



Qualification Specification for:

OCN NI Level 2 Award in Agricultural Business Operations

➤ **Qualification No: 601/4626/6**

OCN NI Level 2 Certificate in Agricultural Business Operations

➤ **Qualification No: 601/4627/8**

Qualification Regulation Information

OCN NI Level 2 Award in Agricultural Business Operations

Qualification Number: 601/4626/6

Operational start date: 01 October 2014
Operational end date: 30 September 2027
Certification end date: 30 September 2029

OCN NI Level 2 Certificate in Agricultural Business Operations

Qualification Number: 601/4627/8

Operational start date: 01 October 2014
Operational end date: 30 September 2027
Certification end date: 30 September 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. Learners have up to 2 years after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

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

- **OCN NI Level 2 Award in Agricultural Business Operations**
- **OCN NI Level 2 Certificate in Agricultural Business Operations**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

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

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

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.

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).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

Qualification Features

Subject Sector Area

3.1 Agriculture

Qualifications' Aim

The OCN NI Level 2 Agricultural Business Operations qualifications have been designed for learners interested in developing skills and knowledge in the areas of plant/animal production and health, farm health and safety, farm business management and Information Technology. The qualifications will promote training within the agricultural industry and provide the essential skills and knowledge for young farmers to perform successfully in working life and keep up-to-date with the technical knowledge needed to sustain and develop their farm businesses in the future.

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications are targeted at learners who are currently employed in the areas of livestock and/or crop production and wish to gain a nationally recognised qualification at level 2.

Entry Requirements

Learners should be at least 16 years of age and should possess a reasonable standard of literacy, numeracy and ICT skills. It is essential that applicants have basic practical farm skills in relation to the farm enterprise studied.

Progression

From the OCN NI Level 2 Award in Agricultural Business Operations learners can progress to the OCN NI Level 2 Certificate in Agricultural Business Operations. From the OCN NI Level 2 suite of Agricultural Business Operations qualifications learners may also progress to the OCN NI Level 3 qualifications in Agricultural Business Development.

Ensuring Health and Safety of Learners

Within the suite of qualifications in agricultural business operations, the health, safety and security of learners are paramount. Every effort must be made by the centre and those involved in the delivery to ensure that learners operate in a safe and secure environment where risk of injury is minimum. Particular attention should be given to:

- ensuring learners are briefed about health, safety and security procedures including how to identify hazards and report accidents/injuries/dangerous occurrences
- ensuring learners understand the key legislative and best practice aspects of the agricultural industry
- ensuring necessary risk assessments are carried out
- ensuring appropriate levels of supervision are agreed and implemented prior to delivery
- ensuring learners are aware of the hazards of working with animals, farm equipment and slurry
- adhering to child protection regulations
- clear accident reporting procedures being in place
- machinery, tools and/or equipment to ensure they are in safe working order and learners are given proper instruction, training, protective clothing and supervision
- appropriate insurance arrangements being in place

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

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:

- have a minimum of an Honours degree or equivalent qualification in Agriculture, or Agricultural Technology, or Agricultural Economics and Management, or in a closely related subject
- have a minimum of 12 months relevant post qualification experience in agriculture
- have a minimum of 12 months direct or related relevant experience in assessment
- assess all assessment tasks and activities

All assessment materials must be approved by OCN NI prior to delivery.

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 these qualifications.

The Qualifications consist of the following units:

In order to achieve an Award, learners must complete a total of 12 credits from **one** of the following pathways:

Total Qualification Time (TQT) for this qualification: 120 hours
 Guided Learning Hours (GLH) for this qualification: 96 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<i>Business Pathway</i>					
A/506/7263	CBA947	Farm Health and Safety	30	3	Two
T/506/7262	CBA946	Farm Business Management	60	6	Two
F/506/7264	CBA948	IT on the Farm	30	3	Two
<i>Enterprise Pathway – Crop Production</i>					
A/506/7263	CBA947	Farm Health and Safety	30	3	Two
T/506/7259	CBA943	Crop Production	50	5	Two
M/506/7261	CBA944	Plant Health	40	4	Two
<i>Enterprise Pathway – Livestock Production</i>					
A/506/7263	CBA947	Farm Health and Safety	30	3	Two
J/506/7265	CBA949	Livestock Production	50	5	Two
K/506/7260	CBA945	Animal Health	40	4	Two

