



Qualification Specification for:

OCN NI Level 1 Award in Personal Success and Well-Being

➤ Qualification No: 601/5333/7

OCN NI Level 1 Certificate in Personal Success and Well-Being

➤ Qualification No: 601/5334/9

Qualification Regulation Information

OCN NI Level 1 Award in Personal Success and Well-Being

Qualification Number: 601/5333/7

Operational start date: 1 January 2015
Operational end date: 31 December 2027
Certification end date: 31 December 2028

OCN NI Level 1 Certificate in Personal Success and Well-Being

Qualification Number: 601/5334/9

Operational start date: 1 January 2015
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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

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

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Foreword

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

- **OCN NI Level 1 Award in Personal Success and Well-Being**
- **OCN NI Level 1 Certificate in Personal Success and Well-Being**

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

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

Sector Subject Area

14.1 Foundations for learning and life

Qualifications' Aim

The OCN NI Personal Success and Well-Being qualifications at Level 1 have been designed to support a balanced curriculum by assisting the learner with effective development in personal, social, health and well-being. They build on the broad objectives of the Northern Ireland Curriculum, aiming on empowering young people to achieve their potential and help them deal more effectively with personal and social issues that may affect their physical and mental health. These qualifications have been designed as a progressive route to the same OCN NI qualifications at Level 2.

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications are targeted mainly at young people aged 14-19 but are also open to older learners who feel they could benefit from support with personal, social, health and well-being development.

Progression Opportunities

OCN NI offers the suite of qualifications in Personal Success and Well-Being at Entry, Level 1 and Level 2. All qualifications also enable progression to other areas of learning.

Entry Requirements

There are no formal restrictions on entry. Learners should however be at least 14 years old however have appropriate guidance about the demands of the specification before undertaking an Award or Certificate. If you wish to deliver any units to learners under 14, please seek guidance from OCN NI.

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.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

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

Structure and Content

OCN NI Level 1 Award in Personal Success and Well-Being

In order to achieve an Award, learners must complete a total of 6 credits at Level 1. A minimum of 1 credit must be taken from each of the 5 mandatory groups A, B, C, D and E at Level 1.

Total Qualification Time (TQT) for this qualification: 60 hours
 Guided Learning Hours (GLH) for this qualification: 54 hours

OCN NI Level 1 Certificate in Personal Success and Well-Being

In order to achieve a Certificate, learners must complete a total of 13 credits at Level 1. A minimum of 1 credit must be taken from each of the 5 mandatory groups A, B, C, D and E at Level 1.

Total Qualification Time (TQT) for this qualification: 130 hours
 Guided Learning Hours (GLH) for this qualification: 117 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<i>Mandatory Group A</i>					
T/506/2479	CAZ749	Understanding Equality and Diversity	10	1	One
D/506/2458	CAZ739	Understanding Beliefs and Values	10	1	One
M/506/2478	CAZ737	Prejudice and Discrimination	20	2	One
A/506/2452	CAZ732	Exploring Cultural Diversity	20	2	One

<i>Mandatory Group B</i>					
A/506/2449	CAZ729	Assertiveness	10	1	One
F/506/2453	CAZ733	Improving Confidence and Self-esteem	10	1	One
Y/506/2488	CAZ735	Participating in a Personal Well-Being Enrichment Activity	10	1	One
L/506/2486	CAZ753	Using Interpersonal Communication Skills	10	1	One
R/506/2473	CAZ745	Exploring own Personal Identity	10	1	One
L/506/2455	CAZ736	Personal Motivation	10	1	One
F/507/9933	CBD356	Managing Personal Finances	10	1	One
M/617/8774	CBE724	Mental Health, Well-being and Building Resilience	30	3	One
<i>Mandatory Group C</i>					
J/506/2468	CAZ741	Understanding Drugs and Substance Misuse	10	1	One
L/506/2469	CAZ742	Understanding Healthy Lifestyles	20	2	One
T/506/2451	CAZ731	Exploring Environmental Issues	10	1	One
R/506/2487	CAZ754	Personal Improvement through Sport	20	2	One
K/506/2480	CAZ751	Understanding Sex and Relationships	20	2	One
Y/506/2474	CAZ747	Influences on Body Image	10	1	One
M/506/2450	CAZ730	Eating Disorders	10	1	One
Y/506/2457	CAZ738	Stress Management Techniques	10	1	One

