



Qualification Specification for:

OCN NI Entry Level Certificate in Preparation for Employability (Entry 3)

➤ Qualification No: 601/3150/0

Qualification Regulation Information

OCN NI Entry Level Certificate in Preparation for Employability (Entry 3)

Qualification Number: 601/3150/0

Operational start date: 01 May 2014

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.

OCN NI Contact Details

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

Phone: 028 90463990

Web: www.ocnni.org.uk

Foreword

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

→ **OCN NI Entry Level Certificate in Preparation for Employability (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.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

Qualification Regulation Information.....	2
Foreword.....	3
About Regulation	5
OCN NI.....	5
Qualification Summary	6
Qualification Aim	6
Sector Subject Area	6
Qualification Target Group	6
Progression Opportunities.....	6
Entry Requirements.....	6
Grading	6
Qualification Support.....	7
Delivery Languages.....	7
Centre Requirements for Delivering the Qualification.....	8
Centre Recognition and Qualification Approval.....	8
Centre Staffing	8
Tutors	8
Assessors.....	8
Internal Verification.....	9
Structure and Content	10
Unit Details	13
Quality Assurance of Centre Performance.....	51
External Verification	51
Standardisation	51
Administration.....	52
Registration	52
Certification	52
Charges.....	52
Equality, Fairness and Inclusion.....	52
Retention of Evidence	52

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

Qualification Aim

The OCN NI Entry Level Certificate in Preparation for Employability (Entry 3) qualification has been designed to provide learners with foundation skills in the areas of Communication, Numeracy and ICT, combined with a range of units to choose from that will assist in developing life and work skills and encourage learners to be more independent. It is also suitable for learners with special learning needs.

Sector Subject Area

14.1 Foundations for learning and life

Qualification Target Group

The qualification is targeted at learners who:

- need to develop further skills in literacy, numeracy and ICT
- wish to be more independent in life
- wish to progress into other further education courses
- would benefit from alternative approaches to curriculum and learning
- would like to test a vocational area to inform their career/employment choices

Progression Opportunities

The OCN NI Entry Level Certificate in Preparation for Employability (Entry 3) qualification enables progression into further learning in this area or into employment.

Entry Requirements

There are no formal entry requirements for this qualification however learners must be at least 14 years old. Learners should also receive appropriate guidance on the suitability of the qualification for their learning needs.

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

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 qualifications should be occupationally competent, qualified to at least one level higher than the qualifications 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, qualified to at least one level higher than the qualification
- have a minimum of one year's relevant 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 and Content

The table below summarises the structure of this qualification. The learner must achieve 21 credits. 3 credits must be achieved from each of the groups A, B and C and a minimum of 12 credits from group D.

Total Qualification Time (TQT) for this qualification: 210 hours

Guided Learning Hours (GLH) for this qualification: 204 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Communication Units (A)					
L/506/2245	CAZ526	Effective Communication Skills in a Work Place	20	2	Entry 3
R/506/2246	CAZ527	Effective Reading Skills in a Workplace	20	2	Entry 3
Y/506/2247	CAZ528	Effective Writing Skills in a Workplace	20	2	Entry 3
F/506/2260	CAZ540	Listen and Respond to Information	10	1	Entry 3
J/506/2129	CAZ461	Take Part in a Discussion	10	1	Entry 3
Numeracy Units (B)					
D/506/2265	CAZ545	Number and Money Skills	30	3	Entry 3
M/506/2240	CAZ520	Calculations and Budgeting with Money	20	2	Entry 3
M/506/2173	CAZ491	Using Numeracy Skills in the Workplace	10	1	Entry 3
ICT Units (C)					
K/506/2222	CAZ506	Presenting Information Using ICT	20	2	Entry 3
H/506/2137	CAZ464	Using Email	10	1	Entry 3
A/506/2256	CAZ537	ICT Skills in a Workplace	20	2	Entry 3

