



Qualification Specification for:

OCN NI Level 3 Award in Understanding the Principles and Practices of Assessment

Qualification No: 601/5713/6

OCN NI Level 3 Award in Assessing Vocationally Related Achievement

Qualification No: 601/5712/4

OCN NI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 601/5714/8

OCN NI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 601/5715/X



Qualification Regulation Information

OCN NI Level 3 Award in Understanding the Principles and Practices of Assessment

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OCN NI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 601/5714/8

OCN NI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 601/5715/X

(Level 3 accreditation dates)

Operational start date: 01 March 2015 Operational end date: 31 July 2029 Certification end date: 31 July 2032

(Level 4 accreditation dates)

Operational start date: 01 March 2015 Operational end date: 31 July 2029 Certification end date: 31 July 2033

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

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

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Foreword

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

- → OCN NI Level 3 Award in Understanding the Principles and Practices of Assessment
- → OCN NI Level 3 Award in Assessing Vocationally Related Achievement
- → OCN NI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
- → OCN NI Level 4 Award in the Internal Quality Assurance of Assessment Processes and 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

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.

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

Updated: 22 February 2023 v2.2

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 Features

The OCN NI Assessor qualifications have been designed for learners who are aspiring to or currently undertaking an assessor role. The OCN NI Level 3 Award in Understanding the Principles and Practices of Assessment is a knowledge based qualification suitable for those who seek to gain an understanding of the principles and practices of assessment without a requirement to demonstrate competence as an assessor. The OCN NI Level 3 Award in Assessing Vocationally Related Achievement is suitable for assessors who deliver vocationally related qualifications within the RQF and assess vocational skills, knowledge and understanding in an environment other than the work environment (eg workshop, classroom or other training environments).

The OCN NI Internal Quality Assurance Qualifications have been designed for learners who are currently undertaking an internal verifier/moderator role or who aspire to become verifiers/moderators. The OCN NI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice is a knowledge based qualification suitable for those who seek to gain an understanding of the principles and practices of verification without a requirement to demonstrate competence as an internal verifier/moderator. The OCN NI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is suitable for those who maintain the quality of assessment as an internal verifier/moderator from within an organisation or assessment centre.

Sector Subject Area

13.1 Teaching and lecturing

NOS Standards

These qualifications have been mapped to the National Occupational Standards (NOS) for Learning and Development (LLUK 2010).

UCAS Tariff

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The OCN NI Level 3 Award in Assessing Vocationally Related Achievement qualification is recognised by UCAS, with 8 points allocated.



Qualification Target Group

The OCN NI Level 3 Award in Understanding the Principles and Practices of Assessment is suitable for those who seek to gain an understanding of the principles and practices of assessment without a requirement to demonstrate competence as an assessor. The OCN NI Level 3 Award in Assessing Vocationally Related Achievement will assist those assessing vocationally related qualifications to meet agreed standards of assessment.

The OCN NI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice is suitable for those who seek to gain an understanding of the principles and practices of verification without a requirement to demonstrate competence. The OCN NI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice will assist those who maintain the quality of assessment from within an organisation or assessment centre.

Grading

Grading for these qualifications is pass/fail.

Entry Requirements

Learners undertaking the units *Understanding the Principles and Practices of Assessment* and *Understanding the Principles and Practices of Internally Assuring the Quality of Assessment* do not need to be assessing or internally verifying/moderating learner work.

Learners undertaking the assessment units Assess Vocational Skills, Knowledge and Understanding and/or Internally Assure the Quality of Assessment need to be involved in the assessment or internal quality assurance of learner work.

Learners must be at least 18 years old.

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

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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 these qualifications 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
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for any evidence they have assessed.

Centres must ensure that staff delivering, assessing and internally verifying qualifications are both trained appropriately and competent to do so.

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.

Requirements to Deliver the Assessor Qualifications:

 OCN NI requires that tutors/assessors have relevant teaching experience and upto-date working knowledge and experience of assessment and quality assurance. Assessors must hold the qualification they are assessing, or a recognised equivalent.



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 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 qualification.

Requirements to Deliver the Internal Verifier Qualifications:

• In addition to the above requirements for assessors, those who quality assure these qualifications must hold an internal quality assurance qualification, or a recognised equivalent, or a higher qualification in quality management.



Structure and Content

The tables below summarise the structure of these qualifications.