<i>Mandatory Group D</i>					
D/506/2489	CAZ750	Understanding Individual Rights and Responsibilities	10	1	One
D/506/2475	CAZ748	Understanding and Dealing with Bullying	20	2	One
L/506/2472	CAZ796	Exploring Feelings and Emotions	10	1	One
L/506/2522	CAZ746	Exploring Relationships	20	2	One
M/506/2481	CAZ752	Understanding Teamwork Skills	20	2	One
J/507/9934	CBD357	Roles and Responsibilities of Parents	10	1	One
<i>Mandatory Group E</i>					
J/506/2471	CAZ744	Understanding the Decision Making Process	10	1	One
F/506/2470	CAZ743	Understanding Peer Pressure	10	1	One
Y/506/2460	CAZ740	Understanding Cyberbullying	10	1	One
J/506/2454	CAZ734	Managing Risk	10	1	One
A/506/8333	CBB000	Peer Leadership	20	2	One

Unit Details

Title	Understanding Equality and Diversity	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ749	
Unit Reference No	T/506/2479	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand aspects of equality and diversity.		
Learning Outcomes	Assessment Criteria	
1. Understand aspects of equality and diversity.	1.1. Define the terms equality and diversity. 1.2. Outline key legislation in relation to equality and diversity. 1.3. Give examples of inequality in a range of situations. 1.4. Give examples of positive and negative stereotyping and how diversity can benefit society. 1.5. Identify bodies who work on equality issues.	
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	Understanding Beliefs and Values	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ739	
Unit Reference No	D/506/2458	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore own beliefs and values and how these may influence others.		
Learning Outcomes	Assessment Criteria	
1. Understand what is meant by beliefs and values.	1.1. State what is meant by beliefs and values. 1.2. Identify own beliefs and values. 1.3. Give examples of beliefs and values held by other people/groups.	
2. Recognise how values and beliefs can influence attitudes, opinions and behaviour.	2.1. State how own values and beliefs have influenced attitude/opinion and behaviour in a given situation. 2.2. State how the values and beliefs of a given group have influenced their attitudes/opinions 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/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Prejudice and Discrimination	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ737	
Unit Reference No	M/506/2478	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by the terms prejudice and discrimination and recognise the value of Equal Opportunities legislation.		
Learning Outcomes	Assessment Criteria	
1. Understand what is meant by the terms prejudice and discrimination.	1.1. Outline what is meant by the terms prejudice and discrimination.	
2. Understand stereotypical attitudes in relation to prejudice and discrimination.	2.1. Outline how attitudes are formed. 2.2. Give a range of stereotypes outlining positive and negative factors of each.	
3. Recognise the consequences of prejudice and discrimination.	3.1. Identify positive and negative consequences of prejudice and discrimination and how they may lead to disadvantage.	
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	Exploring Cultural Diversity	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ732	
Unit Reference No	A/506/2452	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore cultural diversity within own community and recognise how to promote community integration.		
Learning Outcomes	Assessment Criteria	
1. Recognise cultural traditions in own region.	1.1. Identify a range of different cultural traditions in own region including specific cultural practices.	
2. Recognise racism and sectarianism.	2.1. Outline what is meant by racism and sectarianism. 2.2. Give examples of racist and sectarian behaviour and the impact on own local communities. 2.3. Outline processes used by local communities to resolve contentious issues.	
3. Understand diversity in relation to developing communities emerging from conflict.	3.1. Identify diversity in relation to own community emerging from conflict. 3.2. Outline how own community can address the past.	
4. Recognise how respecting diversity can promote community integration.	4.1. Outline how respecting diversity can integrate communities. 4.2. Outline 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/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Assertiveness	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ729	
Unit Reference No	A/506/2449	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand assertiveness. The learner will also be required to demonstrate assertive behaviour in a given situation.		
Learning Outcomes	Assessment Criteria	
1. Understand assertiveness.	1.1. Define assertiveness. 1.2. Outline the difference between the following behaviours: a) assertive b) passive c) aggressive	
2. Understand how to be assertive.	2.1. State the benefits of being assertive. 2.2. Identify a situation where assertiveness could be used to achieve a desired outcome. 2.3. Demonstrate assertive behaviour in a given situation. 2.4. Outline the importance of self-control and the possible consequences of losing control when being assertive.	
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	Improving Confidence and Self-Esteem	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ733	
Unit Reference No	F/506/2453	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand confidence and self-esteem issues and strategies for improvement.		
Learning Outcomes	Assessment Criteria	
1. Understand confidence and how it may be improved for an individual.	1.1. Define confidence. 1.2. Outline the benefits of being confident and how this may influence others' perceptions of an individual. 1.3. Outline how lacking confidence might influence others' perceptions of an individual. 1.4. Identify strategies for building confidence. 1.5. Give an example of a confidence building strategy and its impact in a given situation.	
2. Understand self-esteem and how it may be improved for an individual.	2.1. Define self-esteem. 2.2. Identify factors that affect self-esteem. 2.3. Outline how low self-esteem might influence others' perceptions of an individual. 2.4. Identify strategies for building self-esteem.	
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	Participating in a Personal Well-Being Enrichment Activity	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ735	
Unit Reference No	Y/506/2488	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge and skills from participating in a personal well-being activity.		
Learning Outcomes	Assessment Criteria	
1. Be able to participate in an enrichment activity to promote personal well-being.	1.1. Outline the aims and objectives of the activity. 1.2. Participate in an enrichment activity to promote personal well-being.	
2. Recognise the benefits of participating in an enrichment activity to promote personal well-being.	2.1. Outline own contribution to the agreed enrichment activity including knowledge and/or skills gained. 2.2. Outline the benefits of participating in an enrichment activity to promote personal well-being 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	Using Interpersonal Communication Skills	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ753	
Unit Reference No	L/506/2486	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of effective interpersonal communication skills and how to apply these.		
Learning Outcomes	Assessment Criteria	
1. Recognise the importance of effective interpersonal communication skills.	1.1. Outline the importance effective interpersonal communication skills with examples including: a) active listening b) non-verbal communication c) appropriateness of language and tone. 1.2. List possible barriers to communication.	
2. Be able to demonstrate effective interpersonal communication skills.	2.1. Demonstrate and assess own effective interpersonal communication skills. 2.2. Identify a strategy to overcome a barrier to communication in a given 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

