



Qualification Specification for:

OCN NI Level 4 Award in Radio Journalism and Production

➤ **Qualification No: 603/5176/7**

OCN NI Level 4 Certificate in Radio Journalism and Production

➤ **Qualification No: 603/5177/9**

Qualification Regulation Information

OCN NI Level 4 Award in Radio Journalism and Production
Qualification Number: 603/5176/7

OCN NI Level 4 Certificate in Radio Journalism and Production
Qualification Number: 603/5177/9

Operational start date: 15 October 2019
Operational end date: 30 September 2029
Certification end date: 30 September 2033

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 qualifications:

- **OCN NI Level 4 Award in Radio Journalism and Production**
- **OCN NI Level 4 Certificate in Radio Journalism and Production**

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.

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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

9.3 Media and communication

This qualification relates to the following National Occupational Standards:

[NOS - Journalism](#)

Qualifications' Aim

The OCN NI Level 4 Award and Certificate in Radio Journalism and Production qualifications are designed to provide learners with the skills and knowledge in radio journalism and production techniques and to prepare them for employment in the radio journalism industry.

Qualifications' Objectives

The qualifications are designed to assist radio presenters/journalists to develop competency and proficiency in the following areas:

- law
- ethics
- editing
- interview skills and
- scripting

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

These qualifications are initially targeted at learners in further education colleges but there may also be potential for learners within a range of other third sector organisations such as community radio groups.

Progression Opportunities

The OCN NI Level 4 Award in Radio Journalism and Production will enable the learner to progress to the OCN NI Level 4 Certificate in Radio Journalism and Production. From the OCN NI Level 4 Certificate in Radio Journalism and Production the learner may be able to access higher education qualifications in broad journalism, or more specifically in radio journalism and production.

Entry Requirements

Learners must be at least 18 years of age and have a good standard of English.

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 these qualifications should be occupationally competent, qualified to at least one level higher than the qualifications and have a minimum of one year's relevant experience in the area of radio journalism and production.

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 and qualified to at least one level higher than the qualifications
- 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

OCN NI Level 4 Award in Radio Journalism and Production

In order to achieve the OCN NI Level 4 Award in Radio Journalism and Production learners must complete the core unit – 5 credits.

Total Qualification Time (TQT) for this qualification: 50 hours
 Guided Learning Hours (GLH) for this qualification: 20 hours

OCN NI Level 4 Certificate in Radio Journalism and Production

In order to achieve the OCN NI Level 4 Certificate in Radio Journalism and Production learners must complete all four units for a total of 20 credits.

Total Qualification Time (TQT) for this qualification: 200 hours
 Guided Learning Hours (GLH) for this qualification: 80 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
Core Unit					
J/617/8179	CBE638	Law and Ethics for Radio Journalism and Production	5	20	Four
Other Units					
A/617/8180	CBE639	Radio Journalism and Production Editing Skills	5	20	Four
F/617/8181	CBE640	Radio Journalism and Production Interview and Presentation Techniques	5	20	Four
J/617/8182	CBE641	Radio Journalism and Production Scripting Techniques	5	20	Four

Unit Details

Title	Law and Ethics for Radio Journalism and Production	
Level	Four	
Credit Value	5	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBE638	
Unit Reference No	J/617/8179	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand media law, ethical codes and how to apply them within radio journalism and production.		
Learning Outcomes	Assessment Criteria	
1. Understand media law and how it should be applied within radio journalism and production.	1.1. Research media law applicable to creating radio journalism and production products. 1.2. Analyse with examples possible consequences of not adhering to media law. 1.3. Analyse with examples the process of adhering to media law.	
2. Be able to produce radio journalism and production products which comply with media law.	2.1. Produce at least seven products adhering to media law and assess final products for compliance.	
3. Understand ethical codes applicable to radio journalism and production.	3.1. Research and analyse ethical codes applicable to creating radio journalism and production products. 3.2. Analyse with examples possible consequences of not adhering to ethical codes. 3.3. Analyse with examples the process for adhering to ethical codes.	
4. Be able to produce radio journalism and production products which comply with ethical codes.	4.1. Produce at least seven radio journalism and production products which adhere to ethical codes and assess final products for compliance.	
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

