



Qualification Specification:

OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3)

- **Qualification No: 601/3130/5**

Version: 2.0



1. Specification Updates

Key changes have been listed below:

Section	Detail of change	Version and date of Issue
Qualification	Extended to 31 December 2032	V2.0 – June 2026
Specification	New Format	V2.0 – June 2026

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3. Introduction to Open College Network Northern Ireland (OCN NI)

The Open College Network Northern Ireland (OCN NI) is a UK recognised awarding organisation based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is also regulated by Ofqual to award qualifications in England.

OCN NI is also an educational charity that advances education by developing nationally recognised qualifications and recognising the achievements of learners. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME's and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment. OCN NI's Strategic Plan can be found on the OCN NI website www.ocnni.org.uk.

For further information on OCN NI qualifications or to contact us, you can visit our website at www.ocnni.org.uk. The website should provide you with details about our qualifications, courses, contact information, and any other relevant information you may need.

OCN NI Contact Details

Open College Network Northern Ireland
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90 463990
Website: www.ocnni.org.uk
Email: info@ocnni.org.uk

4. About this Specification

This specification details OCN NI's specific requirements for the delivery and assessment of the **OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3)**.

This specification will provide guidelines for centres to ensure the effective and correct delivery of this qualification. OCN NI qualification specifications are based on research and engagement with the practitioner community to ensure they provide appropriate skills and knowledge for learners.

The qualification specification will detail the following aspects of the OCN NI Level Entry Level Certificate in Preparation for Independent Life (Entry 3).

- **Qualification Features:** this includes the key characteristics and features of this qualification, such as its intended audience, purpose, and credit value.
- **Centre Requirements:** this details the prerequisites and obligations that centres must fulfil to be eligible to deliver and assess this qualification. These include guidelines on staff qualifications, resources, and required procedures.
- **Structure and Content:** this details the structure and content of the qualification including units, and any specific content that learners will be required to study.
- **Assessment Requirements:** this details assessment criteria and assessment methods for this qualification, ensuring that summative assessment approaches are clear.
- **Quality Assurance:** the quality and consistency of delivery and assessment of this qualification are of paramount importance to OCN NI. The mandatory quality assurance arrangements including processes for internal and external quality assurance that all centres offering this qualification must adhere to are detailed.
- **Administration:** guidance on the administrative aspects of delivering this qualification, including registration, certification and record-keeping.
- Reference to other handbooks and policies as appropriate to the qualifications.

It is important to note that OCN NI will communicate any significant updates or changes to this specification in writing to our centres. Additionally, we will make these changes available on our official website at www.ocnni.org.uk.

To stay current, please refer to the online version of this specification as it is the most authoritative and up-to-date publication. Be aware that downloaded and printed copies may not reflect the latest revisions.

4.1 Additional Support

OCN NI offers a comprehensive range of support services designed to assist centres in meeting the delivery and quality assurance requirements of OCN NI qualifications. These services include:

- **Specimen Assessment Materials**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.
- **Qualification Support Pack**: A support pack has been developed to support centres in the delivery of this qualification. The pack includes planning and assessment templates, guides to best practice, etc.
- **Professional Development for Educators**: OCN NI provides opportunities for professional development tailored to meet the various needs of practitioners and quality assurance staff. Centres can join our training sessions, available in both face-to-face and online formats, or explore a wealth of training materials by visiting www.ocnni.org.uk
- **OCN NI Subject Advisors**: Our team of subject advisors offers vital information and support to centres. They provide guidance on specification details, non-exam assessment advice, updates on resource developments, and various training opportunities. They actively engage with subject communities through an array of networks to facilitate the exchange of ideas and expertise, to support practitioners to provide quality education programs to learners.

All centres can access information, support and guidance to support the delivery and quality assurance of this qualification by contacting their designated Business Development Advisor or by contacting us on [Contact Us | OCN NI](#)

5. About this Qualification

5.1 Qualification Regulation Information

OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3)

Qualification Number: 601/3130/5

Operational start date: 1 May 2014

Review date: 31 December 2032

The qualification's operational start and end dates define the regulated qualification's lifecycle. The operational end date is the final date for learner registration, while learners have until the certificate end date to complete the qualification and receive their certificates.