Title	Exploring own Personal Identity	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ745	
Unit Reference No	R/506/2473	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by personal identity and its relationship to self-esteem and confidence.		
Learning Outcomes	Assessment Criteria	
1. Understand the concept of personal identity and how it can affect an individual and their role in society.	1.1. Outline what is meant by personal identity. 1.2. Identify factors that contribute to a positive sense of self and others. 1.3. Give an example of how a positive personal identity can help an individual contribute to society.	
2. Understand the relationship between self-esteem, confidence and personal identity.	2.1. Outline what is meant by self-esteem and confidence. 2.2. Outline the relationship between personal identity and self-esteem.	
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	Personal Motivation	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ736	
Unit Reference No	L/506/2455	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand own personal motivation and how it may be improved.		
Learning Outcomes		Assessment Criteria
1. Understand motivation and its impact.	1.1. Define motivation. 1.2. List different factors that motivate people. 1.3. Outline the impact on self and others of a lack of motivation.	
2. Understand levels of personal motivation.	2.1. Outline levels of personal motivation and how it may be improved. 2.2. Identify situations when own motivation was: a) low b) high	
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	Managing Personal Finances	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBD356	
Unit Reference No	F/507/9933	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the difference between income and expenditure. The learner will also be required to produce a personal budget plan.		
Learning Outcomes		Assessment Criteria
1. Understand personal budget planning.	1.1. Outline what is meant by income and expenditure. 1.2. Create a personal budget plan recording income and expenditure. 1.3. State the benefits of personal budget planning.	
2. Be aware of the consequences of borrowing money.	2.1. Outline the advantages and disadvantages of borrowing money. 2.2. Identify the negative consequences of borrowing money through "buy now pay later" schemes. 2.3. Outline the impact of debt.	
3. Be aware of sources of support for individuals managing debt.	3.1. List a range of support services / agencies that assist individuals to manage debt.	
4. Be aware of the benefits of savings.	4.1. Outline the benefits of saving.	
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	Mental Health, Well-being and Building Resilience	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE724	
Unit Reference No	M/617/8774	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand emotional well-being issues.		
Learning Outcomes	Assessment Criteria	
1. Know what is meant by mental health, emotional well-being and resilience.	1.1. State what is meant by mental health, emotional well-being and resilience.	
2. Be aware of the factors that influence health and emotional well-being.	2.1. Identify factors that may influence an individual's health and emotional well-being.	
3. Be aware of the link between emotions and well-being.	3.1. Outline at least two positive and two negative emotions and how they link to an individual's emotions and well-being.	
4. Know how to improve well-being and resilience.	4.1. Outline with examples how the following 5 ways to well-being may be used to improve well-being and resilience: a) Connect b) Keep Learning c) Be Active d) Take Notice e) Give to others	
5. Be aware of mental health and well-being sources of advice and support.	5.1. Identify at least two sources of advice and support in local area for mental health and emotional well-being.	
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	Understanding Drugs and Substance Misuse	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ741	
Unit Reference No	J/506/2468	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of drug and substance misuse and associated risks.		
Learning Outcomes	Assessment Criteria	
1. Understand drug and substance misuse and associated risks.	1.1. List legal and illegal drugs and other substances. 1.2. Outline why people may use substances legitimately. 1.3. Outline why people may misuse substances. 1.4. Outline the risks associated with drug and substance misuse. 1.5. Outline the impact of long-term drug and substance on daily life.	
2. Know how to access sources of help/support relating to substance misuse.	2.1. State how to access help/support relating to substance misuse.	
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	Understanding Healthy Lifestyles	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ742	
Unit Reference No	L/506/2469	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of a balanced diet and regular exercise and how it contributes to a healthy lifestyle.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of a balanced diet to a healthy lifestyle.	1.1. Outline the importance of a balanced diet to a healthy lifestyle. 1.2. List the essential food groups for a balanced diet.	
2. Understand how exercise contributes to a healthy lifestyle.	2.1. State how exercise contributes to a healthy lifestyle. 2.2. List different types of exercise.	
