



Qualification Specification for:

OCN NI Level 1 Award in Youth Work Practice

➤ Qualification No: 601/8668/9

Qualification Regulation Information

OCN NI Level 1 Award in Youth Work Practice

Qualification Number: 601/8668/9

Operational start date: 01 April 2016

Operational end date: 31 March 2025

Certification end date: 31 March 2026

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to one year after this date to complete the qualification and claim their certificate.

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

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Foreword

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

→ **OCN NI Level 1 Award in Youth Work Practice**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- 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.

Contents

Qualification Regulation Information.....	2
About Regulation	5
Qualification Summary	6
Sector Subject Area	6
Qualification Aim	6
Qualification Objectives	6
Grading	6
Qualification Target Group	6
Progression Opportunities.....	6
Entry Requirements.....	6
Qualification Support.....	6
Delivery Languages.....	7
Links to National Standards	7
Centre Requirements for Delivering the Qualification.....	8
Centre Recognition and Qualification Approval.....	8
Centre Staffing	8
Tutors	8
Assessors.....	8
Internal Verification.....	9
Structure and Content	10
Unit Details	11
Quality Assurance of Centre Performance.....	14
External Verification	14
Standardisation	14
Administration.....	15
Registration	15
Certification	15
Charges.....	15
Equality, Fairness and Inclusion.....	15

About Regulation

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).

For further information about the RQF see:

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

Qualification Summary

Sector Subject Area

13.1 Teaching and Lecturing

Qualification Aim

The OCN NI Level 1 Award in Youth Work Practice is designed for learners who have been involved in a youth group and have leadership aspirations and potential.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- develop communication skills for youth work practice
- gain an understanding of leadership within a youth group
- plan and deliver youth work activities

Grading

Grading for this qualification is Pass/Fail.

Qualification Target Group

The qualification is targeted at individuals who have an interest in youth work, including young people leaving school, the unemployed and people returning to work.

Progression Opportunities

The OCN NI Level 1 Award in Youth Work Practice qualification enables progression to the Level 2 suite of Youth Work Practice qualifications and to the Level 3 suite of Youth Work Practice qualifications, which ultimately enable learners to progress into paid Youth Work Practice and/or higher study.

Entry Requirements

There are no formal restrictions on entry. However, learners must be at least 14 years of age to achieve this qualification.

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.

Links to National Standards

OCN NI youth work units have been mapped to the 2012 National Occupational Standards for Youth Work (<http://www.nya.org.uk/workforce-and-training/national-occupational-standards-in-youth-work>).

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 must:

- hold an NSETS/JNC recognised professional youth work qualification
- have evidence of maintaining occupational competence through continuing learning and development within the past 3 years
- have evidence of 3 years of youth work practice
- have 3 years' experience of delivering youth work training programmes
- have a sound understanding of the current National Occupational Standards (NOS) for Youth Work.

Desirable:

- Hold or be working towards a nationally recognised training qualification

Assessors

OCN NI 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. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must:

- have a minimum of one year's experience in the occupational area they are assessing
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- 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.

Note: the centre must agree a working model for internal verification with OCN NI prior to delivery of any programme.

Internal Verifiers must:

- hold an NSETS/JNC recognised professional youth work qualification
- have evidence of maintaining occupational competence through continuing learning and development within the past 3 years
- hold a recognised assessor qualification
- hold or be working towards an Internal Quality Assurance qualification (ie D.34/V1, IQA)
- have a sound understanding of the current National Occupational Standards (NOS) for Youth Work

Structure and Content

OCN NI Level 1 Award in Youth Work Practice

Learners must successfully complete the three mandatory units – 5 credits.

Total Qualification Time (TQT) for this qualification: 50 hours
 Guided Learning Hours (GLH) for this qualification: 32 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<i>M (Mandatory Units)</i>					
M/508/3220	CBD535	Communication Skills in Youth Work	20	2	One
T/508/3221	CBD536	Leadership in Youth Work	10	1	One
A/508/3222	CBD537	Planning and Delivering Youth Work Activities	20	2	One

Unit Details

Title	Communication Skills in Youth Work	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBD535	
Unit Reference No	M/508/3220	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to take part in group discussions and develop/present a short presentation.		
Learning Outcomes	Assessment Criteria	
1. Know how to take part in a group discussion.	1.1. Contribute to a group discussion on a chosen topic demonstrating the following: a) Listening skills b) Responding to the views of others c) Non-Verbal Communication	
2. Know how to give a verbal presentation.	2.1. Identify relevant information on a chosen topic. 2.2. Use a range of images and media to highlight the main points. 2.3. Outline how to structure a presentation on a chosen topic. 2.4. Identify and use a suitable presentation style to illustrate the main points. 2.5. Speak clearly and use language appropriate for an audience.	
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	Leadership in Youth Work	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBD536	
Unit Reference No	T/508/3221	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of leadership within a youth group.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of leadership within a youth group.	1.1. Identify qualities required by an effective youth leader. 1.2. Identify situations where effective leadership contributed to the development of young people and own organisation.	
2. Be aware of a range of leadership styles.	2.1. Identify a range of leadership styles. 2.2. Illustrate the main characteristics required for each leadership style.	
3. Recognise the key roles and responsibilities of a leader in a youth group.	3.1. Identify the key roles and responsibilities of a leader in a youth group including health and safety.	
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	Planning and Delivering Youth Work Activities	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBD537	
Unit Reference No	A/508/3222	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to work with others to plan, deliver and evaluate an activity.		
Learning Outcomes	Assessment Criteria	
1. Know how to work with others to plan an activity.	1.1. Identify an activity which engages young people. 1.2. Plan an activity with young people to include: a) timescales and priorities b) manageable tasks c) agreed roles d) necessary permissions, resources, materials and facilities	
2. Know how to work with others to deliver an activity.	2.1. Co-operate with others to achieve tasks in an activity. 2.2. Complete own allocated tasks in an activity. 2.3. Outline the health and safety guidelines required for an activity.	
3. Know how to evaluate an activity.	3.1. Identify the strengths and challenges of: a) the activity b) own role c) team performance 3.2. Use participant feedback to identify 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 Evidence of evaluations.

Quality Assurance of Centre Performance

External Verification

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

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the 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 this 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 this qualification.

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.

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