It is important to note that all OCN NI regulated qualifications are listed on the Register of Regulated Qualifications (RQF), which can be found at [Ofqual Register](#). This register is maintained by Ofqual in England and CCEA Regulation in Northern Ireland. It contains information about qualifications that are regulated and accredited. It is a key resource for learners, employers, and educational institutions to verify the status and recognition of qualifications.

Centres must adhere to administrative guidelines diligently, with special attention to the fact that fees, registration, and certification end dates for the qualification may be subject to changes. It is a centre's responsibility to make itself aware of updates on any modifications to ensure compliance with the latest requirements. OCN NI provides centres with timely updates through various channels including website, newsletters and through this specification. Information on qualification fees can be found on the Centre Login section of the OCN NI website www.ocnni.org.uk.

5.2 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for this qualification is:

Subject Area: 14.1 Foundations for learning and life

5.3 Grading

Grading for this qualification is pass/fail.

5.4 Qualification's Aim and Objectives

The OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3) qualification has been designed to provide learners with foundation skills in the areas of Communication, Numeracy and ICT, combined with a range of units to choose from that will assist in developing life skills and encourage learners to be more independent. It is also suitable for learners with special learning needs.

5.5 Target Learners

The qualification is targeted at learners who:

- need to develop further skills in literacy, numeracy and ICT
- wish to be more independent in life
- wish to progress into other further education courses
- would benefit from alternative approaches to curriculum and learning
- would like to test a vocational area to inform their career/employment choices

5.6 Entry Requirements

There are no formal entry requirements for this qualification however learners must be at least 14 years old. Learners should also receive appropriate guidance on the suitability of the qualification for their learning needs.

5.7 Progression

The OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3) Qualification enables progression into further learning in this area or into employment.

5.8 Delivery Language

This qualification is exclusively available in English. If there is a desire to offer this qualification in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

6. Centre Requirements for Delivering this Qualification

6.1 Centre Recognition

New and existing OCN NI recognised centres must apply for and be granted approval to deliver this qualification prior to the commencement of delivery.

6.2 Qualification Approval

Once a centre has successfully undergone the Centre Recognition process, it becomes eligible to apply for qualification approval. The centre's capability to meet and sustain the qualification criteria will be assessed. Throughout the qualification approval process, OCN NI will aim to ensure that:

- centres possess suitable physical resources (e.g., equipment, IT, learning materials, teaching rooms) to support qualification delivery and assessment
- centre staff involved in the assessment process have relevant expertise and/or occupational experience
- robust systems are in place for ensuring ongoing professional development for staff delivering the qualification
- centres have appropriate health and safety policies concerning learner equipment use
- qualification delivery by centres complies with current equality and diversity legislation and regulations
- as a part of the assessment process for this qualification it may be useful for learners to have access to a practical work setting

6.3 Centre Staffing

To offer this qualification centres are mandated to establish the following roles as a minimum, although a single staff member may serve in more than one capacity*:

- Centre contact
- Programme Co-ordinator
- Assessor
- Internal Quality Assurance (IQA)

*Note: An individual cannot serve as an IQA for their own assessments.

6.4 Tutor Requirements

Tutors responsible for delivering this qualification are expected to possess a high degree of occupational competency. They should meet the following criteria:

- **Occupational Competency:** Tutors should demonstrate a clear understanding of the subject matter, including up-to-date knowledge. They should also have a minimum of one year's relevant experience in this area. This competence should enable them to effectively impart knowledge and practical skills to learners.
- **Qualifications:** Tutors should hold qualifications at a level that is at least one level higher than the qualification they are teaching. This ensures that they have the necessary academic foundation to provide in-depth guidance and support to learners.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors, thereby enhancing the quality and effectiveness of their educational experience.

6.5 Assessor Requirements

The assessment of this qualification takes place within the centre and is subjected to OCN NI's rigorous quality assurance procedures. The achievement of individual units is based on the criteria defined in each unit.