3. Understand emotional and mental well-being.	3.1. State what is meant by emotional and mental well-being. 3.2. Outline how work/life balance can help maintain emotional and mental well-being.	
4. Know how to improve own lifestyle.	4.1. Assess own lifestyle in relation to physical and mental health, and emotional well-being. 4.2. Identify sources of information and/or support and how they can be accessed. 4.3. Outline a plan to improve own lifestyle.	
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 Environmental Issues	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ731	
Unit Reference No	T/506/2451	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore environmental issues and identify ways to protect the environment.		
Learning Outcomes		Assessment Criteria
1. Understand ways to protect the environment.	1.1. Outline the importance of a clean and safe environment for a healthy life. 1.2. Give a range of local agencies responsible for protecting the environment. 1.3. Outline a range of methods which can be used by organisation and individuals to protect the environment.	
2. Recognise an environmental issue.	2.1. Outline problems associated with an environmental issue and possible ways to address it.	
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	Personal Improvement Through Sport	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ754	
Unit Reference No	R/506/2487	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the benefits of taking part in sporting activities. The learner will also be required to participate in a sporting activity over a period of time.		
Learning Outcomes		Assessment Criteria
1. Understand physical and emotional benefits of participating in sporting activities.	1.1. List the physical and emotional benefits of participating in sporting activities.	
2. Understand health and safety requirements when participating in sporting activities.	2.1. Identify health and safety requirements relating to a range of sporting activities.	
3. Be able to participate in a sporting activity.	3.1. Identify a sport suitable to own particular needs. 3.2. Demonstrate skills in a sporting activity over a period of time considering: a) following instructions b) appropriate dress and equipment c) time management d) warm up and cool down activities e) knowledge of rules, regulations and tactics f) health and safety guidelines before, during and after activity	
4. Be able to review own performance.	4.1. Outline own strengths and areas for improvement in a sporting activity.	
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	Understanding Sex and Relationships	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ751	
Unit Reference No	K/506/2480	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of the range of sexual relationships and how to maintain good sexual health.		
Learning Outcomes		Assessment Criteria
1. Understand the range of sexual relationships and associated risks.	1.1. Outline the range of sexual relationships. 1.2. Outline what is meant by a consensual sexual relationship. 1.3. Outline cultural differences regarding sexual relationships and marriage. 1.4. Outline risks associated with a sexual relationship and how these can be minimised or avoided.	
2. Understand law in relation to sex and sexuality.	2.1. Identify legal issues in relation to age of consent, marriage, cohabitation and abuse.	
3. Understand how the body works in relation to sexual activity.	3.1. State changes in the male and female body that occur during sexual activity.	
4. Be aware of contraception methods.	4.1. List methods of contraception and the advantages and disadvantages of each. 4.2. List sources of further information and support available.	
5. Know how to maintain good sexual health.	5.1. Identify the causes and effects of STIs including HIV and AIDS. 5.2. Outline how to maintain good sexual health. 5.3. State sources of further information and support available.	
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	Influences on Body Image	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ747	
Unit Reference No	Y/506/2474	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the influences of media and history on body image.		
Learning Outcomes	Assessment Criteria	
1. Understand media influence on body image.	1.1. Outline what is meant by 'body image.' 1.2. Give an example of a positive and a negative media influence on body image. 1.3. Identify influences on own body image.	
2. Recognise the impact of cultural and historical influences on body image.	2.1. Outline the influence of society and culture on body image. 2.2. Give examples of images of beauty from different cultures and historical periods.	
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	Eating Disorders	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ730	
Unit Reference No	M/506/2450	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of a range of eating disorders and the connection between food and emotion.		
Learning Outcomes	Assessment Criteria	
1. Recognise a range of eating disorders.	1.1. List a range of eating disorders. 1.2. Outline the signs and symptoms of a range of eating disorders and possible short and long-term effects on health.	
2. Recognise connections between food and emotions.	2.1. Identify the connections between food and emotions. 2.2. Outline why abnormal eating habits may develop.	
