



Qualification Specification for:

OCN NI Level 1 Award in Approaches to Wellbeing

➤ Qualification No: 603/3295/5

Qualification Regulation Information

OCN NI Level 1 Award in Approaches to Wellbeing

Qualification Number: 603/3295/5

Operational start date: 01 June 2018

Operational end date: 31 May 2028

Certification end date: 31 May 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.

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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 Approaches to Wellbeing**

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.

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.

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 Features

Sector Subject Area

1.3 Health and Social Care

Qualification Aim

The OCN NI Level 1 Award in Approaches to Wellbeing qualification has been designed to provide the learner with the basic skills and knowledge of mindfulness and counselling. The learner will also develop techniques which may contribute to an individual's wellbeing.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- facilitate the learner with a basic toolkit in the area of health and wellbeing, focusing on mindfulness and basic counselling techniques.
- offers a holistic approach to wellbeing
- develop skills to explore mindfulness and utilise basic counselling skills

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

The qualification is targeted at learners who have an interest in working with individuals to help promote wellbeing and/or for their own personal professional development. It may also appeal to those who have experience in counselling and wish to develop their knowledge in mindfulness.

Progression Opportunities

The OCN NI Level 1 Award in Approaches to Wellbeing will allow learners to progress to other level 2 qualifications within the health and social care and counselling sector.

Entry Requirements

There are no specific entry requirements for this qualification though learners should be a minimum of 16 years of age and ideally possess an ability to apply skills for reflection and self-development.

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 this 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

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 qualifications should be occupationally competent at a higher level than the qualification and have a minimum of one year's relevant experience in the health and social care sector.

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 at a higher level than the qualification
- 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

In order to achieve the qualification learners must complete a total of 3 credits, - one unit.

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 24 hours

| Unit Reference Number | OCN NI Unit Code | Unit Title | TQT | Credit Value | Level |
|----------------------------|------------------|-------------------------------------|-----|--------------|-------|
| H/617/0865 | CBE258 | Exploring Mindfulness for Wellbeing | 30 | 3 | One |
| K/617/0866 | CBE259 | Exploring Counselling for Wellbeing | 30 | 3 | One |

Unit Details

| | | |
|---|---|--|
| Title | Exploring Mindfulness for Wellbeing | |
| Level | One | |
| Credit Value | 3 | |
| Guided Learning Hours (GLH) | 24 | |
| OCN NI Unit Code | CBE258 | |
| Unit Reference No | H/617/0865 | |
| Unit purpose and aim(s): This unit will enable the learner to understand the basic principles and skills of Mindfulness and how they may contribute to an individual's wellbeing. | | |
| Learning Outcomes | | Assessment Criteria |
| 1. Understand the role of Mindfulness and its significance for wellbeing. | 1.1. Outline the basic concepts of Mindfulness. 1.2. Outline at least two situations where Mindfulness may benefit wellbeing. | |
| 2. Understand the techniques required to carry out a basic Mindfulness session. | 2.1. Outline the skills, attributes and techniques required to carry out a Mindfulness session. | |
| 3. Be able to use basic techniques to facilitate a short Mindfulness session. | 3.1. Demonstrate basic Mindfulness techniques in a short session. | |
| 4. Be able to evaluate own practice. | 4.1. Assess own skills identifying strengths and 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 | Exploring Counselling for Wellbeing | |
| Level | One | |
| Credit Value | 3 | |
| Guided Learning Hours (GLH) | 24 | |
| OCN NI Unit Code | CBE259 | |
| Unit Reference No | K/617/0866 | |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the basic skills and attributes of Counselling and how they may contribute to an individual's wellbeing. | | |
| Learning Outcomes | Assessment Criteria | |
| 1. Understand the role of a counsellor and the significance of counselling for wellbeing. | 1.1. Outline the basic stages of a helping relationship. 1.2. Outline at least two situations where counselling may promote wellbeing. | |
| 2. Be able to use basic counselling skills to facilitate a helping relationship. | 2.1. Demonstrate basic counselling skills in a short session. | |
| 3. Know how to evaluate own practice. | 3.1. Apply skills evaluation to own practice for a short session. | |
| 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 |

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.

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