Optional Units (D)					
J/506/2258	CAZ538	Individual Rights and Responsibilities	30	3	Entry 3
L/506/2259	CAZ539	Interview Skills	20	2	Entry 3
T/506/2188	CAZ474	Contribute to Team Activities	30	3	Entry 3
J/506/2261	CAZ541	Skills for the Workplace	30	3	Entry 3
R/506/2263	CAZ543	Understanding the Importance of Appropriate Workplace Behaviour	20	2	Entry 3
Y/506/2264	CAZ544	Using Transport to and from the Workplace	20	2	Entry 3
R/506/2229	CAZ515	Using and Maintaining Tools and Equipment	20	2	Entry 3
K/506/2141	CAZ468	Working with Others in a Group Activity	20	2	Entry 3
A/506/2239	CAZ518	Applying Assertiveness and Decision Making Skills	30	3	Entry 3
T/506/2241	CAZ521	Carrying Out Instructions in the Work Place	20	2	Entry 3
A/506/2242	CAZ523	Citizenship for the Individual	30	3	Entry 3
F/506/2243	CAZ524	Completing a Curriculum Vitae	10	1	Entry 3
R/506/2196	CAZ482	Exhibiting an Art or Craft Product	20	2	Entry 3
J/506/2244	CAZ525	Design and Create an Art or Craft Product	20	2	Entry 3
A/506/2225	CAZ511	Skills for Employment	30	3	Entry 3
L/506/2262	CAZ542	Time: Reading and Recording	10	1	Entry 3
L/506/2228	CAZ514	Understanding Food Safety and Storage	30	3	Entry 3
K/506/2110	CAZ447	Induction to College	30	3	Entry 3

K/506/2253	CAZ534	Healthy Eating and Drinking	30	3	Entry 3
H/506/2252	CAZ533	Basic Retail Skills	30	3	Entry 3
M/506/2254	CAZ535	Keeping the Retail Work Area Clean and Tidy	20	2	Entry 3
D/506/2251	CAZ532	Exploring Personal Development	30	3	Entry 3
Y/506/2250	CAZ531	Exploring Enterprise	30	3	Entry 3
T/506/2255	CAZ536	Skills for Learning and Work	30	3	Entry 3
D/506/2248	CAZ529	Exploring Diversity within Society	30	3	One
H/506/2249	CAZ530	Exploring Equal Opportunities	30	3	One