In order to achieve the Level 3 Award in Understanding the Principles and Practices of Assessment Processes, the learner must complete a total of 3 credits (the one mandatory unit). The Qualification consists of the following unit:

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	Credit Value	GLH	Level
<u>D/601/5313</u>	CBC089	Understanding the Principles and Practices of Assessment	3	24	Three

In order to achieve the Level 3 Award in Assessing Vocationally Related Achievement the learner must complete a total of 9 credits. The Qualification consists of the following units:

Total Qualification Time (TQT) for this qualification: 90 hours Guided Learning Hours (GLH) for this qualification: 54 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<u>D/601/5313</u>	CBC089	Understanding the Principles and Practices of Assessment	3	24	Three
F/601/5319	CBC086	Assess Vocational Skills, Knowledge and Understanding	6	30	Three



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In order to achieve the Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice, the learner must complete a total of 6 credits (the one mandatory unit). The Qualification consists of the following unit:

Total Qualification Time (TQT) for this qualification: 60 hours Guided Learning Hours (GLH) for this qualification: 45 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<u>T/601/5320</u>	CBC088	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	45	Four

In order to achieve the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice the learner must complete a total of 12 credits (both mandatory units). The Qualification consists of the following units:

Total Qualification Time (TQT) for this qualification: 120 hours Guided Learning Hours (GLH) for this qualification: 90 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<u>A/601/5321</u>	CBC087	Internally Assure the Quality of Assessment	6	45	Four
<u>T/601/5320</u>	CBC088	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	45	Four



Unit Details

Title	Understanding the Principles and Practices of
Title	Assessment
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBC089
Unit Reference No	D/601/5313
Unit purpose and aim(s): This unit will enable the I practices of assessment processes.	earner to understand and apply the principles and
Learning Outcomes	Assessment Criteria
Understand the principles and requirements of assessment.	 1.1. Explain the function of assessment in learning and development. 1.2. Define the key concepts and principles of assessment. 1.3. Explain the responsibilities of the assessor. 1.4. Identify the regulations and requirements relevant to the assessment in own area of practice.
Understand different types of assessment methods.	2.1. Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners.
3. Understand how to plan assessment.	 3.1. Summarise key factors to consider when planning assessment. 3.2. Evaluate the benefits of using a holistic approach to assessment. 3.3. Explain how to plan a holistic approach to assessment. 3.4. Summarise the types of risks that may be involved in assessment in own area of responsibility. 3.5. Explain how to minimise risks through the planning process.
Understand how to involve learners and others in assessment.	 4.1. Explain the importance of involving the learner and others in the assessment process 4.2. Summarise types of information that should be made available to learners and others involved in the assessment process. 4.3. Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning. 4.4. Explain how assessment arrangements can be adapted to meet the needs of individual learners.



5.	Understand how to make assessment decisions.	 5.1. Explain how to judge whether evidence a) sufficient b) authentic c) current 5.2. Explain how to ensure that assessment decisions are: a) made against specified criteria b) valid c) reliable d) fair 	is:
6.	Understand quality assurance of the assessment process.	 6.1. Evaluate the importance of quality assurance in the assessment process. 6.2. Summarise quality assurance and standardisation procedures in own area practice. 6.3. Summarise the procedures to follow whether are disputes concerning assessment in own area of practice. 	en
7.	Understand how to manage information relating to assessment.	 7.1. Explain the importance of following procedures for the management of information relating to assessment. 7.2. Explain how feedback and questioning contribute to the assessment process. 	
8.	Understand the legal and good practice requirements in relation to assessment.	 8.1. Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health safety and welfare. 8.2. Explain the contribution that technology can make to the assessment process. 8.3. Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment. 8.4. Explain the value of reflective practice a continuing professional development in assessment process. 	nd

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



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E-assessment	The use of information	Electronic portfolio
	technology to assess learners'	E-tests
l .	work	



Title	Assess Vocational Skills, Knowledge and
	Understanding
Level	Three
Credit Value	6
Guided Learning Hours (GLH) OCN NI Unit Code	CBC086
Unit Reference No	F/601/5319
	learner to understand and apply the principles and
practices of assessment processes.	icamer to understand and apply the principles and
Learning Outcomes	Assessment Criteria
Be able to prepare assessments of vocational skills, knowledge and understanding.	1.1. Select methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements, including: a) assessments of the learner in simulated environments b) skills tests c) oral and written questions d) assignments e) projects f) case studies g) recognising prior learning 1.2. Prepare resources and conditions for the assessment of vocational skills, knowledge and understanding. 1.3. Communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners.
Be able to carry out assessments of vocational skills, knowledge and understanding.	 2.1. Manage assessments of vocational skills, knowledge and understanding to meet assessment requirements. 2.2. Provide support to learners within agreed limitations. 2.3. Analyse evidence of learner achievement. 2.4. Make assessment decisions relating to vocational skills, knowledge and understanding against specified criteria. 2.5. Follow standardisation procedures. 2.6. Provide feedback to the learner that affirms achievement and identifies any further implications for learning, assessment and progression.
Be able to provide required information following the assessment of vocational skills, knowledge and understanding.	 3.1. Maintain records of the assessment of vocational skills, knowledge and understanding, its outcomes and learner progress. 3.2. Make assessment information available to authorised colleagues as required. 3.3. Follow procedures to maintain the confidentiality of assessment information.
Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding.	4.1. Follow relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and understanding, including those for health, safety and welfare.