3. Know how to access information and support services related to eating disorders.	3.1. Identify information and support services related to eating disorders.	
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	Stress Management Techniques	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ738	
Unit Reference No	Y/506/2457	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the impact of stress and identify appropriate stress management techniques.		
Learning Outcomes		Assessment Criteria
1. Understand what is meant by stress.	1.1. Outline what is meant by stress. 1.2. Outline possible causes of stress. 1.3. Outline how stress can be used positively and negatively.	
2. Understand the impact of stress on an individual.	2.1. Outline the impact of stress on an individual.	
3. Understand stress management techniques.	3.1. Give examples of stress management techniques. 3.2. Identify support services available to individuals experiencing stress.	
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	Understanding Individual Rights and Responsibilities	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ750	
Unit Reference No	D/506/2489	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand their rights and responsibilities within society.		
Learning Outcomes		Assessment Criteria
1. Understand the rights and responsibilities of individuals.	1.1. Outline the rights and responsibilities of individuals. 1.2. Identify key current legislation relating to an individual's rights in society. 1.3. Identify own rights and personal, social and legal responsibilities as an individual in society.	
2. Understand factors that affect an individual's rights and responsibilities.	2.1. Outline factors that can affect an individual's rights and responsibilities.	
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	Understanding and Dealing with Bullying	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ748	
Unit Reference No	D/506/2475	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the effects of bullying.		
Learning Outcomes	Assessment Criteria	
1. Understand the terms victim and bullying.	1.1. Outline the terms victim and bullying. 1.2. Identify forms of bullying and its effects on the victim. 1.3. Identify emotions experienced by a bully when bullying.	
2. Recognise strategies for dealing with bullying.	2.1. Outline interventions that may help the bully and the victim.	
3. Know where to access help and support.	3.1. Identify sources of help and support available.	
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	Exploring Feelings and Emotions	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ796	
Unit Reference No	L/506/2472	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by feelings and emotions and how to manage these.		
Learning Outcomes		Assessment Criteria
1. Understand what is meant by feelings and emotions.	1.1. Give examples of feelings and emotions and how they may be expressed in different situations.	
2. Understand how to manage and respond to feelings and emotions.	2.1. Give an example of a positive and negative response to a given situation. 2.2. Outline a strategy to manage own feelings and emotions.	
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	Exploring Relationships	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ746	
Unit Reference No	L/506/2522	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand a range of relationships and associated behaviours.		
Learning Outcomes	Assessment Criteria	
1. Understand the meaning of relationships.	1.1. Outline the meaning of relationships and their importance to self and others. 1.2. Outline the characteristics, roles and boundaries of the following relationships to include: a) family b) personal and social c) working	
2. Know how to behave appropriately in different relationships.	2.1. Identify skills needed to develop and maintain relationships. 2.2. Outline the importance of trust within a relationship. 2.3. State possible causes of conflict within a relationship and how these might be overcome.	
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	Understanding Teamwork Skills	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ752	
Unit Reference No	M/506/2481	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand teamwork skills.		
Learning Outcomes	Assessment Criteria	
1. Understand teamwork.	1.1. Define team and teamwork. 1.2. Outline effective team working skills and qualities. 1.3. Outline the roles and responsibilities of team members including own role.	
2. Know how to work within a team.	2.1. Identify a team goal and work with others to achieve this goal by promoting effective communication, respect and support for others. 2.2. State how to overcome conflict within a team. 2.3. Review team performance and outline 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	Roles and Responsibilities of Parents	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBD357	
Unit Reference No	J/507/9934	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of parenting within today's society.		
Learning Outcomes		Assessment Criteria
1. Recognise challenges faced by families and parents within today's society.	1.1. Outline the range of family structures that exist within today's society. 1.2. List the challenges and opportunities faced by a range of families which exist within today's society.	