Unit Details

Title:	Effective Communication Skills in a Workplace	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ526	
Unit Reference No:	L/506/2245	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of effective communication in a workplace and be able to develop and review own communication skills.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of effective communication in a workplace.	1.1. Outline the importance of effective communication in a workplace.	
2. Be able to develop communication skills in a workplace.	2.1. Identify communication skills needed for own workplace. 2.2. Implement action plan to develop own communication skills in a workplace. 2.3. Use communication skills in his/her job role, independently.	
3. Be able to review own communication skills in a workplace.	3.1. Identify what went well with using communication skills. 3.2. Outline further work needed to develop own communication skills.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Effective Reading Skills in a Workplace	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ527	
Unit Reference No:	R/506/2246	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of effective reading skills in a workplace and be able to identify and review own reading skills for development.		
Learning Outcomes Assessment Criteria		
1. Recognise the importance of effective reading skills in a workplace.	1.1. Outline the importance of effective reading skills in a workplace. 1.2. Identify tasks which require reading skills in a workplace.	
2. Be able to identify own reading skills that need to be developed in a workplace.	2.1. Identify own reading skills that need to be developed in a workplace. 2.2. Implement an action plan to develop own reading skills in a workplace. 2.3. Apply effective reading skills in a workplace.	
3. Be able to review own reading skills.	3.1. Identify what went well with using reading skills in a workplace. 3.2. Identify own reading skills that need to be developed further in a workplace.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Effective Writing Skills in a Workplace	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ528	
Unit Reference No:	Y/506/2247	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of effective reading skills in a workplace and be able to identify and review own reading skills for development.		
Learning Outcomes Assessment Criteria		
1. Recognise the importance of effective writing skills in a workplace.	1.1. Outline the importance of effective writing skills in a workplace. 1.2. Identify tasks which require writing skills in a workplace.	
2. Be able to identify own writing skills that need to be developed in a workplace.	2.1. Identify own writing skills that need to be developed in a workplace. 2.2. Implement an action plan to develop own writing skills in a workplace. 2.3. Apply effective writing skills in a workplace.	
3. Be able to review own writing skills.	3.1. Identify what went well with using writing skills in a workplace. 3.2. Identify own writing skills that need to be developed further in a workplace.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Listen and Respond to Information	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ540	
Unit Reference No:	F/506/2260	
<i>Unit purpose and aim(s):</i> The learner will be able to listen to and respond to information through verbal and non-verbal means.		
Learning Outcomes		Assessment Criteria
1. Know how to obtain information from others.	1.1. Demonstrate the ability to follow and listen for information in different contexts. 1.2. Identify new and relevant information from discussions and explanations. 1.3. Demonstrate the use of verbal and nonverbal communication in order to confirm understanding.	
2. Know how to use information gained from others.	2.1. Demonstrate how to follow a set of verbal instructions and respond to questions.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Take Part in a Discussion	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ461	
Unit Reference No:	J/506/2129	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to actively take part in a discussion.		
Learning Outcomes		Assessment Criteria
1. Be able to take part in a discussion.	1.1. Demonstrate the ability to follow and understand the main points of discussions on different topics. 1.2. Demonstrate the ability to: <ol style="list-style-type: none"> make relevant contributions to discussions use phrases for interruption in a discussion listen and respond to others' points of view in a discussion respond to both open and closed questions about familiar topics 	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Number and Money Skills	
Level:	Entry Three	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ545	
Unit Reference No:	D/506/2265	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to improve own number and money skills.		
Learning Outcomes		Assessment Criteria
1. Recognise the importance of effective number skills and areas for development.	1.1. Outline the importance of effective number skills in a range of settings. 1.2. Identify own number skills and areas for development.	
2. Be able to apply and review own number skills.	2.1. Apply own number, identifying what went well and areas for improvement. 2.2. Outline the importance of applying effective number skills in a workplace.	
3. Understand income and expenditure.	3.1. Identify different sources of income. 3.2. Identify regular and irregular expenditure.	
4. Be able to use coins and notes in transactions.	4.1. Identify coins and notes needed to pay for multiple items. 4.2. Identify change required when paying for multiple items.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title	Calculations and Budgeting with Money	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ520	
Unit Reference No	M/506/2240	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop a basic understanding of place value using money, perform manual calculations and prepare a simple budget.		
Learning Outcomes		Assessment Criteria
1. Know how to record, add and subtract money in decimal notation.	1.1 Record and add amounts of money in columns, using the correct place value. 1.2 Calculate change from different purchases. 1.3 Check totals manually and with a calculator.	
2. Be able to calculate costs.	2.1 Work out costs for purchasing multiple items. 2.2 Work out costs for simple budgets. 2.3 Estimate costs using rounding. 2.4 Check costs manually and with a calculator.	
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

Title	Using Numeracy Skills in the Workplace	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ491	
Unit Reference No	M/506/2173	
<i>Unit purpose and aim(s):</i> This unit will enable learners to solve numeracy problems, use units of measure and interpret chart information for the workplace.		
Learning Outcomes		Assessment Criteria
1. Be able to solve work-related problems using whole numbers up to 100.	1.1. Using addition and subtraction solve a range of work-related numeracy problems using whole numbers up to 100.	
2. Be able to use units of measure to solve work-related numeracy problems.	2.1. Use scales to weigh accurately using grams and kilogrammes. 2.2. Measure lengths accurately using millimetres, centimetres and metres.	
3. Be able to interpret charts to solve work-related problems.	3.1. Use bar charts and line charts to gather accurate work-related information. 3.2. Interpret chart information to solve a range of work-related problems.	
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

Title	Presenting Information Using ICT	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ506	
Unit Reference No	K/506/2222	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop a basic understanding of how to use ICT to present information using images and text and make appropriate changes.		
Learning Outcomes	Assessment Criteria	
1. Know how to use ICT to present information.	1.1. Outline how the information is to be presented. 1.2. Demonstrate the use of ICT to present information including: a) text b) images c) numbers 1.3. Demonstrate the use of proof reading for accuracy and purpose and amend text accordingly.	
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

