



## **Qualification Specification for:**

**OCN NI Level 3 Award in Agricultural Business  
Development**

➤ **Qualification No: 601/8356/1**

## Qualification Regulation Information

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### OCN NI Level 3 Award in Agricultural Business Development

Qualification Number: 601/8356/1

Operational start date: 01 March 2016

Operational end date: 31 March 2026

Certification end date: 31 March 2029

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

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

### OCN NI Contact Details

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

Phone: 028 90463990

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

## Foreword

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

→ **OCN NI Level 3 Award in Agricultural Business Development**

This specification sets out:

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

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocnni.org.uk](http://www.ocnni.org.uk)

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

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## About Regulation

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### **OCN NI**

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

### **The Regulated Qualifications Framework: an overview**

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### **Qualification Level**

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### **Qualification Size**

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

## Qualification Summary

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The OCN NI Level 3 Agricultural Business Development 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 skills and knowledge for 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.

### Sector Subject Area

3.1 Agriculture

### UCAS Tariff

The OCN NI Level 3 Award in Agricultural Business Development qualification is recognised by UCAS, with 8 points allocated.

### 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 in agricultural business development at Level 3.

### Progression Opportunities

The OCN NI Level 3 Award in Agricultural Business Development qualification enables progression to the Level 3 Certificate, Diploma and/or to the Level 3 Extended Certificate in Agricultural Business Development.

### Entry Requirements

There are no formal restrictions on entry, however a basic level of literacy and numeracy would be required to successfully undertake this qualification. Learners should also be at least 16 years old.

### Grading

Grading for this qualification is pass/fail.

## Ensuring Health and Safety of Learners

Within the suite of qualifications in agricultural business operations, the health, safety and security of learners are paramount, particularly for pre-16 learners. 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

This qualification is available in English only at this time. If you wish to offer the qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver 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 qualified to teach in Northern Ireland and competent to do so.

### Tutors

Tutors delivering the qualification should be occupationally competent at a higher level than the qualification and have appropriate experience in the area of agricultural business.

### 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 in the subject area and qualified to at least one level higher than the qualification
- have a minimum of one year's relevant experience
- 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 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.

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

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

## Structure and Content

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### **Level 3 Award in Agricultural Business Development**

In order to achieve this qualification, the learner must successfully complete the two mandatory units for a total of 9 credits.

Total Qualification Time (TQT) for this qualification: 90 hours  
 Guided Learning Hours (GLH) for this qualification: 63 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">K/508/0641</a>	CBD440	Farm Business Management	60	6	Three
<a href="#">H/508/0640</a>	CBD441	Health and Safety on the Farm	30	3	Three

Title	Farm Business Management	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	42	
OCN NI Unit Code	CBD440	
Unit Reference No	K/508/0641	
<i>Unit purpose and aim(s):</i> This unit will enable learners to understand how to use business management tools to analyse their farm business, compare key performance indicators against other farm businesses and make improvements to farm performance.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to evaluate the resource position of a farm and identify future needs.	1.1. Conduct a Farm Business Resource Audit. 1.2. Interpret the findings of a Farm Business Resource Audit and develop appropriate business objectives.	
2. Be able to identify and analyse performance in order to develop a farm business improvement plan.	2.1. Determine the key financial and non-financial business performance indicators of a farm business. 2.2. Critically compare a given enterprise performance against industry benchmarks identifying enterprise strengths and weaknesses. 2.3. Use business performance findings to develop a farm business improvement plan.	
3. Be aware of the range of support available to farm businesses.	3.1. Summarise a range of support available to farm businesses including: a) how support may be accessed b) issues to be considered when accessing support	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Health and Safety on the Farm	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBD441	
Unit Reference No	H/508/0640	
<i>Unit purpose and aim(s):</i> This unit will enable learners to identify, evaluate and reduce the Health and Safety risks associated with managing a farm business.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to conduct a farm health and safety audit.	1.1 Summarise the reasons for and potential impact of a farm health and safety audit. 1.2 Undertake a farm wide health and safety audit to identify relevant risks from the following: a) slurry b) animals c) falls d) equipment e) other relevant risks	
2. Be able to evaluate and use information gathered from a farm health and safety audit.	2.1 Evaluate information gathered from a farm health and safety audit. 2.2 Use findings from the farm health and safety audit to develop a health and safety improvement action plan. 2.3 Develop a communication plan to ensure those associated with farm business activities are aware of how to minimise health and safety risks.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the 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

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

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### Registration

A centre must register learners within 20 working days of commencement of a qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

**OCN NI Level 3 Award in Agricultural Business Development**  
**Qualification Number: 601/8356/1**

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Operational start date: 1 March 2016  
Operational end date: 31 March 2026  
Certification end date: 31 March 2029

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