



## **Qualification Specification for:**

**OCN NI Level 2 Award in Modern Languages**

➤ **Qualification No: 603/4402/7**

**OCN NI Level 2 Certificate in Modern Languages**

➤ **Qualification No: 603/4403/9**

## Qualification Regulation Information

---

### OCN NI Level 2 Award in Modern Languages

Qualification Number: **603/4402/7**  
Operational start date: 01 May 2019  
Operational end date: 30 April 2029  
Certification end date: 30 April 2031

### OCN NI Level 2 Certificate in Modern Languages

Qualification Number: **603/4403/9**  
Operational start date: 01 May 2019  
Operational end date: 30 April 2029  
Certification end date: 30 April 2031

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

---

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

- **OCN NI Level 2 Award in Modern Languages**
- **OCN NI Level 2 Certificate in Modern Languages**

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.

## Contents

---

|  |           |
|--|-----------|
| <b>About Regulation .....</b>                                    | <b>5</b>  |
| OCN NI.....  | 5         |
| <b>Qualification Summary .....</b>                               | <b>6</b>  |
| Sector Subject Area .....  | 6         |
| OCN NI Languages Qualifications.....                             | 6         |
| OCN NI Languages at Level 2.....                                 | 6         |
| Modern Languages Pathways.....                                   | 6         |
| Links to National Standards.....                                 | 6         |
| Grading.....   | 7         |
| Progression Opportunities .....                                  | 7         |
| NI Entitlement Framework.....                                    | 7         |
| Qualification Target Group .....                                 | 7         |
| Entry Requirements.....  | 7         |
| Qualification Support.....                                       | 8         |
| Delivery Languages.....  | 8         |
| <b>Centre Requirements for Delivering the Qualification.....</b> | <b>9</b>  |
| Centre Recognition and Qualification Approval .....              | 9         |
| Centre Staffing .....  | 9         |
| Tutors .....   | 9         |
| Assessors.....   | 9         |
| Internal Verification.....                                       | 10        |
| <b>Structure and Content .....</b>                               | <b>11</b> |
| <b>Unit Details .....</b>  | <b>14</b> |
| <b>Quality Assurance of Centre Performance.....</b>              | <b>21</b> |
| External Verification .....                                      | 21        |
| Standardisation .....  | 21        |
| <b>Administration .....</b>                                      | <b>22</b> |
| Registration .....   | 22        |
| Certification .....  | 22        |
| Charges.....   | 22        |
| Equality, Fairness and Inclusion.....                            | 22        |
| Retention of Evidence .....                                      | 22        |

## 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 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

---

### Sector Subject Area

12.2 Other languages, literature and culture

### OCN NI Languages Qualifications

The OCN NI suite of qualifications in Languages aims to provide an opportunity for accreditation in language skills. Learners benefit from improved communication skills in both vocational and social context and may also expand cultural knowledge. Learning a language also enhances career opportunities.

### OCN NI Languages at Level 2

The modern language qualifications at Level 2 will be offered in French, German, Irish, Italian, Polish and Spanish. Each language will cover the main skills areas of Reading, Listening, Speaking and Writing. They offer learners the opportunity to enhance and progress their skills in preparation for employment, further and/or higher education and in a social context. Being proficient in a second language will help learners compete in a growing, global market.

### Modern Languages Pathways

There are six separate pathways available for the OCN NI Level 2 modern language qualifications. They are:

- French
- German
- Irish
- Italian
- Polish
- Spanish

When the qualification has been achieved, the certificate will show the chosen language pathway in brackets, eg:

**OCN NI Level 2 Award in Modern Languages (Spanish)**

### Links to National Standards

OCN NI language units have been mapped to NOS standards. For a breakdown of knowledge and skills at each level please click on the link <https://www.instructus-skills.org/wp-content/uploads/Language.pdf>

## Grading

Grading for these qualifications is pass/fail.

## Progression Opportunities

The OCN NI Level 2 qualifications in languages offer learners the opportunity to build on their skills and knowledge from the OCN NI Level 1 qualifications. Learners can progress from the OCN NI Level 2 Award to the Level 2 Certificate. They may then progress to the OCN NI Level 3 languages qualifications, further/higher education and/or into employment where being proficient in a second language is desirable.

## NI Entitlement Framework

The Department of Education sets out the minimum number and range of courses a school should offer at Key Stage 4 and Post-16. The Entitlement Framework (EF) is the Post-14 curriculum which puts the needs of pupils first. It aims to provide access for pupils to a broad and balanced curriculum to enable them to reach their full potential no matter which school they attend or where they live.