Title:	Using Email	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ464	
Unit Reference No:	H/506/2137	
<i>Unit purpose and aim(s):</i> The learner will be able to use and manage email correspondence.		
Learning Outcomes		Assessment Criteria
1. Know how to use email.	1.1. Compose email messages. 1.2. Demonstrate how to attach a file to an email message. 1.3. Send and receive email messages using appropriate tools. 1.4. State how to stay safe and respect others when using email.	
2. Know how to manage incoming email.	2.1. Identify when to read and respond to email messages. 2.2. Store email messages appropriately for future use. 2.3. State how to respond to common email problems and when to seek advice.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	ICT Skills in a Workplace	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ537	
Unit Reference No:	A/506/2256	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of the ICT skills needed for a workplace and how these skills can be developed and improved.		
Learning Outcomes		Assessment Criteria
1. Be aware of the ICT skills needed in a workplace.	1.1. Identify tasks which require ICT skills in a workplace. 1.2. Give an example of a use of ICT skills in a workplace.	
2. Be aware of own ICT skills that need to be developed for a workplace.	2.1. Identify own ICT skills that need to be developed for a workplace. 2.2. Implement an action plan to develop own ICT skills for a workplace. 2.3. Use ICT skills in own job role in a workplace.	
3. Be able to review own ICT skills.	3.1. Identify what went well with using the ICT skills that have been developed. 3.2. Identify own ICT skills that need to be developed further.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Individual Rights and Responsibilities	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ538	
Unit Reference No:	J/506/2258	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of own rights and responsibilities.		
Learning Outcomes		Assessment Criteria
1. Know the importance of human rights.	1.1. Outline the importance of human rights. 1.2. State two basic human rights.	
2. Be aware of a democratic and electoral process.	2.1. Outline a democratic and electoral process. 2.2. Outline who cannot vote in a general election. 2.3. State two things an elected representative could do for his/her peers.	
3. Be aware of own rights and responsibilities.	3.1. Outline rights and responsibilities as a: a) consumer b) member of a community 3.2. Identify how rights may be protected.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Interview Skills	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ539	
Unit Reference No:	L/506/2259	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to prepare and take part in an interview.		
Learning Outcomes		Assessment Criteria
1. Understand how to prepare for an interview.	1.1. Outline how you may prepare for an interview including: a) appropriate clothing b) travel to and from c) possible questions you might ask/be asked	
2. Be able to take part in an interview.	2.1. Demonstrate how to take part in an interview including: a) appropriate behaviour b) responding to questions c) asking appropriate questions 2.2. Identify what went well during an interview and what could be done to make improvements.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Contribute to Team Activities	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ474	
Unit Reference No:	T/506/2188	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role of a team. The learner will be required to contribute to a range of team activities.		
Learning Outcomes		Assessment Criteria
1. Understand the value of teamwork.	1.1. State the value of teamwork. 1.2. Give example why a team may be more effective than an individual. 1.3. Identify purpose of own team.	
2. Understand roles and responsibilities of a team.	2.1. List the roles and responsibility of team members. 2.2. State own role within the team.	
3. Be able to work as part of a team.	3.1. Participate in a team activity showing respect and consideration to team members.	
4. Review performance of team.	4.1. Identify what went well and not so well. 4.2. Give example of how to improve team performance.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Skills for the Workplace	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ541	
Unit Reference No:	J/506/2261	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the basic skills needed for work.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of Health and Safety procedures at work.	1.1. Outline the importance of Health and Safety procedures at work. 1.2. Identify key safety signs that might be encountered. 1.3. Identify appropriate safe clothing for different types of work. 1.4. Follow safety procedures at work.	
2. Be able to follow instructions in the workplace.	2.1. Follow simple instructions to perform tasks. 2.2. Outline how to deal with problems that may arise in the workplace.	
3. Be able to work as part of a team.	3.1. Use questions and give answers clearly. 3.2. Demonstrate how to work as part of a team to complete a work task.	
4. Recognise the skills needed for work.	4.1. Demonstrate the following skills needed for work: a) time management b) reliability c) appropriate behaviour d) problem solving 4.2. Outline key roles at work.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log