Assessors play a pivotal role in ensuring the validity and fairness of assessments. They are required to meet the following criteria:

- **Occupational Competency:** Assessors should possess a high degree of occupational competency in the relevant subject matter. This expertise enables them to accurately evaluate and measure a learner's knowledge and skills. Additionally, they should hold qualifications at a level that is at least one level higher than the qualification and a minimum of one year's experience in the area they are assessing, ensuring their in-depth understanding of the subject matter.
- **Assessment Expertise:** Assessors should have direct or related experience in the field of assessment. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **Assessors Qualification:** Assessors should hold or be currently undertaking a recognised assessor's qualification; or must have attended the OCN NI Assessment Training.
- **Comprehensive Assessment Oversight:** Assessors are responsible for evaluating all assessment tasks and activities comprehensively. They must thoroughly review and assess each element to ensure a fair and accurate representation of a learner's skills and knowledge.

These rigorous requirements uphold the quality and integrity of the qualification's assessment process, ensuring that learners receive a fair and reliable evaluation of their competencies.

6.6 Internal Quality Assurer Requirements

The Internal Quality Assurer plays a crucial role in the centre's internal quality assurance processes. The centre must designate a skilled and trained IQA who assumes the role of an internal quality monitor responsible for verifying the delivery and assessment of the qualification.

The Internal Quality Assurer for this qualification must meet the following criteria:

- **IQA Expertise:** IQA should have direct or related experience in the field of internal assurance and have at least one year's occupational experience in the areas they are internally quality assuring. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **IQA Qualification:** IQA should hold or be currently undertaking a recognised IQA qualification or must have attended the OCN NI IQA Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** IQAs are tasked with conducting in-depth reviews and assessments of all assessment tasks and activities. Their responsibility is to ensure a comprehensive and meticulous oversight of each element to guarantee a just and precise reflection of a learner's abilities and knowledge and to ensure that all assessment and quality assurance requirements are fulfilled.

7. Qualification Structure

7.1 Qualification Purpose

The OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3) is a unitised qualification designed to support learners in developing the essential knowledge, skills, and confidence required for greater independence in everyday life. Assessed on a pass or fail basis, learners are expected to demonstrate a sound understanding of the subject matter and the ability to apply their learning in practical situations. The qualification aims to enhance personal, social, and life skills, enabling learners to make informed decisions, manage daily tasks, and participate more effectively in their communities. Through achievement of this qualification, learners will develop the foundations for increased self-reliance, personal well-being, and progression to further learning, training, or independent living opportunities.

7.2 Qualification Level

In the context of the OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3) it is essential to understand the significance of qualification levels, as they play a pivotal role in assessing the depth and complexity of knowledge and skills required for successful attainment. This qualification aligns with Entry Level (E3), which signifies a basic level of difficulty and intricacy. It's important to note that qualification levels in the educational framework range from Level 1 to Level 8, complemented by three 'entry' levels, namely Entry 1 to Entry 3.

7.3 Qualification Size

Total Qualification Time (TQT)

This represents the total amount of time a learner is expected to spend to complete the qualification successfully. It includes both guided learning hours (GLH) and independent study or additional learning time.

Guided Learning Hours (GLH)

These are the hours of guided instruction and teaching provided to learners. This may include classroom instruction, tutorials, or other forms of structured learning.

OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3)	
Total Qualification Time (TQT):	210 hours
Total Credits Required:	21 credits
Guided Learning Hours (GLH):	210 hours

7.4 How to Achieve the Qualification

To achieve the **OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3)** learners must complete a total of 21 credits. 3 credits must be achieved from each of the groups (A), (B) and (C) and the remaining 12 credits from group (D). At least 12 credits must be at Entry 3.

8. Assessment Structure

This qualification is assessed through internal assessment and each unit is accompanied by specific assessment criteria that define the requirements for achievement.

8.1 Assessment Guidance: Portfolio

The portfolio for this qualification is designed to provide a comprehensive view of a learner's skills and knowledge. It is a holistic collection of evidence that may include a single piece of evidence that satisfies multiple assessment criteria. There is no requirement for learners to maintain separate evidence for each assessment criterion.

When learners are creating their portfolio, they should refer to the assessment criteria to understand the evidence required.

It is essential that the evidence in the portfolio reflects the application of skills in real-world situations. Learners should ensure that they provide multiple examples or references whenever the assessment criteria require it.

8.2 Understanding the Units

The units outlined in this specification establish clear assessment expectations. They serve as a valuable guide for conducting assessments and ensuring quality assurance efficiently. Each unit within this specification follows a consistent structure. This section explains the operational framework of these units. It is imperative that all educators, assessors, Internal Quality Assurers, and other personnel overseeing the qualification review and familiarise themselves with this section to ensure a comprehensive understanding of how these units function.

