



## Qualification Specification for:

**OCN NI Level 1 Award in Peer Mentoring for Young People**

➤ Qualification No: 601/3325/9

**OCN NI Level 2 Award in Peer Mentoring Practice**

➤ Qualification No: 601/3330/2

**OCN NI Level 2 Award in Mentoring Practice**

➤ Qualification No: 601/3326/0

## Qualification Regulation Information

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### **OCN NI Level 1 Award in Peer Mentoring for Young People**

**Qualification Number:** 601/3325/9

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

### **OCN NI Level 2 Award in Peer Mentoring Practice**

**Qualification Number:** 601/3330/2

Operational start date: 01 June 2014  
Operational end date: 31 December 2027  
Certification end date: 31 December 2029

### **OCN NI Level 2 Award in Mentoring Practice**

**Qualification Number:** 601/3326/0

Operational start date: 01 June 2014  
Operational end date: 31 December 2027  
Certification end date: 31 December 2029

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](http://www.ocnni.org.uk)

## Foreword

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

- **OCN NI Level 1 Award in Peer Mentoring for Young People**
- **OCN NI Level 2 Award in Peer Mentoring Practice**
- **OCN NI Level 2 Award in Mentoring Practice**

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](http://www.ocnni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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## About Regulation

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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 qualifications in Peer Mentoring have been designed to help learners understand the role of the peer mentor and the benefits it can bring to people and communities. The Level 2 Award in Mentoring Practice is designed to help learners develop effective mentoring skills and techniques and understand mentoring relationships.

### Sector Subject Area

14.1 Foundations for learning and life

### Qualification Target Group

The qualifications provide an opportunity for learners to gain an accredited qualification in the area of mentoring/peer mentoring. They also provide an induction to OCN NI's suite of vocational skills qualifications.

### Entry Requirements

There are no formal restrictions on entry for these qualifications however learners should be at least 14 years old.

### Progression

The OCN NI qualifications in Mentoring enable progression into further learning in this area or into employment. The qualification will benefit those who provide mentoring opportunities to others or those interested in a career involving mentoring.

### Grading

Grading for these qualifications 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

These qualifications are available in English only at this time. If you wish to offer these qualifications 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.

### 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 at a higher level 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 if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement



## Structure and Content

The tables below summarise the structure of these qualifications.

### OCN NI Level 1 Award in Peer Mentoring for Young People

In order to achieve the qualification learners must complete the one mandatory unit (3 credits).

Total Qualification Time (TQT) for this qualification: 30 hours  
 Guided Learning Hours (GLH) for this qualification: 27 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">M/506/2867</a>	CAZ803	Understanding the Role and Responsibilities of Young People as Peer Mentors	30	3	One

### OCN NI Level 2 Award in Peer Mentoring Practice

In order to achieve the qualification learners must successfully complete a total of 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours  
 Guided Learning Hours (GLH) for this qualification: 24 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">T/506/2868</a>	CAZ804	Peer Mentoring	30	3	Two
<a href="#">A/506/2869</a>	CAZ805	Peer Mentoring Skills in Practice	30	3	Two

## OCN NI Level 2 Award in Mentoring Practice

In order to achieve the qualification learners must complete a total of 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours  
 Guided Learning Hours (GLH) for this qualification: 24 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">T/506/2871</a>	CAZ806	Mentoring in Practice	20	2	Two
<a href="#">M/506/2870</a>	CAZ807	Mentoring Relationships	10	1	Two
<a href="#">A/506/2872</a>	CAZ808	Mentoring Skills and Techniques	30	3	Two