<p>Coursework</p>	<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>Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary</p>
-------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

Title:	Understanding the Importance of Appropriate Workplace Behaviour	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ543	
Unit Reference No:	R/506/2263	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of appropriate workplace behaviour including the areas of clothing and personal hygiene.		
Learning Outcomes		Assessment Criteria
1. Understand what is appropriate clothing and footwear for the workplace.	1.1. Identify a range of appropriate clothing and footwear for various workplaces. 1.2. Outline the importance of personal presentation at work.	
2. Understand the importance of personal hygiene.	2.1. Outline why personal hygiene is important in the workplace. 2.2. Give examples of personal hygiene routines.	
3. Be aware of appropriate behaviour for the workplace.	3.1. Outline appropriate behaviour in the workplace. 3.2. Identify the importance of good time management in the workplace.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Using Transport to and from the Workplace	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ544	
Unit Reference No:	Y/506/2264	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan and use appropriate forms of transport to and from the workplace.		
Learning Outcomes Assessment Criteria		
1. Recognise various methods of transport.	1.1. Outline types of transport for travelling to the workplace. 1.2. Outline types of transport for travelling to and from own work.	
2. Be able to plan the route to work from his/her home.	2.1. Identify a route to and from own workplace. 2.2. Plan route to workplace to ensure he/she leaves and arrives on time.	
3. Be able to use a method of transport to travel to work.	3.1. Outline how to pay for travel on public transport. 3.2. Make a journey to his/her work place using one type of transport.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Using and Maintaining Tools and Equipment	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ515	
Unit Reference No:	R/506/2229	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use and maintain tools and equipment.		
Learning Outcomes		Assessment Criteria
1. Be able to use tools and equipment for an activity.	1.1. Identify the tools and equipment suitable for the activity. 1.2. Demonstrate the safe use of tools and equipment.	
2. Be able to maintain and store a range of tools and equipment.	2.1. Outline how to maintain and store a range of tools and equipment. 2.2. Demonstrate appropriate safety procedures when maintaining and storing tools and equipment.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Working with Others in a Group Activity	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ468	
Unit Reference No:	K/506/2141	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to work effectively in a group activity and be able to review their own role in working with others.		
Learning Outcomes		Assessment Criteria
1. Be able to work with others.	1.1. Outline how to work effectively with others. 1.2. Identify who to work with on a given group activity and own role.	
2. Be able to participate in a group activity.	2.1. Identify steps to be undertaken in a group activity. 2.2. Outline own tasks within a group activity. 2.3. Identify who to ask for help or support whilst taking part in a group activity.	
3. Be able to review own role in working with others.	3.1. Identify what went well when working with others. 3.2. Identify difficulties when working with others. 3.3. Identify ways to improve how to work with others.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Applying Assertiveness and Decision Making Skills	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ518	
Unit Reference No:	A/506/2239	
<i>Unit purpose and aim(s):</i> The learner will be able to demonstrate confidence and apply decision making skills within various situations.		
Learning Outcomes		Assessment Criteria
1. Know how to be confident in various situations.	1.1. Demonstrate confidence within a given situation. 1.2. Use discussion to identify appropriate choices within a given situation.	
2. Know the roles and responsibilities of others in various situations.	2.1. Identify own and others' roles and responsibilities within various situations.	
3. Know how to use negotiation to achieve a desired outcome.	3.1. Give examples of how to negotiate with others to achieve a desired outcome.	
4. Know how to be assertive and use self-control to achieve a desired outcome.	4.1. Give examples of using assertiveness and self-control to achieve desired outcome.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Carrying Out Instructions in the Workplace	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ521	
Unit Reference No:	T/506/2241	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be more competent in carrying out instructions in the workplace.		
Learning Outcomes		Assessment Criteria
1. Be aware of how instructions are given in the workplace.	1.1. Outline how instructions can be given in the workplace. 1.2. Identify individuals who may give you instructions in the workplace.	
2. Be able to follow instructions in the workplace.	2.1. Demonstrate how to safely follow instructions in the workplace. 2.2. Outline how well instructions were carried out.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Citizenship for the Individual	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ523	
Unit Reference No:	A/506/2242	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be more aware of their rights and responsibilities as a citizen.		
Learning Outcomes		Assessment Criteria
1. Understand rights and responsibilities for the individual.	1.1. Outline legal rights of citizens. 1.2. Identify one responsibility that individuals have; a) to maintain their own well being b) to others	
2. Be aware of legislation that relates to equal opportunity issues.	2.1. Outline an equality issue covered by current legislation. 2.2. Give an example of a group of people who might benefit from equality of opportunity.	
3. Be aware of the main functions of local and national government.	3.1. Outline how to vote in an election. 3.2. Give examples of services provided by local and national government.	
4. Be aware of public services available in own local community.	4.1. Identify public services available in own community.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Completing a Curriculum Vitae	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ524	
Unit Reference No:	F/506/2243	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to complete a basic Curriculum Vitae (CV).		
Learning Outcomes		Assessment Criteria
1. Know the purpose of a CV and what it contains.	1.1. Name what the letters CV stand for and its use. 1.2. Name all the headings required within a CV.	
2. Know how to complete a CV.	2.1. Identify a suitable format for a personal CV. 2.2. Outline information required for a CV. 2.3. Complete a basic CV.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title	Exhibiting an Art or Craft Product	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ482	
Unit Reference No	R/506/2196	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of how to exhibit an art or craft product and identify improvements.		
Learning Outcomes		Assessment Criteria
1. Be able to exhibit an art or craft product.	1.1. Present and exhibit the art or craft product. 1.2. Demonstrate how to maintain a safe working environment.	
2. Be able to use feedback to improve an art or craft product.	2.1. Use feedback to improve an art or craft product for future exhibits.	
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

