possible, learners taking VTQs and 'other general' qualifications, have the opportunity to receive a fair result and are not disadvantaged by the longer-term impacts of the pandemic.

Presenting capacity and capability to build on best practice from 2020/21, embracing the role of technology to benefit learners, and most importantly managing any further potential disruption that could be caused by a continuation of COVID-19 public health restrictions and a return to normal, framed the guidance set out in this document.

It is the expectation of the Minister for the Economy that vocational examinations and other assessments will go ahead in line with normal arrangements in 2021 to 22 as they are the fairest form of assessment. Consequently, the Qualifications Regulators are permitting awarding organisations to adapt their assessments (where appropriate) to provide greater flexibility and streamline assessments to free up time for teaching and learning.

Practical considerations

Since some public health restrictions are likely to be in place during the 2021-2022 academic year, and further disruption may occur on a localised basis, which may affect teaching and learning and the delivery of assessments, OCN NI wants to support centres in protecting learner achievement and has taken steps to protect centres and learners. Our guidance is intended to ensure that assessments lead to the award of qualifications that are a valid and reliable indication of knowledge, understanding and skills, or practical competence, and that, as far as possible, standards are maintained. Therefore, we are introducing consistent approaches across similar qualifications, whilst recognising the diversity of the VTQ landscape.

The introduction of a second version of the Vocational and Technical Qualifications Contingency regulatory framework (VCRF), reflects the approach to mitigation and adaptation. The response OCN NI are proposing to take in light of the situation we face in 2021/22 applies high line principles and more specific direction to support full delivery and adapt assessment while retaining its validity and reliability.

OCN NI appreciates that there will be a need to maximise the teaching time that is available and has considered adapting its qualification assessments and developed specific guidance on mitigating the impact of disrupted learning and teaching. A Teach, Assess and Bank approach is encouraged to all centres. The advantage of this approach is that an ongoing record of individual performance and achievement is maintained, and accumulated evidence is validated and reliable.

We recommend that centres reflect carefully on the freedoms to amend assessment while undertaking full delivery of content and contact OCN NI for approval if there is doubt around the reliability of assessments being carried out.

Highline Principles

OCN NI believes there are a number of actions centres can take to mitigate the risk of interruption of learning through localised lockdowns since the government departments dealing with education have confirmed that schools, colleges and training organisations should aim to provide full delivery in the interests of learners and learning.

1. Centres should review how they will mitigate the risk of their learners not compiling sufficient evidence.
2. Since our VTQ qualifications are unitised, centres should consider recording informal assessment upon completion of each unit. OCN NI recommends that unit delivery should be systematic with summative evidence being captured progressively as each unit is completed. OCN NI recommends a Teach, Assess and Bank approach.
3. Centres should consider implementing the practice of cumulative informal assessment as part of a 'lifeboat' strategy. This will enable a focussed and reliable indication of learner progress towards achievement and underpin progress with valid and reliable indicators through evidential tracking should there be interruptions to learning through isolation or lockdown.
4. OCN NI recommends that centres identify discrete units in qualifications where there is no reference to learning in other units and deliver and assess these units as early as possible in their class timetable to ensure coverage of the qualification.
5. OCN NI recommends reducing or combining assessments where this is possible, whilst assessing the same or similar content. That would allow for the collection of formative evidence against each of the discrete subjects and mitigate against the risk of these units being unassessed in any way.
6. Centres should review Learning Outcomes and Assessment Criteria in the qualification specification to identify and map overlaps in evidence so that unnecessary duplication can be avoided. This could occur where an assessment criterion has been covered more than once in different units and in slightly different ways (holistic assessment).
7. Where a demonstration by the learner is required, OCN NI will accept an illustration by learners and/or demonstration by the Teacher/Tutor with an explanation of process and outcomes.

Structured Considerations

To reinforce the need for accurate assessment and evidence as collateral for this academic year (as required by the joint regulatory position), OCN NI is recommending that centres look carefully at our highline principles and apply them appropriately to our qualifications without undermining the Learning Outcomes of qualification units.

