



**Qualification Specification for:**

**OCN NI Level 3 Award in Barista Skills**

**➤ Qualification No: 603/7557/7**

## Qualification Regulation Information

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### OCN NI Level 3 Award in Barista Skills

Qualification Number: 603/7557/7

Operational start date: 01 June 2021

Operational end date: 31 May 2026

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

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

→ **OCN NI Level 3 Award in Barista Skills**

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.

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## About Regulation

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### 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 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).

For further information about the RQF see:

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

## Qualification Features

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### Sector Subject Area

7.4 Hospitality and catering

### Qualification Aim

The OCN NI Level 3 Award in Barista Skills qualification has been designed to provide the learner with the knowledge and skills to become a barista.

### Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand origin, characteristics and production of coffee from crop to market
- be able to evaluate the components and brewing characteristics of coffee
- know different methods and stages of the roasting process and its impact on the extraction and flavour of coffee
- be able to design a safe, hygienic and efficient coffee shop workflow

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

This qualification is targeted at learners who are currently working or have an interest in gaining employment as a barista.

### Progression Opportunities

The OCN NI Level 3 Award in Barista Skills will allow learners to progress higher level qualifications in catering and hospitality.

### Entry Requirements

Learners should be at least 16 years old and are either currently employed in the hospitality and catering industry or have achieved a relevant level 2 qualification in hospitality and catering.

### **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

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### 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 should be occupationally competent and qualified to at least one level higher than the qualification and have relevant industry experience using commercial espresso machines and coffee grinders. In addition, in delivering this qualification the learner must have access to manually operated commercial espresso machines and coffee grinders.

### 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:**

- be occupationally competent at a higher level and qualified to at least one level higher 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 if not already completed

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

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### OCN NI Level 3 Award in Barista Skills

In order to achieve the qualification learners must complete the one unit – 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours  
 Guided Learning Hours (GLH) for this qualification: 21 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<a href="#">A/618/7218</a>	CBF420	Barista Skills	21	3	Three

## Unit Details

Title	Barista Skills
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBF420
Unit Reference No	A/618/7218
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the characteristics and production of coffee, the process of coffee roasting and extraction and being able to produce coffee in a commercial coffee shop environment.	
Learning Outcomes	Assessment Criteria
1. Understand origin, characteristics and production of coffee from crop to market.	1.1. Classify at least two types of coffee beans including where they are grown and characteristics of each. 1.2. Illustrate the different parts of a coffee fruit. 1.3. Summarise how coffee fruit is harvested, processed, stored and traded. 1.4. Explain how the ability to classify components of coffee may be used in a coffee business.
2. Be able to evaluate the components and brewing characteristics of coffee.	2.1. Critically compare the brewing characteristics of different coffee beans throughout the aging process. 2.2. Compare and contrast the flavour and taste of at least three different types of coffee beans. 2.3. Explain how the flavour wheel is used to describe the smell and taste of coffee. 2.4. Evaluate the bitterness, sweetness and acidity flavour components of at least three given coffees.
3. Know different methods and stages of the roasting process and its impact on the extraction and flavour of coffee.	3.1. Summarise at two different types of roasting methods. 3.2. Describe how the roasting stages impact the extraction process and flavour of the coffee. 3.3. Explain how water softness may impact on the extraction process and methods used to overcome this. 3.4. Summarise the effects of water temperature and water pressure in the extraction process.
4. Be able to design a safe, hygienic and efficient coffee shop workflow.	4.1. Summarise the laws and regulations that need to be considered in relation to food and beverage services. 4.2. Classify different types of allergens and potential impact. 4.3. Explain different measures that may be used to eliminate cross contamination on the workflow counter. 4.4. Summarise the benefits of good food storage and waste management. 4.5. Design with justification an efficient coffee shop counter workflow including measures to avoid cross contamination.
5. Be able to use commercial coffee making equipment safely and hygienically to produce different types of coffees.	5.1. Explain the importance of maintaining commercial coffee making equipment.

	<ul style="list-style-type: none"> <li>5.2. Demonstrate how to eliminate cross contamination on the workflow counter.</li> <li>5.3. Calibrate a coffee grinder to produce at least two given coffees, including coffee shot time and dosage.</li> <li>5.4. Prepare at least two lattes demonstrating consistency in coffee art for each latte.</li> <li>5.5. Produce at least five popular coffees within a 12 minute timeframe including at least one coffee prepared with a dairy alternative.</li> <li>5.6. Demonstrate how to effectively clean down all equipment and work areas in a hygienic and effective manner.</li> </ul>	
<b>Assessment Guidance</b>		
<p>The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.</p>		
Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation Learner notes/written work Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation Learner notes/written work Tutor notes/record Learner log/diary</p>

## Quality Assurance of Centre Performance

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### 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

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### 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.

## **OCN NI Level 3 Award in Barista Skills**

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