



## Qualification Specification for:

- **OCN NI Level 1 Award in Skills for the Workplace**  
Qualification No: 603/0238/0
- **OCN NI Level 2 Award in Skills for the Workplace**  
Qualification No: 603/0239/2

## Qualification Regulation Information

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### **OCN NI Level 1 Award in Skills for the Workplace: 603/0238/0**

Operational start date: 1 September 2016  
Operational end date: 30 June 2025  
Certification end date: 30 June 2026

### **OCN NI Level 2 Award in Skills for the Workplace: 603/0239/2**

Operational start date: 1 September 2016  
Operational end date: 30 June 2025  
Certification end date: 30 June 2027

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

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

- **OCN NI Level 1 Award in Skills for the Workplace**
- **OCN NI Level 2 Award in Skills for the Workplace**

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 1 Award in Skills for the Workplace and the OCN NI Level 2 Award in Skills for the Workplace are designed to prepare learners for work placement, with a particular focus on workplace behaviour and communication skills. The knowledge gained will help learners function as part of a team in the workplace and provide them with valuable life skills.

### Grading

Grading for these qualifications is pass/fail.

### Sector Subject Area

14.2 Preparation for work

### Qualification Target Group

These qualifications are targeted at learners who will be undertaking a work placement as part of their studies. They are also suitable for adults and for those who are returning to study.

### Progression Opportunities

The OCN NI Level 1 Award in Skills for the Workplace qualification enables progression to the OCN NI Level 2 Award in Skills for the Workplace. Both qualifications also enable progression to other areas of learning.

### Entry Requirements

There are no formal entry requirements however learners should be at least 14 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

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.



## Structure and Content

The table below summarises the structure of these qualifications.

In order to achieve the Level 1 Award learners must complete both mandatory units for a total of 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
 Guided Learning Hours (GLH) for this qualification: 18 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<a href="#">R/615/0661</a>	CBD678	Appropriate Workplace Behaviour	9	1	One
<a href="#">K/615/0665</a>	CBD679	Effective Communication and Presentation in the Workplace	9	1	One

In order to achieve the Level 2 Award learners must complete both mandatory units for a total of 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
 Guided Learning Hours (GLH) for this qualification: 16 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<a href="#">F/615/0672</a>	CBD680	Appropriate Workplace Behaviour	8	1	Two
<a href="#">T/615/0667</a>	CBD681	Effective Communication and Presentation in the Workplace	8	1	Two

## Unit Details

Title	Appropriate Workplace Behaviour	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBD678	
Unit Reference No	R/615/0661	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise and deal with appropriate workplace behaviour.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Recognise appropriate behaviour and boundaries to protect yourself in a workplace.	1.1. Identify appropriate trainee behaviour in a workplace. 1.2. Outline relevant boundaries for trainees within a workplace. 1.3. State the possible consequences of inappropriate behaviour.	
2. Be able to recognise and report concerns.	2.1. List factors that may cause you to be concerned in a workplace. 2.2. Identify how and who to report your concerns to.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



Title	Effective Communication and Presentation in the Workplace	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBD679	
Unit Reference No	K/615/0665	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise the importance of personal presentation in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Recognise the importance of personal presentation in the workplace.	1.1. Outline suitable clothing and appearance for own workplace. 1.2. State the importance of good timekeeping in work placement. 1.3. Outline why it is important to show initiative and have a positive attitude in work.	
2. Be able to communicate effectively with work colleagues.	2.1. Outline why it is important to communicate effectively with work colleagues. 2.2. Give examples of how and why you communicate with colleagues in own work placement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Appropriate Workplace Behaviour	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBD680	
Unit Reference No	F/615/0672	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise and deal with appropriate workplace behaviour.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Recognise appropriate behaviour and boundaries to protect yourself in a workplace.	1.1. Illustrate appropriate trainee behaviour in a workplace. 1.2. Describe relevant boundaries for trainees within a workplace. 1.3. Illustrate the possible consequences of inappropriate behaviour.	
2. Be able to recognise and report concerns.	2.1. Summarise factors that may cause you to be concerned in a workplace. 2.2. Summarise how and who to report your concerns to.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Effective Communication and Presentation in the Workplace	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBD681	
Unit Reference No	T/615/0667	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise the importance of personal presentation in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Recognise the importance of personal presentation in the workplace.	1.1. Illustrate suitable clothing and appearance for own workplace. 1.2. Describe the importance of good timekeeping in work placement. 1.3. Illustrate why it is important to show initiative and have a positive attitude in work.	
2. Be able to communicate effectively with work colleagues.	2.1. Illustrate why it is important to communicate effectively with work colleagues. 2.2. Demonstrate effective communication with colleagues in own work placement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the 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 1 Award in Skills for the Workplace**  
**Qualification Number: 603/0238/0**

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Operational start date: 01 September 2016  
Operational end date: 30 June 2025  
Certification end date: 30 June 2026

**OCN NI Level 2 Award in Skills for the Workplace**  
**Qualification Number: 603/0239/2**

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Operational start date: 01 September 2016  
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