- **Title:** The title will reflect the content of the unit and should be clear and concise.
- **Level:** A unit can have one of six RQF levels: Entry, One, Two, Three, Four or Five. All units within this qualification are Entry Level (E3 or E1).
- **Credit Value:** This describes the number of credits ascribed to a unit. It identifies the number of credits a learner is awarded upon successful achievement of the unit. One credit is awarded for the learning outcomes which a learner, on average, might reasonably be expected to achieve in a notional 10 hours of learning.
- **Learning Outcome:** A coherent set of measurable achievements.
- **Assessment Criteria:** These enable a judgement to be made about whether or not, and how well, the students have achieved the learning outcomes.
- **Assessment Guidance and Methods:** These detail the different assessment methods within the unit that may be used.
- **Unit Content:** This provides indicative content to assist in teaching and learning.

9. Qualification Summary by Unit

OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3)

In order to achieve the OCN NI Entry Level Certificate in Preparation for Independent Life (Entry 3) the learner must successfully complete a total of 21 credits. 3 credits must be achieved from each of the groups (A), (B) and (C) and the remaining 12 credits from group (D). At least 12 credits must be at Entry 3.

Total Qualification Time (TQT) for this qualification:

210 hours

Guided Learning Hours (GLH) for this qualification:

210 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
Communication Units (A)					
H/506/2087	CAZ426	Communicating own Views	30	3	Entry 1
M/506/2089	CAZ428	Communication Skills	30	3	Entry 1
A/506/2144	CAZ470	Communicating with Others	20	2	Entry 3
R/506/2098	CAZ436	Literacy and Communication Skills for the Workplace	10	1	Entry 3
F/506/2145	CAZ471	Skills for Spelling, Reading and Written Work	30	3	Entry 3
F/506/2128	CAZ460	Speaking and Listening – Taking Part in a Discussion	20	2	Entry 3
J/506/2129	CAZ461	Take Part in a Discussion	10	1	Entry 3
K/506/2138	CAZ465	Using Grammar Skills	30	3	Entry 3
Numeracy Units (B)					
M/506/2092	CAZ431	Basic Cash Handling	20	2	Entry 1
M/506/2139	CAZ466	Using Money	10	1	Entry 1
Y/506/2104	CAZ441	Using Numeracy in the Workplace	10	1	Entry 1
J/506/2115	CAZ450	Managing your own Money	10	1	Entry 3
J/506/2146	CAZ463	Using and Applying Number Skills	30	3	Entry 3

M/506/2173	CAZ491	Using Numeracy Skills in the Workplace	10	1	Entry 3
ICT Units (C)					
K/506/2088	CAZ427	Communicating using ICT	30	3	Entry 1
K/506/2124	CAZ457	Recognising and Using ICT Equipment	30	3	Entry 1
H/506/2137	CAZ464	Using Email	10	1	Entry 3
L/506/2097	CAZ435	Exploring the Use of ICT Systems	30	3	Entry 3
M/506/2125	CAZ458	Searching, Selecting and Saving Information using ICT	30	3	Entry 3
Optional Units (D)					
H/506/2090	CAZ429	Decisions and Informed Choices	10	1	Entry 1
T/506/2109	CAZ446	Healthy Living	20	2	Entry 1
M/506/2111	CAZ448	Keeping Safe	20	2	Entry 1
T/506/2112	CAZ449	Knowing your Rights and Responsibilities	30	3	Entry 1
L/506/2116	CAZ451	Participate in an Activity	40	4	Entry 1
R/506/2120	CAZ453	Participating in the Community	40	4	Entry 1
D/506/2122	CAZ455	Personal Self Awareness	20	2	Entry 1
H/506/2123	CAZ456	Preparing for and Using Local Transport	30	3	Entry 1
J/506/2096	CAZ434	Exploring Hobbies	20	2	Entry 1
M/506/2142	CAZ469	Understanding Money and Time	30	3	Entry 3
D/506/2086	CAZ425	Accessing the Local Community and Facilities	30	3	Entry 3
H/506/2106	CAZ443	Exploring Local History	30	3	Entry 3
K/506/2107	CAZ444	Food and Nutrition for Children and Young People	30	3	Entry 3