Title	Design and Create an Art or Craft Product	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ525	
Unit Reference No	J/506/2244	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of art and craft design using information sources to create a product.		
Learning Outcomes		Assessment Criteria
1. Know how to design and create an art or craft product.	1.1. Use different sources of information to find ideas for an art or craft product. 1.2. Identify resources needed to make the art or craft product. 1.3. Develop ideas into a design for an art or craft product. 1.4. Present final art or craft product.	
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

Title	Skills for Employment	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ511	
Unit Reference No	A/506/2225	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop skills for employment. Learners will work as a team and take part in a work-related task.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of Health and Safety procedures at work.	1.1. List the reasons why health and safety procedures at work are important. 1.2. Identify key safety signs and safe clothing for different types of work. 1.3. Outline how to maintain own safety at work. 1.4. State how to obtain help if required.	
2. Be able to follow instructions to carry out a given task.	2.1. Demonstrate how to follow simple oral/written instructions to carry out a task in a work-simulated environment. 2.2. Give an example of a possible problem and how this may be overcome.	
3. Be able to work as part of a team.	3.1. Demonstrate working within a team to complete a given task. 3.2. Demonstrate the use of appropriate questions and provide answers clearly. 3.3. State the key roles within a workplace.	
4. Understand the importance of appropriate behaviour at work.	4.1. Outline what is meant by time management. 4.2. Give an example of reliable and committed behaviour at work. 4.3. Give an example of how to deal positively with an identified difficult situation.	
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