## Units

Title	Understanding the Role and Responsibilities of Young People as Peer Mentors	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ803	
Unit Reference No	M/506/2867	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role and boundaries of a peer mentor including benefits and importance of confidentiality.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the role of young people as peer mentors.	1.1. Outline the role of young people as peer mentors including: a) boundaries b) signposting c) role in local community 1.2. Outline advantages of being a peer mentor to a young person.	
2. Understand why peer mentoring is important to young people.	2.1. Outline benefits to a young person of working with a peer mentor. 2.2. Outline benefits of peer mentoring to the community. 2.3. State the importance of confidentiality in the peer mentoring process and its limits.	
3. Recognise ways to assess own work with young people in the role of peer mentor.	3.1. Outline ways to assess own work as a peer mentor and associated benefits. 3.2. Plan and apply a tool for assessing own work as a peer mentor.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Peer Mentoring	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CAZ804	
Unit Reference No	T/506/2868	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role of peer mentoring and associated codes of conduct and law.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the role of peer mentoring.	1.1. Describe the role of peer mentoring and the benefits for participants.	
2. Understand codes of conduct and law relevant to peer mentoring.	2.1. Describe codes of conduct relevant to peer mentoring including: a) boundaries b) confidentiality c) safeguarding d) personal safety 2.2. Outline the legal provisions relevant to a peer mentor.	
3. Know how to maintain accurate records in peer mentoring.	3.1. Describe how to maintain accurate records for a peer mentoring session.	
4. Be able to make referrals as a peer mentor.	4.1. Describe how to make a referral as a peer mentor.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Peer Mentoring Skills in Practice	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CAZ805	
Unit Reference No	A/506/2869	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to establish and develop peer mentoring skills in practice. The learner will be expected to develop a peer mentoring programme and identify areas for development.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know how to establish and develop a peer mentoring relationship.	1.1. Describe how to establish a peer mentoring relationship promoting trust and identifying sources of support available. 1.2. Describe how own values and beliefs can impact on communication and understanding within the peer mentoring process. 1.3. Develop a peer mentoring programme with an individual including agreed aims.	
2. Be able to use communication skills in peer mentoring.	2.1. Demonstrate the use of communication skills within a peer mentoring session to include: a) questioning techniques b) appropriate responses to acknowledge understanding c) constructive feedback	
3. Understand how to assist an individual to review progress following a peer mentoring session.	3.1. Describe methods for enabling an individual to review progress against their original aims. 3.2. Describe ways in which a peer mentoring relationship can be brought to a conclusion. 3.3. Evaluate own peer mentoring skills, identifying areas for development.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Mentoring in Practice	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CAZ806	
Unit Reference No	T/506/2871	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use mentoring skills to promote good practice.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know how to use mentoring skills to promote good practice.	1.1. Describe skills required for mentoring. 1.2. Develop and apply an action plan for use with a client. 1.3. Describe how to maintain an effective mentoring relationship. 1.4. Describe how good practice has been implemented within a mentoring relationship. 1.5. Describe possible difficulties which may arise within a mentoring relationship and how these may be addressed.	
2. Be able to review own practice as a mentor.	2.1. Review own practice as a mentor and how it can be improved.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Mentoring Relationships	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CAZ807	
Unit Reference No	M/506/2870	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by the term mentoring and recognise individuality and difference within a mentoring relationship.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand what is meant by the term mentoring.	1.1. Describe what is meant by the term mentoring. 1.2. Describe the qualities, values and skills of a mentor and where they can be applied. 1.3. Develop a personal improvement plan to meet the qualities, values and skills for a mentor.	
2. Recognise the need to respect individuality and difference within the mentoring relationship.	2.1. Describe how life events may influence a person's identity, views and behaviour towards other people. 2.2. Explain why it is important to be accepting and appreciate differences in others.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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

Title	Mentoring Skills and Techniques	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CAZ808	
Unit Reference No	A/506/2872	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the stages of the mentoring relationship and how to apply a range of techniques.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the stages of the mentoring relationship.	1.1. Describe the stages of a typical mentoring relationship and associated record keeping.	
2. Know how to apply techniques to make mentees feel comfortable.	2.1. Describe and use a range of techniques which may make mentees feel comfortable. 2.2. Describe the impact of the environment on the mentoring relationship. 2.3. Describe ways of dealing with potential barriers to a mentoring relationship.	
3. Recognise the boundaries of a mentoring relationship.	3.1. Describe the boundaries of a mentoring relationship. 3.2. Describe the guidelines of a mentoring relationship and the purpose of a mentoring contract. 3.3. Describe potential ethical issues that may arise. 3.4. Describe the process for ending a mentoring relationship.	
4. Understand the referral process.	4.1. Describe the referral process. 4.2. Describe situations when mentees may benefit from being referred to other professionals.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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



## 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.

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**Qualification Number: 601/3325/9**

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**Qualification Number: 601/3330/2**

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**OCN NI Level 1 Qualification:**

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**OCN NI Level 2 Qualifications:**

Operational start date: 01 June 2014  
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10 Heron Road  
Belfast  
BT3 9LE

Phone: 028 90463990  
Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)