K/506/2110	CAZ447	Induction to College	30	3	Entry 3
Y/506/2118	CAZ452	Participating in Teamwork	30	3	Entry 3
Y/506/2121	CAZ454	Personal Hygiene	10	1	Entry 3
A/506/2127	CAZ459	Simple food Preparation	30	3	Entry 3
D/506/2136	CAZ462	Understanding Self and Relationships	30	3	Entry 3
K/506/2141	CAZ468	Working with Others in a Group Activity	20	2	Entry 3
H/506/2140	CAZ467	Using Public Transport	30	3	Entry 3
F/506/2100	CAZ438	Understanding Community Responsibilities	30	3	Entry 3
L/506/2102	CAZ439	Understanding the Role of the Media	20	2	Entry 3
M/506/2108	CAZ445	Garden Horticulture Skills	30	3	Entry 3
K/506/2091	CAZ430	Using Kitchen Equipment to Make a Simple Meal	30	3	Entry 3
R/506/2103	CAZ440	Using Domestic Appliances Safely	20	2	Entry 3
Y/506/2099	CAZ437	Table Setting for the Home	10	1	Entry 3
T/506/2093	CAZ432	Curtain Making for Windows	30	3	Entry 3
F/506/2095	CAZ433	Exploring 2D Artwork	30	3	Entry 3
D/506/2105	CAZ442	Using Techniques for Craft Activities	30	3	Entry 3

10. Unit Content

10.1 Communicating own Views

Title:	Communicating own Views	
Level:	Entry 1	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ426	
Unit Reference No:	H/506/2087	
Unit purpose and aim(s): The learner will be able to express own views and communicate them effectively.		
Learning Outcomes		Assessment Criteria
1. Be able to recognise and communicate own views.		1.1. State own views on a given topic. 1.2. State who should hear this view. 1.3. Identify when own view point has not been heard. 1.4. State why it is important to have own view heard. 1.5. Demonstrate how to communicate own views effectively.
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.2 Communication Skills

Title:	Communication Skills	
Level:	Entry 1	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ428	
Unit Reference No:	M/506/2089	
<i>Unit purpose and aim(s):</i> The learner will be able use effective communication skills and engage in discussion with others.		
Learning Outcomes		
Assessment Criteria		
1. Be able to listen and respond to other people.	1.1. Demonstrate understanding by responding to what they have heard.	
2. Communicate with other people.	2.1. Demonstrate the use of words, signs, phrases, objects or symbols to communicate.	
3. Be able to engage in a discussion.	3.1. Demonstrate how to share ideas or preferences through discussion.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.3 Communicating with Others

Title:	Communicating with Others	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ470	
Unit Reference No:	A/506/2144	
Unit purpose and aim(s): This unit will enable the learner to communicate with others and obtain information in a range of contexts.		
Learning Outcomes		
1. Know how to communicate with others to obtain information.	1.1. Demonstrate how to communicate with others to obtain information. 1.2. Demonstrate the use of: a) formal language b) appropriate questioning c) non verbal communication	
2. Be able to communicate information to others.	2.1. Demonstrate how to communicate information to others including: a) clear speech and phrasing b) statements of fact c) short explanations d) a range of situations	
3. Know how to obtain and use information from others.	3.1. Demonstrate the ability to follow and listen for information in different contexts. 3.2. Identify new and relevant information from discussions and explanations. 3.3. Demonstrate the use of verbal and non verbal communication in order to confirm understanding. 3.4. Demonstrate how to follow a set of verbal instructions and respond to questions.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log
Coursework	Research or projects that count towards a learner’s	Tutor record of observation Learner notes

	final outcome and demonstrate the skills and/or knowledge gained throughout the course	Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary
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10.4 Literacy and Communication Skills for the Workplace

Title	Literacy and Communication Skills for the Workplace	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ436	
Unit Reference No	R/506/2098	
Unit purpose and aim(s): This unit will enable learners to develop an understanding of workplace literacy, write text and communicate appropriately on work-related topics.		
Learning Outcomes		Assessment Criteria
1. Be able to understand appropriate text for the workplace.	1.1. Identify different purposes of text in the workplace. 1.2. Follow written instructions in the workplace.	
2. Be able to write about work-related issues using correct language.	2.1. Write complete sentences to give information about work-related issues. 2.2. Check writing for accuracy and clarity.	
3. Be able to communicate effectively in the workplace.	3.1. Respond to verbal instructions. 3.2. Speak to communicate information on workplace topics. 3.3. Participate in a discussion on workplace topics.	
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