Title:	Time: Reading and Recording	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ542	
Unit Reference No:	L/506/2262	
<i>Unit purpose and aim(s):</i> The learner will know how to read and record time in different formats.		
Learning Outcomes		Assessment Criteria
1. Know how to read and record time.	1.1. Read and record time in five minute intervals including: a) 12 hour digital clocks b) AM and PM c) analogue clocks	
2. Know how to record common date formats.	2.1. Read and record day, month and year in common date formats.	
3. Know how to use time in practical situations.	3.1. Demonstrate the use of time and date in two everyday situations.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Understanding Food Safety and Storage	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ514	
Unit Reference No:	L/506/2228	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand basic hygiene procedures for storage and use of food.		
Learning Outcomes		Assessment Criteria
1. Be aware of basic hygiene procedures.	1.1. Outline various hygiene procedures before handling food.	
2. Recognise how to store different types of food.	2.1. Identify different food types. 2.2. Identify foods which will perish and how to store them. 2.3. Identify foods which are longer lasting and how to store them.	
3. Be aware of when food should be discarded.	3.1. Outline the term "Use by" dates. 3.2. Identify when food is: a) still fresh b) not safe for use c) no longer fresh 3.3. Outline the possible consequence of eating food that is no longer fresh.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Induction to College	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ447	
Unit Reference No:	K/506/2110	
<i>Unit purpose and aim(s):</i> The learner will be able to use facilities within college and where necessary know where to seek assistance.		
Learning Outcomes		Assessment Criteria
1. Know how to locate facilities within the college.	1.1. Identify different facilities within the college.	
2. Be able to identify members of staff and their roles.	2.1. Identify members of staff and their roles.	
3. Understand the reasons for attending college.	3.1. Give examples of why s/he would attend college.	
4. Recognise own responsibilities while at college.	4.1. State own responsibilities while at college.	
5. Understand differences between college and a previous establishment.	5.1. Identify two differences between college and previous establishment. 5.2. List why s/he prefers college.	
6. Be aware of college Health and Safety procedures.	6.1. State key Health and Safety procedures.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title	Healthy Eating and Drinking	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ534	
Unit Reference No	K/506/2253	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of a healthy diet, identify key benefits and effects of diet and identify ways of improving their own diet.		
Learning Outcomes		Assessment Criteria
1. Know the principles of a healthy diet.	1.1. Identify and list the key elements of a healthy diet in relation to food and drink.	
2. Know the importance of healthy eating.	2.1. Outline the main health benefits of a healthy diet. 2.2. Outline the possible consequences of an unhealthy diet.	
3. Be able to assess own diet.	3.1. Outline aspects of own diet which are: a) healthy b) unhealthy 3.2. Identify ways to improve own eating/drinking habits.	
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

Title	Basic Retail Skills	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ533	
Unit Reference No	H/506/2252	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of basic retail practice and customer including safe working practices.		
Learning Outcomes	Assessment Criteria	
1. Understand good retail practice in a sales environment.	1.1. Outline good retail practice. 1.2. List benefits of keeping a sales area attractive, clean and tidy.	
2. Understand good customer care.	2.1. Outline good customer care. 2.2. Demonstrate how to welcome a customer. 2.3. Demonstrate how to provide information and advice to a customer.	
3. Be able to make a sale.	3.1. Participate in a sales transaction and serve a customer.	
4. Know how to work safely.	4.1. Identify workplace fire procedures and fire hazards. 4.2. Identify the importance of safe manual handling in the workplace. 4.3. Demonstrate safe working practices for self and others.	
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

Title	Keeping the Retail Work Area Clean and Tidy	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ535	
Unit Reference No	M/506/2254	
<i>Unit purpose and aim(s):</i> This unit will enable learners to know why maintaining a work area is important and how to dispose of waste appropriately.		
Learning Outcomes	Assessment Criteria	
1. Understand why it is important to keep the work area clean and tidy.	1.1. Outline the benefits of keeping the work area clean and tidy. 1.2. Outline the possible consequences of an untidy and dirty work area.	
2. Be able to keep a work area clean and tidy.	2.1. Demonstrate how to follow instructions in the workplace to ensure it: a) is free of identified hazards b) allows for work to be completed efficiently c) presents a positive impression to customers	
3. Recognise how to dispose of waste and rubbish appropriately.	3.1. Outline why it is important to dispose of waste and rubbish in line with organisational procedures.	
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

Title:	Exploring Personal Development	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ532	
Unit Reference No:	D/506/2251	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand different types of behaviour, self-esteem, stress and time management skills.		
Learning Outcomes		Assessment Criteria
1. Understand different types of behaviour.	1.1. List different types of behaviour.	
2. Understand self-esteem.	2.1. Outline self-esteem. 2.2. List factors which influence how people feel about themselves. 2.3. State own self esteem needs and how they can be met.	
3. Be aware of stress and how it can be reduced.	3.1. Outline what stress is. 3.2. State two examples of causes of stress in own life and how it can be reduced.	
4. Understand time management skills.	4.1. Outline time management skills. 4.2. Demonstrate punctual attendance and completion of work on time.	
5. Understand personal strengths and interests.	5.1. Outline a range of personal strengths and interests.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log

