



Qualification Specification for:

OCN NI Level 3 Award in Learning and Development

➤ **Qualification No: 603/3959/7**

Qualification Regulation Information

OCN NI Level 3 Award in Learning and Development

Qualification Number: 603/3959/7

Operational start date: 15 January 2019

Operational end date: 01 January 2029

Certification end date: 01 January 2032

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 9046 3990

Web: www.ocnni.org.uk

Foreword

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

→ **OCN NI Level 3 Award in Learning and 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

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

Foreword	3
About Regulation	5
OCN NI.....	5
Qualification Features	6
Sector Subject Area	6
Qualification Aim	6
Qualification Objectives	6
Grading	6
Qualification Target Group	6
Progression Opportunities	6
Entry Requirements.....	7
Qualification Support.....	7
Delivery Languages.....	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	13
External Verification	13
Standardisation	13
Administration	14
Registration	14
Certification	14
Charges.....	14
Equality, Fairness and Inclusion.....	14
Retention of Evidence	14

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 Features

Sector Subject Area

13.1 Teaching and Lecturing

This qualification relates to the National Occupational Standards for Learning and Development. <http://www.excellencegateway.org.uk/content/eq6225>

Qualification Aim

The OCN NI Level 3 Award in Learning and Development qualification provides an introduction to the skills and knowledge required to be able to offer effective training programmes to others.

Qualification Objectives

The objectives of the qualification are to understand the principles and practices of learning and development and be able to:

- develop and prepare resources for learning and development
- plan, prepare and facilitate group learning and development
- reflect on own practice in learning and development

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

The qualification is targeted at those who wish to or currently offer learning and development opportunities to others as part of their role, for example those working in the community and voluntary sector or in the health and social care sector.

Progression Opportunities

The OCN NI Level 3 Award in Learning and Development will enable the learner to progress to the OCN NI Level 3 Certificate in Learning and Development and to other learning and development qualifications.

Entry Requirements

Learners must be at least 18 years of age.

Learners must have:

- GCSE English (Grade C or above) or an equivalent level 2 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 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 qualification must:

- hold a minimum of a Level 4 teaching or training qualification
- have at least one year's teaching experience

It would be desirable for tutors to have experience in providing train the trainer/teacher training programmes.

Assessors

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

Assessors must:

- hold a minimum of a Level 4 teaching or training qualification
- have at least one year's teaching experience
- 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.

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

Internal Verifiers must:

- have a minimum of a Level 4 teaching or training qualification
- have at least one year's teaching experience
- have direct or related relevant experience in assessment and verification
- 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

It would be desirable for internal verifiers to have experience in providing train the trainer/teacher training programmes.

Structure and Content

OCN NI Level 3 Award in Learning and Development

In order to achieve the Level 3 Award learners must complete the one unit for a total of 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 12 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
J/617/4052	CBE379	Learning and Development Skills	30	3	Three

Unit Details

Title	Learning and Development Skills	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBE379	
Unit Reference No	J/617/4052	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the skills and knowledge required to be able to offer effective training programmes to others.		
Learning Outcomes	Assessment Criteria	
1. Understand the principles and practices of learning and development.	1.1. Summarise the purpose, context and cycle of learning and development and the role of the practitioner. 1.2. Explain how to identify the learning and development needs of learners and organisations. 1.3. Summarise relevant legislative and organisational requirements in relation to learning and development.	
2. Be able to develop and prepare resources for learning and development.	2.1. Develop and prepare resources to meet learning and development needs.	
3. Be able to plan, prepare and facilitate group learning and development.	3.1. Facilitate group learning and development including: <ul style="list-style-type: none"> a) planning and preparation b) applying appropriate principles and practices c) assisting individuals with specific needs d) providing feedback 	
4. Be able to reflect on own practice in learning and development.	4.1. Summarise reflective practices and approaches associated with continuing professional development. 4.2. Reflect on own performance as a learning and development practitioner in order to improve own practice.	
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	Record of observation Learner notes/written work Learner log

	and apply skills and knowledge	
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

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 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.

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 Learning and Development

Qualification Number: 603/3959/7

Operational start date: 15 January 2019
Operational end date: 01 January 2029
Certification end date: 01 January 2032

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

Phone: 028 9046 3990
Web: www.ocnni.org.uk