Qualification Specification for:

OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes

➢ **Qualification No: 603/7556/5**

Qualification Regulation Information

OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes

Qualification Number: 603/7556/5

Operational start date: 01 June 2021
Operational end date: 31 May 2026
Certification end date: 31 May 2030

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. Learners have up to 2 years after this date to complete the qualification and 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

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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 4 Certificate in Embedding Transversal Skills within Learning Programmes**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit Details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualifications
- 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/

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Qualification Features

Sector Subject Area
13.1   Teaching and lecturing

Qualification Aim
The aim of the OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes is to provide the skills and knowledge for teaching practitioners to implement transversal skills. Transversal skills encompass the skills that help employees to adapt to change throughout their careers, not specific to a particular sector or job role.

Qualification Objectives
The objectives of the OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes are to provide learners with the knowledge and skills to enable them to:

- understand what is meant by transversal skills
- understand how these transversal skills may be developed through embedding within learning programmes and
- applying the techniques of embedding transversal skills within qualifications and learning programmes

Grading
Grading for this qualification is pass/fail.

Qualification Target Group
The OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes is aimed at lecturers in further education colleges and other training providers.

Progression Opportunities
The OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes will enable learners to progress to other higher level qualifications in educational learning and development.

Entry Requirements
Learners must be at least 18 years of age and have at least a Level 3 qualification in learning and development.

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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 the qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

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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 these qualifications 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
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for any evidence they have assessed.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in teaching and hold a Postgraduate Certificate in Education (PGCE).

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 qualification
- have a minimum of one year's experience in teaching
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

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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 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:
- 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

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Structure and Content

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To achieve the OCN NI Level 4 Certificate in Embedding Transversal Skills within Learning Programmes learners must successfully complete both units – 15 credits.

Total Qualification Time (TQT) for this qualification: 150 hours
Guided Learning Hours (GLH) for this qualification: 90 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	GLH	Level
T/618/7234	CBF417	Understanding Transversal Skills	7	70	42	Four
A/618/7235	CBF418	Embedding Transversal Skills	8	80	48	Four

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Unit Details

Title	Understanding Transversal Skills
Level	Four
Credit Value	7
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBF417
Unit Reference No	T/618/7234

Unit purpose and aim(s): This unit will enable the learner to understand transversal skills, their application and promotion and evaluate how best to utilise transversal skills within their own learning and development programmes.

Learning Outcomes	Assessment Criteria
1. Understand what is meant by transversal skills and the associated benefits and challenges.	1.1 Explain what is meant by transversal skills. 1.2 Research and explain how and why transversal skills and competencies have become important in preparation for life and work. 1.3 Summarise the benefits to learners of developing transversal skills. 1.4 Summarise the challenges presented by embedding transversal skills and competencies within learning programmes.
2. Understand how a learner's development and their transition to work is impacted positively by the application of transversal skills.	2.1 Evaluate at least four transversal skills and their impact on a learner's development. 2.2 Evaluate the importance of transversal skills for transition to work.
3. Be able to evaluate existing resources and develop own resources for the delivery of transversal skills.	3.1 Evaluate the effectiveness of existing transversal skills resources for at least three different groups of learners. 3.2 Research and evaluate at least three technological tools that can be used to support the delivery of transversal skills. 3.3 Develop own resources to support the delivery of transversal skills. 3.4 Evaluate resources developed in AC3.3 against appropriate benchmarks and best practice.
4. Be able to research, evaluate and disseminate relevant information to improve the delivery of transversal skills.	4.1 Research and evaluate relevant literature and resources to inform the improvement of transversal skills delivery. 4.2 Disseminate specialist knowledge, expertise and pedagogy effectively to peers in order to improve transversal skills delivery.

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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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	Embedding Transversal Skills
Level	Four
Credit Value	8
Guided Learning Hours (GLH)	48
OCN NI Unit Code	CBF418
Unit Reference No	A/618/7235

Unit purpose and aim(s): This unit will enable the learner to understand how to embed transversal skills within their own learning and development programmes.

Learning Outcomes	Assessment Criteria
1. Understand the qualities and skills that impact on the effective delivery of transversal skills.	1.1 Evaluate the qualities and skills required for the effective delivery of transversal skills and the impact of effective presentation skills.
2. Be able to research and evaluate techniques and strategies that support the delivery of transversal skills and transition to work.	2.1 Research and evaluate at least three techniques for embedding transversal skills within formal and informal learning. 2.2 Research and evaluate at least three strategies used to prepare learners for a successful transition to work.
3. Be able to develop and apply techniques and strategies to support the delivery of transversal skills.	3.1 Develop transversal skills sessions and activities that utilise appropriate techniques and strategies to: a) meet the needs of learners b) reflect a realistic working environment
4. Be able to evaluate effectiveness of own abilities, strategies and techniques used in the delivery and transversal skills.	4.1 Evaluate opportunities for developing transversal skills within own curriculum. 4.2 Evaluate the effectiveness of strategies and techniques developed in AC 3.1 identifying own strengths and areas for improvement.

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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 qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. 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 External Verification 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 the 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.

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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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