Title:	Exploring Enterprise	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ531	
Unit Reference No:	Y/506/2250	
Unit purpose and aim(s): This unit will enable the learner to undertake a small enterprise project including; advertising, selling, costs and evaluation.		
Learning Outcomes		Assessment Criteria
1. Be able to select a product to sell and advertise.	1.1. Identify a product to sell and its target market. 1.2. Identify a suitable venue to hold the sale and outline its benefits. 1.3. Identify ways to advertise the sale.	
2. Know how to set up a point of sale and sell products.	2.1. Identify the equipment and resources needed to sell the product. 2.2. Demonstrate product sales and advertising.	
3. Be aware of costs involved in the enterprise project.	3.1. State the costs involved in selecting, marketing and selling the product.	
4. Evaluate own contribution to enterprise project.	4.1. Outline own contribution to enterprise project.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log

Title:	Skills for Learning and Work	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
CAZ536	CAZ536	
Unit Reference No:	T/506/2255	
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of positive attitudes and behaviour for learning and work. The learner will be expected to demonstrate effective communication and work under supervision.</p>		
Learning Outcomes		Assessment Criteria
1. Understand the importance of a positive attitude and behaviour for learning and work.	1.1. Give examples of positive attitudes and behaviour in learning and work. 1.2. Demonstrate appropriate behaviour for learning and work.	
2. Understand the importance of effective communication for learning and work.	2.1. Give examples of appropriate and inappropriate verbal and non-verbal communication. 2.2. Demonstrate how to use positive body language. 2.3. Respond to questions and requests from colleagues and/or customers.	
3. Be able to work effectively under frequent supervision.	3.1. Demonstrate how to receive and respond to instructions and check own understanding. 3.2. Identify any help, materials, equipment and/or tools needed to complete tasks. 3.3. Work safely following health and safety guidelines to complete tasks. 3.4. Review completed tasks following feedback and identify areas for improvement.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log

Title:	Exploring Diversity within Society	
Level:	One	
Credit Value:	3	
Guided Learning Hours (GLH):	27	
OCN NI Unit Code:	CAZ529	
Unit Reference No:	D/506/2248	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and recognise the importance of diversity within society.		
Learning Outcomes		Assessment Criteria
1. Understand the meaning of the term diversity.	1.1. Give a simple definition of the term diversity.	
2. Be aware of diverse groups and practices.	2.1. Identify diverse groups and how they may differ, outlining reasons for different practices. 2.2. Identify similarities between the groups identified.	
3. Recognise the importance of respecting diversity.	3.1. Outline examples of a lack of tolerance of diverse groups within society. 3.2. State why it is important to respect diversity in terms of tolerance.	
4. Recognise how diverse groups contribute to society.	4.1. Give examples of the contribution(s) diverse groups have made to society. 4.2. Identify advantages of living in a diverse society.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Exploring Equal Opportunities	
Level:	One	
Credit Value:	3	
Guided Learning Hours (GLH):	27	
OCN NI Unit Code:	CAZ530	
Unit Reference No:	H/506/2249	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of equal opportunities and support and resources available to assist.		
Learning Outcomes		Assessment Criteria
1. Be aware of types of discrimination and how it can be challenged.	1.1. Give examples of the different types of discrimination and their effects to include; a) unacceptable language b) unacceptable behaviour 1.2. Give examples of how you may overcome discrimination.	
2. Recognise the importance of equal opportunities.	2.1. Outline the importance of equal opportunities.	
3. Be aware of local support agencies.	3.1. Name two local support agencies and their roles.	
4. Be aware of ways to use resources to challenge inequality.	4.1. Use information to challenge oppressive comments, attitudes and behaviour.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

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.

OCN NI Entry Level Certificate in Employability (Entry 3)

Qualification Number: 601/3150/0

Operational start date: 01 May 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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

Phone: 028 90463990
Web: www.ocnni.org.uk