The Entitlement Framework is designed to ensure equity and access to educational opportunities for all learners and enables schools to offer a broad and balanced, economically relevant curriculum to meet the needs and aspirations of all pupils. It will guarantee that all pupils have access to a minimum number of courses at Key Stage 4 and Post-16, of which at least one third must be general and one third applied.

The OCN NI Level 2 Certificate in Modern Languages has been approved by the Department of Education and added to the NIEFQAN file.

For further information visit: <https://www.education-ni.gov.uk/articles/qualifications>

## Qualification Target Group

The qualifications are targeted at a range of learners including:

- learners in schools and colleges
- adults in full time and part time learning
- adults in the workplace
- anyone who wishes to study languages for enjoyment

## Entry Requirements

There are no formal entry requirements for these qualifications. However, the learner may need a certain amount of knowledge and understanding before being able to fully benefit from a language qualification at Level 2. The learner should be at least 14 years old on completion of the qualification and receive appropriate advice and guidance on the suitability of the 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**

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.



## 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 this qualification should be occupationally competent at a higher level than the qualification and have a minimum of one year's relevant experience.

### 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.

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

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

- be occupationally competent in the subject area
- have direct or related relevant experience in assessment and verification
- have an internal verification award and attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and records maintained for the external verifier
- 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

### OCN NI Level 2 Award in Modern Languages

In order to achieve the OCN NI Level 2 Award in Modern Languages, the learner is required to complete any 2 of the units for a total of 8 credits. The units must be completed in the same language.

Total Qualification Time (TQT) for this qualification: 80 hours  
 Guided Learning Hours (GLH) for this qualification: 64 hours

### OCN NI Level 2 Certificate in Modern Languages

In order to achieve the OCN NI Level 2 Certificate in Modern Languages, the learner is required to complete all 4 units for a total of 16 credits. All 4 units must be completed in the same language.

Total Qualification Time (TQT) for this qualification: 160 hours  
 Guided Learning Hours (GLH) for this qualification: 128 hours

#### French pathway

| Unit Reference Number      | OCN NI Unit Code | Unit Title         | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|--------------------|-----|-----|--------------|-------|
| <a href="#">K/617/5601</a> | CBE513           | French - Listening | 40  | 32  | 4            | Two   |
| <a href="#">T/617/5603</a> | CBE514           | French - Reading   | 40  | 32  | 4            | Two   |
| <a href="#">J/617/5606</a> | CBE515           | French - Speaking  | 40  | 32  | 4            | Two   |
| <a href="#">R/617/5611</a> | CBE516           | French - Writing   | 40  | 32  | 4            | Two   |

#### German pathway

| Unit Reference Number      | OCN NI Unit Code | Unit Title         | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|--------------------|-----|-----|--------------|-------|
| <a href="#">K/617/5601</a> | CBE745           | German - Listening | 40  | 32  | 4            | Two   |
| <a href="#">T/617/5603</a> | CBE746           | German - Reading   | 40  | 32  | 4            | Two   |
| <a href="#">J/617/5606</a> | CBE747           | German - Speaking  | 40  | 32  | 4            | Two   |
| <a href="#">R/617/5611</a> | CBE748           | German - Writing   | 40  | 32  | 4            | Two   |

### Irish pathway

| Unit Reference Number      | OCN NI Unit Code | Unit Title        | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|-------------------|-----|-----|--------------|-------|
| <a href="#">K/617/5601</a> | CBE749           | Irish - Listening | 40  | 32  | 4            | Two   |
| <a href="#">T/617/5603</a> | CBE750           | Irish - Reading   | 40  | 32  | 4            | Two   |
| <a href="#">J/617/5606</a> | CBE751           | Irish - Speaking  | 40  | 32  | 4            | Two   |
| <a href="#">R/617/5611</a> | CBE752           | Irish - Writing   | 40  | 32  | 4            | Two   |

### Italian pathway

| Unit Reference Number      | OCN NI Unit Code | Unit Title          | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|---------------------|-----|-----|--------------|-------|
| <a href="#">K/617/5601</a> | CBE753           | Italian - Listening | 40  | 32  | 4            | Two   |
| <a href="#">T/617/5603</a> | CBE754           | Italian - Reading   | 40  | 32  | 4            | Two   |
| <a href="#">J/617/5606</a> | CBE755           | Italian - Speaking  | 40  | 32  | 4            | Two   |
| <a href="#">R/617/5611</a> | CBE756           | Italian - Writing   | 40  | 32  | 4            | Two   |