10.5 Skills for Spelling, Reading and Written Work

Title:	Skills for Spelling, Reading and Written Work	
Level:	Entry Three	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ471	
Unit Reference No:	F/506/2145	
Unit purpose and aim(s): This unit will enable the learner to recognise and use key personal words. The learner will also be required to read and produce short texts.		
Learning Outcomes		Assessment Criteria
1. Be able to read and spell key personal words.	1.1. Identify, read and spell own list of key personal words. 1.2. Give examples of personal words with definitions. 1.3. Identify own spelling strengths and weaknesses.	
2. Be able to read and understand the meaning of a piece of text.	2.1. Outline the meaning of a piece of text and answer related questions using a range of reading strategies. 2.2. Identify the purpose of texts from their format.	
3. Be able to use imagery to aid understanding.	3.1. Use images to identify meaning which is not directly stated in the text.	
4. Be able to use spelling strategies to maintain a personal spelling record.	4.1. Use knowledge of sound-symbol relationships to identify correct spellings of familiar words. 4.2. Use knowledge of phonological patterns to identify correct spellings of familiar words. 4.3. Use a variety of reading strategies to decode unfamiliar words. 4.4. Apply spelling records.	
5. Be able to use writing to present information with purpose.	5.1. Demonstrate the use of a plan as part of preparation for writing. 5.2. Compose a variety of written work taking into consideration audience, purpose and logical sequence. 5.3. Check and amend written work and produce final draft.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs

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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.6 Speaking and Listening – Taking part in a Discussion

Title	Speaking and Listening – Taking part in a Discussion	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ460	
Unit Reference No	F/506/2128	
Unit purpose and aim(s): This unit will enable learners to take part in a discussion and to listen and respond to other members of a group.		
Learning Outcomes		Assessment Criteria
1. Be able to take part in discussions about simple topics.		1.1. Identify relevant information from a basic discussion. 1.2. Make appropriate contributions to a discussion. 1.3. Listen and respond appropriately to other points of view. 1.4. Demonstrate how to respect the rights of others to take part and be heard in a discussion.
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

10.7 Take Part in a Discussion

Title:	Take Part in a Discussion	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ461	
Unit Reference No:	J/506/2129	
Unit purpose and aim(s): This unit will enable the learner to actively take part in a discussion.		
Learning Outcomes		
1. Be able to take part in a discussion.		
Assessment Criteria		
1.1. Demonstrate the ability to follow and understand the main points of discussions on different topics. 1.2. Demonstrate the ability to: a) make relevant contributions to discussions b) use phrases for interruption in a discussion c) listen and respond to others’ points of view in a discussion. d) respond to both open and closed questions about familiar topics.		
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.8 Using Grammar Skills

Title:	Using Grammar Skills	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ465	
Unit Reference No:	K/506/2138	
<i>Unit purpose and aim(s):</i> The learner will know how to use grammar appropriately.		
Learning Outcomes		
1. Know how to use grammar to aid understanding.		
Assessment Criteria		
1.1. Give examples of complete and coherent sentences to include subject/verb agreement.		
1.2. Use correct grammar to convey meaning.		
1.3. Use past tense narratives.		
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.9 Basic Cash Handling

Title	Basic Cash Handling	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ431	
Unit Reference No	M/506/2092	
Unit purpose and aim(s): This unit will enable learners to carry out cash payments, check change given and access money appropriately.		
Learning Outcomes		Assessment Criteria
1. Be able to carry out cash transactions.	1.1. Identify different ways to pay for items. 1.2. Use cash to pay for stated items. 1.3. Check change given.	
2. Be able to keep money safe.	2.1. Identify ways to keep money safe.	
3. Be able to access own money.	3.1. Demonstrate how to access own money from a bank or building society.	
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