In order to achieve a Certificate, learners must complete a total of 21 credits from *one* of the following pathways:

Total Qualification Time (TQT) for this qualification: 210 hours
 Guided Learning Hours (GLH) for this qualification: 168 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<i>Crop Production Pathway</i>					
A/506/7263	CBA947	Farm Health and Safety	30	3	Two
T/506/7262	CBA946	Farm Business Management	60	6	Two
F/506/7264	CBA948	IT on the Farm	30	3	Two
T/506/7259	CBA943	Crop Production	50	5	Two
M/506/7261	CBA944	Plant Health	40	4	Two
<i>Livestock Production Pathway</i>					
A/506/7263	CBA947	Farm Health and Safety	30	3	Two
T/506/7262	CBA946	Farm Business Management	60	6	Two
F/506/7264	CBA948	IT on the Farm	30	3	Two
J/506/7265	CBA949	Livestock Production	50	5	Two
K/506/7260	CBA945	Animal Health	40	4	Two

Title	Farm Health and Safety	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBA947	
Unit Reference No	A/506/7263	
<i>Unit purpose and aim(s):</i> This unit will enable learners to understand the health and safety risks associated with managing a farm business including the legislative requirements and methods of reducing the likelihood of farm accidents.		
Learning Outcomes		Assessment Criteria
1. Understand health & safety legislation relevant to farming.	1.1. Summarise health and safety legislation in an agricultural context including the roles of employer and employee. 1.2. Determine when and how to report accidents, injuries and/or dangerous occurrences in the workplace.	
2. Recognise the health and safety risks associated with farm business.	2.1. Identify risks associated with farm business relating to: a) people b) equipment, materials and waste c) work environment	
3. Be able to conduct a risk assessment.	3.1. Complete a risk assessment for a farm activity. 3.2. Define methods of controlling risks including: a) communication b) appropriate Personal Protective Equipment (PPE) c) signage	
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

Title	Farm Business Management	
Level	Two	
Credit Value	6	
Guided Learning Hours (GLH)	48	
OCN NI Unit Code	CBA946	
Unit Reference No	T/506/7262	
Unit purpose and aim(s): This unit will enable learners to develop the knowledge and skills required to use business management tools to identify costs, compare with other farm businesses and make improvements in financial performance.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of measuring farm business performance.	1.1.	Clarify why it is important to measure farm business performance.
2. Know how to categorise receipts and expenditure for a farm business enterprise.	2.1.	Classify receipts and expenditure for a farm business enterprise.
3. Be able to calculate gross and net margins for a given farm business enterprise.	3.1.	Calculate gross and net margins for a farm business enterprise.
4. Understand the principles and application of benchmarking.	4.1.	Use a range of performance factors to assess a given business performance.
	4.2.	Compare enterprise performance against industry benchmarks identifying strengths and weaknesses.
5. Be aware of the range of support available to farm businesses.	5.1.	Identify the support available to farm businesses and how it may be accessed.
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

Title	IT on the Farm	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBA948	
Unit Reference No	F/506/7264	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of IT systems to help with farm business decision making.		
Learning Outcomes		Assessment Criteria
1. Understand the role and benefits of IT within a farm business.	1.1. Specify the IT requirements for an effective farm office including: <ul style="list-style-type: none"> a) hardware b) communication technology c) security and data management 1.2. Give examples of the uses and benefits of IT in a farming context. 1.3. Compare online services to paper based services.	
2. Understand how to use IT to collect, store, analyse and report farm data.	2.1. Illustrate how IT can be used to collect, store, analyse and report farm data.	
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