The bottom line for evidence to support achievement is that it is recorded, tracked, and conducted regularly to avoid gaps which would compromise the integrity of the qualification. Acknowledging that there will be unforeseen interruptions, OCN NI is recommending that formative evidence is also recorded, tracked, and banked where it could be used to offset against interruption to formal assessment. This is not an alternative, rather it is a means of ensuring that there is a mitigation against evidence of assessment. This effectively is a 'lifeboat' approach to protect learners and to ensuring that there is evidence of progression in learning against delivery. Centres should aim to avoid gaps in capturing learner evidence and reflect on how all assessment is reliable and valid. This applies particularly to formative assessment capture.

Once again, due to the unforeseen circumstances of local lockdowns there may be a significant number of interruptions to delivery. OCN NI recommends mitigating this through:

- A unitised banking approach
- Tracked progression through units
- Cumulative assessment (externally moderated)

This approach will provide a back up to the internal assessment model which is the standard operating procedure. It will also allow for accurate external verification/moderation monitoring to be carried out against measurable evidence. It is the centre's responsibility to present valid and reliable assessment against evidence that substantiates learner performance. OCN NI will monitor this both remotely and by site visit depending on the PHA guidance and health risks faced by our e-verification team.

Use of Remote Technologies

OCN NI is content that many centres are conducting delivery and assessment through on-line technologies where this is feasible. It is important to ensure that recording of evidence and detailed assessment records are maintained to confirm adequate compliance with our Centre Handbook and VCRF qualification guidance.

Specific Qualification Guidance

The guidance below is specific to this qualification/qualification suite and should be implemented as part of the centre assessment strategy:

Centres should consider the theoretical aspects of a number of the units in both qualifications and the requirements of learners to show understanding. This can be conducted outside the workplace so that adaptation would permit assessment remotely or through a compression using learner generated evidence in tandem with oral interviews or professional discussion where the learner has had work placements or work experience.

The Level 3 qualification with units relating to work placement anticipates learners being in or preparing to be in a work environment. The current pandemic situation with its potential for lockdown interruptions and the restrictions of PHA guidelines may prevent work placement opportunities that require adaptations. In these circumstances, centres should notify the Compliance and Audit team if planned work placements cannot take place (compliance@ocnni.org.uk).

General guidance for these qualifications would recognise the use of online media (Zoom, Google Classroom etc.).

Employability Skills

- Units could be adapted, and the tasks changed to meet the requirements of limited facilities and the use of blended learning.
- Some unit assessments could be mapped or integrated with vocational or academic units (e.g. workplace and applying for work units). If the Applying for Work unit had been fully completed, learners would not need to complete the unit Produce a CV as this is already covered. This would help avoid duplication of assessment methods and topics.
- Some assessment tasks may be changed to use online facilities if learners can access these. Examples include:
 - Interview Skills - This could be carried out via Teams or Zoom or other online facilities.
 - Oral Presentation Skills - This could be carried out via Teams or Zoom or other online facilities.

Employability and Professional Development Skills

- Centres should consider changing assessment tasks where units can be streamlined so that assessment is compressed, and more time is afforded to delivery.

- Units with practical elements (Online Safety and Improving Presentation Skills) could be accommodated by an online meeting facility i.e. Microsoft Teams or Zoom.
- The Health and Safety Procedures in the Workplace unit requires carrying out a risk assessment (2.2). If learners were under a longer lockdown assessment could be carried out requiring learners to conduct a risk assessment on their home as their workplace. (Areas to consider could include the risks and ergonomics of the computer workstation).
- Centres should consider streamlining units to reduce duplication and enable compressed assessment.

Conclusion

OCN NI recognises the DfE's minister's direction that assessment should be carried out as normal, where this is possible, and is recommending to centres that they provide more assessment opportunities and increase informal assessment to support opportunities to track and bank evidence of achievement even where informal assessment can complement or supplement formal assessment opportunities. This would particularly be the case where centres deem the risk of interruption due to lockdown or isolation to be greatest, so that opportunities to confirm achievement are 'banked' and safeguard against potential further disruption. In this arrangement, the burden is on the centre to ensure that OCN NI guidance on detailed records of assessment and PHA health guidelines are strictly followed to avoid personal risk, inadequate evidence of achievement or malpractice.

Contact Details

For further information and support please contact a member of the OCN NI team using the details provided below:

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk
Email: compliance@ocnni.org.uk