2. Understand the impact of parenting on child development.	2.1. Identify the impact of parenting on child development.	
3. Be aware of the impact of teenage pregnancy.	3.1. Outline the emotional, physical, social, academic and financial impact of teenage pregnancy.	
4. Be aware of sources of support for parents.	4.1. List a range of support services available to parents.	
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	Understanding the Decision Making Process	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ744	
Unit Reference No	J/506/2471	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain knowledge of the decision making process and factors to be considered.		
Learning Outcomes	Assessment Criteria	
1. Understand the decision making process.	1.1. Outline the decision making process for individuals and groups. 1.2. Outline a range of decisions to include: a) daily decisions b) life changing	
2. Recognise the factors involved in the decision making process.	2.1. List factors to be considered in making a specific decision. 2.2. Outline the result of a decision and the way the decision was made.	
3. Understand how to learn from mistakes within the decision making process.	3.1. State the consequences of a decision that caused problems. 3.2. State how the decision might have been made differently to improve the 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/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Understanding Peer Pressure	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ743	
Unit Reference No	F/506/2470	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and recognise peer pressure and the affects that this has on young people.		
Learning Outcomes		Assessment Criteria
1. Understand what is meant by peer pressure.	1.1. Outline what is meant by peer pressure.	
2. Understand the origins of peer pressure.	2.1. Outline direct and indirect peer pressure and its origins. 2.2. Give examples of peer pressure for individuals.	
3. Recognise how peer pressure affects young people.	3.1. State the impact of positive and negative peer pressure on an individual's lifestyle. 3.2. Outline what can be done to limit negative peer pressure.	
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	Understanding Cyberbullying	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ740	
Unit Reference No	Y/506/2460	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of Cyberbullying its effects and how to safeguard against it.		
Learning Outcomes	Assessment Criteria	
1. Understand cyberbullying.	1.1. State what cyberbullying is. 1.2. Identify forms of cyberbullying.	
2. Understand the effects of cyberbullying.	2.1. Identify the effects of cyberbullying. 2.2. Identify emotions associated with cyberbullying.	
3. Recognise sources of help and support for cyberbullying.	3.1. Outline sources of help and support for those involved in cyberbullying.	
4. Know how to safeguard against cyberbullying.	4.1. Identify how an individual can safeguard against bullying on: a) social networking sites b) mobile phones and smart phones c) emails and chat rooms 4.2. Outline ways to record incidences of cyberbullying.	
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	Managing Risk	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ734	
Unit Reference No	J/506/2454	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise of situations involving risk and possible strategies to manage risk.		
Learning Outcomes		Assessment Criteria
1. Recognise a range of situations involving risk to self and others.	1.1. Identify a range of situations involving risk to self and others. 1.2. Identify a situation involving risk where pressure could be used to influence others.	
2. Know how to manage risk.	2.1. Outline the positive and negative aspects of risk. 2.2. State why it is important to assess and manage risk. 2.3. Identify possible strategies to manage risk.	
3. Recognise own response to risk.	3.1. Identify reasons for own risk-taking and associated feelings.	
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	Peer Leadership	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBB000	
Unit Reference No	A/506/8333	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain a knowledge and understanding of peer leadership skills.		
Learning Outcomes		Assessment Criteria
1. Understand the role of peer leaders.	1.1. Outline the role of a peer leader. 1.2. State the qualities, skills and knowledge required to be an effective peer leader.	
2. Understand different leadership styles.	2.1. Identify different leadership styles that may be used in peer activities. 2.2. Identify own leadership style and how it can be applied to leading peer activities. 2.3. Outline the impact of group dynamics on leading group activities.	
3. Be able to plan, deliver and evaluate a peer leadership activity.	3.1. Plan and deliver a peer leadership activity. 3.2. Review own practice as a peer leader 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

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 Level 1 Award in Personal Success and Well-Being
Qualification Number: 601/5333/7

OCN NI Level 1 Certificate in Personal Success and Well-Being
Qualification Number: 601/5334/9

Operational start date: 01 January 2015
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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