Title	Crop Production	
Level	Two	
Credit Value	5	
Guided Learning Hours (GLH)	40	
OCN NI Unit Code	CBA943	
Unit Reference No	T/506/7259	
<i>Unit purpose and aim(s):</i> This unit will enable learners to understand the requirements, preparation and management of crops for commercial production.		
Learning Outcomes		Assessment Criteria
1. Understand crop rotation.	1.1. Identify the factors involved in crop rotation.	
2. Understand performance targets for main crop groups.	2.1. Identify performance targets for a given crop.	
3. Understand information detailed in a soil analysis report.	3.1. Interpret information in a soil analysis report and apply it in a given situation.	
4. Understand the importance of nutrient management planning in crop production.	4.1. Describe the importance of nutrient management planning in crop production. 4.2. Outline the content of a nutrient management plan. 4.3. Prepare a nutrient management plan.	
5. Understand the importance of variety selection.	5.1. Identify appropriate crop varieties for a given situation.	
6. Know the growth stages of a crop.	6.1. Define the main growth stages of a particular crop.	
7. Understand harvesting and storage requirements for crop production.	7.1. Outline harvesting and storage requirements for crop production. 7.2. Select the preferred method of harvest and storage of a particular crop.	
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

Title	Plant Health	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBA944	
Unit Reference No	M/506/7261	
<i>Unit purpose and aim(s):</i> This unit will enable learners to identify pests and diseases associated with a crop and how they affect farm bio-security and pesticide usage.		
Learning Outcomes		Assessment Criteria
1. Recognise the main diseases of a crop group.	1.1. Specify the main diseases of a given crop group.	
2. Understand safety measures for farm bio-security.	2.1. Determine the main safety measures for farm bio-security.	
3. Recognise common pests of a crop group.	3.1. Identify common pests of a given crop group. 3.2. Outline best practice in relation to pesticide usage.	
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

Title	Livestock Production	
Level	Two	
Credit Value	5	
Guided Learning Hours (GLH)	40	
OCN NI Unit Code	CBA949	
Unit Reference No	J/506/7265	
<i>Unit purpose and aim(s):</i> This unit will enable learners to understand the principles of livestock production systems relevant to own enterprise (dairy, beef, sheep pigs or poultry) and how these may be applied in practice.		
Learning Outcomes		Assessment Criteria
1. Understand the main elements of a livestock production system.	1.1. Outline the production cycle of a livestock enterprise. 1.2. Clarify the following in relation to a livestock enterprise: a) animal husbandry procedures b) key outputs and inputs c) market requirements.	
2. Be able to prepare a breeding or replacement plan.	2.1. Outline the breeding/replacement cycle for an enterprise. 2.2. Assess the suitability of breeding/replacement stock. 2.3. Set breeding/replacement targets for a given enterprise.	
3. Be able to prepare a feeding plan.	3.1. Determine the nutritional requirements of selected farm animals. 3.2. Compare the nutritional content of available feeds. 3.3. Prepare a feeding plan.	
4. Understand performance recording and targets.	4.1. Identify key performance indicators and targets of a given enterprise. 4.2. Assess the performance of a given enterprise identifying 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/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	Animal Health	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBA945	
Unit Reference No	K/506/7260	
<i>Unit purpose and aim(s):</i> This unit will enable learners to understand the principles of animal health relevant to own enterprise (dairy, beef, sheep, pigs or poultry) and how these may be put into practice.		
Learning Outcomes On completion of this unit the learner will:		Assessment Criteria
1	Recognise indicators of good and ill health in animals.	1.1 Describe common indicators of good and ill health in animals.
2	Understand the prevention and treatment of common diseases and disorders in livestock.	2.1 Describe common diseases and disorders in livestock including: a) prevention b) treatment c) impact on health and welfare
3	Understand how to promote and maintain the health and wellbeing of animals.	3.1 Describe methods of preventative care and how to maintain animal health and wellbeing. 3.2 Identify current on-farm bio-security measures, including areas for improvements. 3.3 Prepare a plan to promote and maintain animal health and wellbeing for a production cycle/year.
4	Know how to use and administer veterinary medicines correctly including appropriate recording mechanisms.	4.1 Identify how to correctly use and administer a named veterinary medicine. 4.2 Complete veterinary medicine record sheet.
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

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.

Equality and Inclusion

We have considered the requirements of equalities legislation in developing this specification. Vocational qualifications often require the assessment of a broad range of competences. This is because they are designed to prepare learners for the vocational area being studied.

For further information and guidance relating to access to fair assessment and the reasonable adjustments and special considerations policies, please refer to the OCN NI website.

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