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
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Title	Radio Journalism and Production Editing Skills
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	20
OCN NI Unit Code	CBE639
Unit Reference No	A/617/8180
<i>Unit purpose and aim(s):</i> This unit will enable the learner to edit radio journalism and production products using multi-platform skills.	
Learning Outcomes	Assessment Criteria
1. Be able to edit products for radio journalism and production.	1.1. Analyse the editing skills associated with radio journalism and production. 1.2. Edit at least three broadcast products for radio. 1.3. Evaluate own editing skills in producing broadcast media products in radio journalism and production.
2. Be able to edit radio interview products for audio media.	2.1. Analyse editing skills associated with audio media interviews in radio journalism and production. 2.2. Apply editing skills to create at least three audio media interviews in radio journalism and production. 2.3. Evaluate own editing skills in producing audio media interview products in radio journalism and production.
3. Be able to edit radio feature package products for broadcast media.	3.1. Analyse editing skills associated with feature package products in radio journalism and production. 3.2. Apply editing skills to create at least three broadcast media feature package products in radio journalism and production. 3.3. Evaluate own editing skills in producing broadcast media feature package products in radio journalism and production.
4. Be able to edit programmes for radio.	3.4. Analyse editing skills associated with programme production in radio. 3.5. Apply editing skills to create two complete programmes in radio journalism and production. 3.6. Evaluate own editing skills in producing complete programmes in radio journalism and production.

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
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

Title	Radio Journalism and Production Interview and Presentation Techniques
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	20
OCN NI Unit Code	CBE640
Unit Reference No	F/617/8181
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of interview and presentation techniques in gaining information for radio journalism and production.	
Learning Outcomes	Assessment Criteria
1. Understand the role of interviews in radio journalism and production.	1.1. Research with examples the role and value of interviews in radio journalism and production.
2. Be able to demonstrate interview techniques used in radio journalism and production.	2.1. Research and compare different interview techniques used in radio journalism and production. 2.2. Critically compare how the techniques identified in AC2.1 may be used in the following interviews: a) print b) radio c) television d) social media 2.3. Demonstrate at least seven interview techniques used in radio journalism and production. 2.4. Evaluate own interview techniques for radio interviews identified in AC2.3.
3. Be able to carry out and evaluate own radio presentations.	3.1. Carry out real life radio presentations using appropriate techniques for the following programmes: a) news b) documentary c) music 3.2. Critically compare presentation techniques used in the programmes identified in AC3.1. 3.3. Evaluate factors that influenced presentation techniques used in the programmes identified in AC3.1. 3.4. Evaluate own presentation techniques used in programmes in AC3.1 identifying areas for improvement. 3.5. Analyse how legal and ethical codes were met in compiling the presentation material and during the radio presentations.

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
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

Title	Radio Journalism and Production Scripting Techniques	
Level	Four	
Credit Value	5	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CBE641	
Unit Reference No	J/617/8182	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply grammar techniques to radio journalism and production scripting.		
Learning Outcomes	Assessment Criteria	
1. Understand how nouns, adjectives and verbs are used appropriately within radio broadcast media grammar.	1.1. Analyse with examples how the following are used in media grammar in relation to the spoken word and breathing techniques: a) nouns b) adjectives c) verbs	
2. Understand how punctuation is used appropriately within radio broadcast media grammar.	2.1. Research and analyse how punctuation may be used accurately in radio broadcast media grammar. 2.2. Demonstrate how punctuation and intonation may be used within radio broadcast media in the following reports: a) news b) sport c) music 2.3. Evaluate own radio broadcast for at least one of the reports in AC2.2 identifying areas for improvement.	
3. Be able to create and evaluate radio scripts using appropriate radio broadcast media grammar.	3.1. Produce the following radio scripts ensuring they make sound grammatical sense: a) news report (3 minutes) b) feature package (6 minutes) c) complete programme (minimum 1 hour) 3.2. Analyse and evaluate own radio scripts in AC3.1 identifying 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

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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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