



**Qualification Specification for:**

**OCN NI Entry Level Award in Spanish (Entry 3)**

**➤ Qualification No: 601/1320/0**

## Qualification Regulation Information

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### OCN NI Entry Level Award in Spanish (Entry 3)

Qualification Number:	601/1320/0
Operational start date:	01 October 2013
Operational end date:	31 December 2027
Certification end date:	31 December 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

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

→ **OCN NI Entry Level Award in Spanish (Entry 3)**

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.ocni.org.uk](http://www.ocni.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

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<b>About Regulation .....</b>	<b>5</b>
OCN NI.....	5
<b>Qualification Summary .....</b>	<b>6</b>
Subject Sector Area .....	6
Links to National Standards .....	6
Qualification Target Group .....	6
Progression Opportunities.....	6
Entry Requirements.....	6
Grading .....	6
Qualification Support.....	7
Delivery Languages.....	7
<b>Centre Requirements for Delivering the Qualification.....</b>	<b>8</b>
Centre Recognition and Qualification Approval.....	8
Centre Staffing .....	8
Tutors.....	8
Assessors.....	8
Internal Verification.....	9
<b>Structure .....</b>	<b>10</b>
<b>Unit Details .....</b>	<b>11</b>
<b>Quality Assurance of Centre Performance.....</b>	<b>15</b>
External Verification .....	15
Standardisation .....	15
<b>Administration.....</b>	<b>16</b>
Registration .....	16
Certification .....	16
Charges.....	16
Equality, Fairness and Inclusion.....	16
Retention of Evidence .....	16

## About Regulation

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### **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 1<sup>st</sup> 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

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The OCN NI suite of qualifications in Languages aims to provide an opportunity for accreditation in language skills. Learners benefit from expanding cultural knowledge and improving communication skills, especially when travelling abroad. Learning language also enhances career opportunities. OCN NI language provision covers a range of languages including French, German, Irish, Italian, Japanese, Polish and Spanish.

The OCN NI Entry level Award in Spanish (Entry 3) covers the main skills areas of Reading, Listening, Speaking and Writing.

### Subject Sector Area

12.2 Other languages, literature and culture

### Links to National Standards

OCN NI language units have been mapped to NOS standards. For a breakdown of knowledge and skills at each level please click on the link: [NOS - Languages](#)

### Qualification Target Group

The qualifications are targeted at a range of learners including:

- learners in schools and colleges
- adults in full time and part time learning
- adults in the workplace
- anyone who wishes to study languages for enjoyment

### Progression Opportunities

The OCN NI qualifications in Spanish enable progression to the next level at Entry Level, Level 1 and Level 2. They can also open up a variety of career and employment opportunities.

### Entry Requirements

There are no formal restrictions on entry for these qualifications. However, the learner may need a certain amount of knowledge and understanding before being able to fully benefit from a language qualification and be at least 14 years old on completion of the qualification.

### Grading

Grading for this qualification is pass/fail.

### **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

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### 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, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

### Assessors

The qualifications are 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 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

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

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### OCN NI Entry Level Award in Spanish (Entry 3):

In order to achieve the OCN NI Entry Level Award in Spanish (Entry 3), the learner is required to complete both units – 6 credits.

Total Qualification Time (TQT) for this qualification: 60 hours  
 Guided Learning Hours (GLH) for this qualification: 57 hours

Portal Unit Code	OCN NI Unit Code	Unit Title	TQT	Credit Value	GLH	Level
<a href="#">J/505/5973</a>	CAX479	Spanish – Reading and Writing	30	3	27	Entry 3
<a href="#">L/505/5974</a>	CAX480	Spanish – Speaking and Listening	30	3	30	Entry 3

## Unit Details

Title	Spanish – Reading and Writing
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX479
Unit Reference No	J/505/5973
<i>Unit purpose and aim(s):</i> This unit will enable learners to show understanding of short basic texts and write basic words and structured phrases.	
Learning Outcomes	Assessment Criteria
1. Be able to spell common Spanish words.	1.1. Say the sounds of the Spanish alphabet. 1.2. Spell common words orally in everyday use in Spanish using the sounds of the Spanish alphabet. 1.3. Spell common Spanish words in written form. 1.4. Spell numbers 1-20 in Spanish.
2. Be able to write short basic messages in Spanish for everyday situations.	2.1. Start and end basic messages politely. 2.2. Communicate in written Spanish to convey: a) thanks b) apologies c) basic personal information d) basic questions e) basic answers to questions f) basic requests
3. Be able to produce written form from everyday texts dictated in Spanish.	3.1. From information spoken in Spanish, write down a limited range of Spanish words or phrases accurately enough to be understood.
4. Be able to understand simple signs written in Spanish.	4.1. Read basic signs written in Spanish. 4.2. Read basic health and safety warnings written in Spanish.
5. Be able to understand basic written communication in Spanish.	5.1. Follow basic instructions in written Spanish. 5.2. Respond to specific questions written in Spanish. 5.3. Respond to basic requests for information written in Spanish.
6. Be able to understand short texts written in Spanish in everyday situations.	6.1. Give the meaning of simple sentences or phrases within short texts, written in Spanish. 6.2. Extract simple factual information from a short text written in Spanish. 6.3. Identify the likely purpose of a short text written in Spanish.

### 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
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

Title	Spanish – Speaking and Listening
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CAX480
Unit Reference No	L/505/5974
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop basic speaking and listening skills in simple work and social contexts.	

Learning Outcomes	Assessment Criteria
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1. Use polite, social language in Spanish in everyday situations.	1.1. Greet somebody, and say 'goodbye'. 1.2. Address the person using a correct form.
2. Indicate difficulty with understanding Spanish in everyday situations.	2.1. Ask another person to repeat something or to slow down when speaking.
3. Take part in basic conversations in Spanish in everyday situations.	3.1. When asked, give basic, personal information from a limited range. 3.2. Ask basic questions of someone else. 3.3. Identify basic information about a person, from a limited range of key phrases. 3.4. When asked, inform someone, using basic phrases, about likes and dislikes. 3.5. Identify information somebody gives you about likes and dislikes. 3.6. Say 'yes', 'no', 'please' and 'thank you' correctly.
4. Make simple requests in Spanish in everyday situations.	4.1 Ask for things in a shop, to include quantities. 4.2 Ask for things in a café.
5. Ask for and follow basic directions in Spanish in everyday situations.	5.1 Enquire where a specific place is. 5.2 Identify where a specific place is from directions given using a limited range of key phrases.

Assessment Guidance
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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

Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation
<p><b><u>Compulsory tasks to be undertaken:</u></b>  <b>In assessing the learner's skills &amp; knowledge in speaking the learner must be recorded on a minimum of two different occasions.</b></p>		

## Quality Assurance of Centre Performance

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### 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

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### 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.



## Qualification Summary Information

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### OCN NI Entry Level Award in Spanish (Entry 3)

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