	4.2.	Apply requirements for equality and
		diversity and, where appropriate,
ı		bilingualism.

- 4.3. Evaluate own work in carrying out assessments of vocational skills, knowledge and understanding.
- 4.4. Take part in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and understanding.

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
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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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	Understanding the Principles and Practices of		
Lovel	Internally Assuring the Quality of Assessment		
Level Credit Value	Four 6		
Guided Learning Hours (GLH)	45		
OCN NI Unit Code	CBC088		
Unit Reference No	T/601/5320		
Unit purpose and aim(s): This unit will enable the learner to understand and apply the principles and practices of assessment processes.			
Learning Outcomes	Assessment Criteria		
Understand the context and principles of internal quality assurance.	 1.1. Explain the functions of internal quality assurance in learning and development. 1.2. Explain the key concepts and principles of the internal quality assurance of assessment. 1.3. Explain the roles of practitioners involved in the internal and external quality assurance process. 1.4. Explain the regulations and requirements for internal quality assurance in own area of practice. 		
Understand how to plan the internal qual assurance of assessment.	lity 2.1. Evaluate the importance of planning and preparing internal quality assurance activities. 2.2. Explain what an internal quality assurance plan should contain. 2.3. Summarise the preparations that need to be made for internal quality assurance, including: a) information collection b) communications c) administrative arrangements d) resources		
Understand techniques and criteria for monitoring the quality of assessment internally.	 3.1. Evaluate different techniques for sampling evidence of assessment, including use of technology. 3.2. Explain the appropriate criteria to use for judging the quality of the assessment process. 		
Understand how to internally maintain ar improve the quality of assessment.	•		
Understand how to manage information relevant to the internal quality assurance assessment.	confidentiality in relation to the internal quality assurance of assessment.		
Understand the legal and good practice requirements for the internal quality assurance of assessment.	 6.1. Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare. 6.2. Evaluate different ways in which technology can contribute to the internal quality 		

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assurance of assessment.



ı	6.3.	Explain the value of reflective practice and
ı	continuing professional development in	
ı		relation to internal quality assurance.

6.4. Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

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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
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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	Internally Assure the Quality of Assessment
Level	Four
Credit Value	6
Guided Learning Hours (GLH)	45
OCN NI Unit Code	CBC087
Unit Reference No	A/601/5321
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Unit purpose and aim(s): This unit will enable the learner to understand and apply the principles and

practices of assessment processes.			
Learning Outcomes	Assessment Criteria		
Be able to plan the internal quality assurance of assessment.	1.1. Plan monitoring activities according to the requirements of own role.1.2. Make arrangements for internal monitoring activities to assure quality.		
Be able to internally evaluate the quality of assessment.	 2.1. Carry out internal monitoring activities to quality requirements. 2.2. Evaluate assessor expertise and competence in relation to the requirements of their role. 2.3. Evaluate the planning and preparation of assessment processes. 2.4. Determine whether assessment methods are safe, fair, valid and reliable. 2.5. Determine whether assessment decisions are made using the specified criteria. 2.6. Compare assessor decisions to ensure they are consistent. 		
Be able to internally maintain and improve the quality of assessment.	 3.1. Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment. 3.2. Apply procedures to standardise assessment practices and outcomes. 		
Be able to manage information relevant to the internal quality assurance of assessment.	 4.1. Apply procedures for recording, storing and reporting information relating to internal quality assurance. 4.2. Follow procedures to maintain confidentiality of internal quality assurance information. 		
Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment.	 5.1. Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare. 5.2. Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance. 5.3. Critically reflect on own practice in internally assuring the quality of assessment. 5.4. Maintain the currency of own expertise and competence in internally assuring the quality of assessment. 		

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.



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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
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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 qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. 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 External Verification report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

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As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the 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.



Administration

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(Level 4 accreditation dates)

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