### Polish pathway

| Unit Reference Number      | OCN NI Unit Code | Unit Title         | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|--------------------|-----|-----|--------------|-------|
| <a href="#">K/617/5601</a> | CBE757           | Polish - Listening | 40  | 32  | 4            | Two   |
| <a href="#">T/617/5603</a> | CBE758           | Polish - Reading   | 40  | 32  | 4            | Two   |
| <a href="#">J/617/5606</a> | CBE759           | Polish - Speaking  | 40  | 32  | 4            | Two   |
| <a href="#">R/617/5611</a> | CBE760           | Polish - Writing   | 40  | 32  | 4            | Two   |

## Spanish pathway

| Unit Reference Number      | OCN NI Unit Code | Unit Title          | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|---------------------|-----|-----|--------------|-------|
| <a href="#">K/617/5601</a> | CBE761           | Spanish - Listening | 40  | 32  | 4            | Two   |
| <a href="#">T/617/5603</a> | CBE762           | Spanish - Reading   | 40  | 32  | 4            | Two   |
| <a href="#">J/617/5606</a> | CBE763           | Spanish - Speaking  | 40  | 32  | 4            | Two   |
| <a href="#">R/617/5611</a> | CBE764           | Spanish - Writing   | 40  | 32  | 4            | Two   |

In order to develop an understanding of the differences and similarities between their own and other people's cultural conventions, learners may also complete the optional unit 'Understanding Intercultural Communication'.

| Unit Reference Number      | OCN NI Unit Code | Unit Title                                | TQT | GLH | Credit Value | Level |
|----------------------------|------------------|---|-----|-----|--------------|-------|
| <b>Optional Unit</b>       |                  |   |     |     |              |       |
| <a href="#">T/617/5679</a> | CBE517           | Understanding Intercultural Communication | 10  | 8   | 1            | Two   |

## Unit Details

|  |   |  |
|--|---|--|
| Title  | Listening   |  |
| Level  | Level 2   |  |
| Credit Value   | 4   |  |
| Guided Learning Hours (GLH)  | 32  |  |
| OCN NI Unit Code   | <b>Please see structure and content section</b>   |  |
| Unit Reference No  | K/617/5601  |  |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to listen to and extract information from a variety of sources. |   |  |
| <b>Learning Outcomes</b>   |   | <b>Assessment Criteria</b>   |
| 1. Be able to understand common everyday language spoken in familiar situations.   | 1.1. Extract information from the following situations:<br>a) social interactions<br>b) work related or educational interactions<br>1.2. Identify the main points of the above situations to include:<br>a) questions or enquiries<br>b) routine instructions<br>c) factual information |  |
| 2. Be able to understand conversations on familiar topics in the target language.  | 2.1. Extract information from conversations to include:<br>a) connectors including adverbs, conjunctions<br>b) numerical terms  |  |
| 3. Be able to understand a range of vocabulary and grammar from the above conversations in the target language.                | 3.1. Identify information to include:<br>a) past, present, future and conditional forms of regular and irregular verbs<br>b) standard question forms<br>c) modal verbs to express permission and obligation<br>d) positive and negative forms   |  |
| <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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course   | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| Aural examination | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination   | Audio/video record<br>Tutor notes / record<br>Record of observation                            |
| Oral examination  | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record<br>Audio/video record<br>Record of observation                            |

|   |   |  |
|---|---|--|
| Title   | Reading   |  |
| Level   | Level 2   |  |
| Credit Value  | 4   |  |
| Guided Learning Hours (GLH)   | 32  |  |
| OCN NI Unit Code  | <b>Please see structure and content section</b>   |  |
| Unit Reference No   | T/617/5603  |  |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to understand and extract information from varied sources. |   |  |
| <b>Learning Outcomes</b>  | <b>Assessment Criteria</b>  |  |
| 1. Understand and respond to a variety of routine texts in the target language.   | 1.1. Outline the overall meaning of at least two routine texts.<br>1.2. Extract specific details from at least two texts.<br>1.3. Extract numerical data from a text.   |  |
| 2. Understand vocabulary from routine topics in the target language.  | 2.1. Extract the following information using the above texts:<br>a) numerical data<br>b) routine vocabulary<br>c) connectors including adverbs  |  |
| 3. Understand grammatical forms in routine texts in the target language.  | 3.1. Extract grammatical forms from a given text:<br>a) common verbs and tenses including conditional<br>b) modal verbs<br>c) standard question forms   |  |
| <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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Oral examination  | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam                             | Tutor notes / record<br>Audio/video record<br>Record of observation  |



| Title   | Speaking  |
|---|---|
| Level   | Level 2   |
| Credit Value  | 4   |
| Guided Learning Hours (GLH)   | 32  |
| OCN NI Unit Code  | <b>Please see structure and content section</b>   |
| Unit Reference No   | J/617/5606  |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to develop language skills in a range of situations. |   |
| Learning Outcomes   | Assessment Criteria   |
| 1. Be able to take part in social and or work interactions in the target language.                                  | 1.1. Demonstrate use of language in formal and informal situations in at least two different contexts.<br>1.2. Demonstrate fluency in at least two familiar situations.<br>1.3. Initiate and maintain at least two short conversations.                       |
| 2. Be able to speak and respond appropriately to questions and comments in the target language.                     | 2.1. Demonstrate the use of vocabulary and sentence structures when speaking, to express: <ul style="list-style-type: none"> <li>a) questions or enquiries</li> <li>b) preferences</li> <li>c) factual information</li> </ul>                                 |
| 3. Be able to use common vocabulary in conversations in the target language.  | 3.1. Demonstrate the use of common vocabulary including: <ul style="list-style-type: none"> <li>a) Connectors, including adverbs, conjunctions</li> <li>b) numerical terms</li> </ul>   |
| 4. Be able to use common grammatical forms in the target language.  | 4.1. Demonstrate the use of common grammatical forms in the target language to include: <ul style="list-style-type: none"> <li>a) past, present, future and conditional forms of verbs</li> <li>b) standard question forms</li> <li>c) modal verbs</li> </ul> |

### 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| Aural examination                  | Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination   | Audio/video record<br>Tutor notes / record<br>Record of observation  |
| Oral examination                   | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam                             | Tutor notes / record<br>Audio/video record<br>Record of observation  |

#### **Compulsory tasks to be undertaken:**

**In assessing the learner's skills & knowledge the learner must be recorded on a minimum of two different occasions.**

|  |   |  |
|--|---|--|
| Title  | Writing   |  |
| Level  | Level 2   |  |
| Credit Value   | 4   |  |
| Guided Learning Hours (GLH)  | 32  |  |
| OCN NI Unit Code   | <b>Please see structure and content section</b>   |  |
| Unit Reference No  | R/617/5611  |  |
| <i>Unit purpose and aim(s):</i> This unit will enable learners to produce texts in varied situations.                    |   |  |
| <b>Learning Outcomes</b>   |   | <b>Assessment Criteria</b>   |
| 1. Be able to produce texts for common social and or work purposes in the target language.                               | 1.1. Compose at least two emails for social and or work purposes.<br>1.2. Produce common written instructions for a specific purpose.<br>1.3. Produce a 130-150 word text on a topic of personal interest.                  |  |
| 2. Be able to use common grammatical structures.   | 2.1. Produce a written piece to include the following:<br>a) past, present, future and conditional forms of verbs<br>b) modal verbs<br>c) positive and negative forms   |  |
| 3. Be able to use routine vocabulary in the composition of texts.  | 3.1. Demonstrate the use of vocabulary in the composition of texts such as:<br>a) connectors including conjunctions, adverbs<br>b) numerical data   |  |
| <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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

|   |  |  |
|---|--|--|
| Title   | Understanding Intercultural Communication  |  |
| Level   | Level 2  |  |
| Credit Value  | 1  |  |
| Guided Learning Hours (GLH)   | 8  |  |
| OCN NI Unit Code  | CBE517   |  |
| Unit Reference No   | T/617/5679   |  |
| <i>Unit purpose and aim(s):</i> This unit enables learners to develop an understanding of the differences and similarities between their own and other people's cultural conventions. |  |  |
| <b>Learning Outcomes</b>  | <b>Assessment Criteria</b>   |  |
| 1. Understand how the differences and similarities between the learner's own and other people's cultural conventions may affect communication and working.                            | 1.1. Describe cultural similarities that can enable communication.<br>1.2. Describe possible cultural barriers to communication.<br>1.3. Describe how differences in politeness conventions may lead to misunderstanding and misjudgements.<br>1.4. Use ways to improve communication with people with a different first language. |  |
| <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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>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<br>Learner notes/written work<br>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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |

## 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.

## **Qualification Regulation Summary Information**

---

### **OCN NI Level 2 Award in Modern Languages**

Qualification Number: **603/4402/7**

Operational start date: 01 May 2019  
Operational end date: 30 April 2029  
Certification end date: 30 April 2031

### **OCN NI Level 2 Certificate in Modern Languages**

Qualification Number: **603/4403/9**

Operational start date: 01 May 2019  
Operational end date: 30 April 2029  
Certification end date: 30 April 2031

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)