10.10 Using Money

Title:	Using Money	
Level:	Entry 1	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ466	
Unit Reference No:	M/506/2139	
<i>Unit purpose and aim(s):</i> The learner will be able to identify money and its uses as well as demonstrate the use of money.		
Learning Outcomes		
1. Recognise the uses of money.		
1.1. Identify money and its uses.		
1.2. Demonstrate the use of money.		
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.11 Using Numeracy in the Workplace

Title	Using Numeracy in the Workplace	
Level	Entry 1	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ441	
Unit Reference No	Y/506/2104	
<i>Unit purpose and aim(s):</i> This unit will enable learners to solve a work related problem using whole numbers, addition and subtraction and measure items for weight and length.		
Learning Outcomes		Assessment Criteria
1. Be able to solve a work related problem using whole numbers up to 50.	1.1. Give two examples of how to solve work related numeracy problems using whole numbers up to 50.	
2. Recognise units of measure.	2.1. List units of measure. 2.2. Demonstrate accurate measurement in grams and centimetres.	
3. Be able to read charts to solve a work-related problem.	3.1. Demonstrate how to read charts to solve a work related problem.	
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

10.12 Managing your own Money

Title:	Managing your own Money	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ450	
Unit Reference No:	J/506/2115	
Unit purpose and aim(s): The learner will be able to use and manage money in an everyday situation.		
Learning Outcomes		
1. Be able to add and subtract money in decimal notation.		
2. Be able to use money in decimal notation in everyday contexts.		
Assessment Criteria		
1.1. Add a range of amounts of money in decimal notation: a) showing the working out b) using a calculator		
1.2. Subtract a range of amounts of money in decimal notation; a) showing the working out b) using a calculator		
2.1. Demonstrate the following in two practical situations: a) read and record prices in decimal notation b) compare prices in decimal notation c) calculate using money in £s and pence		
2.2. Use appropriate methods to check answers.		
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.13 Using and Applying Number Skills

Title:	Using and Applying Number Skills	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ463	
Unit Reference No:	J/506/2146	
Unit purpose and aim(s): The learner will be able to recognise and apply whole number skills.		
Learning Outcomes		
1. Recognise the written form of whole numbers up to 1000.	1.1. Read and record a variety of whole numbers up to 1000 in digit form. 1.2. Read and record a variety of number names of whole numbers up to 1000.	
2. Know the value of whole numbers up to 1000.	2.1. Arrange a variety of whole numbers of up to 1000 in order of size. 2.2. Identify Hundreds, Tens and Units place value.	
3. Recognise number patterns involving whole numbers up to 1000.	3.1. Count to 100 in 2s, 5s and 10s 3.2. Count to 1000 in 100s.	
4. Know how to approximate whole numbers by rounding.	4.1. Round whole numbers up to 1000 to the nearest 10 and 100.	
5. Recognise numbers up to 1000.	5.1. Give examples of using numbers in everyday situations.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.14 Using Numeracy Skills in the Workplace

Title	Using Numeracy Skills in the Workplace	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ491	
Unit Reference No	M/506/2173	
Unit purpose and aim(s): This unit will enable learners to solve numeracy problems, use units of measure and interpret chart information for the workplace.		
Learning Outcomes		Assessment Criteria
1. Be able to solve work-related problems using whole numbers up to 100.	1.1. Using addition and subtraction solve a range of work-related numeracy problems using whole numbers up to 100.	
2. Be able to use units of measure to solve work-related numeracy problems.	2.1. Use scales to weigh accurately using grams and kilogrammes. 2.2. Measure lengths accurately using millimetres, centimetres and metres.	
3. Be able to interpret charts to solve work-related problems.	3.1. Use bar charts and line charts to gather accurate work-related information. 3.2. Interpret chart information to solve a range of work-related problems.	
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

10.15 Communicating using ICT

Title:	Communicating using ICT	
Level:	Entry 1	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ427	
Unit Reference No:	K/506/2088	
<i>Unit purpose and aim(s):</i> The learners will be able to gain information using ICT and demonstrate communication by using ICT.		
Learning Outcomes		
Assessment Criteria		
1. Use ICT as a source of information.	1.1. Gain information through ICT.	
2. Use ICT to enable communication.	2.1. Demonstrate how to communicate using ICT.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.16 Recognising and Using ICT Equipment

Title	Recognising and Using ICT Equipment	
Level	Entry 1	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ457	
Unit Reference No	K/506/2124	
Unit purpose and aim(s): This unit will enable learners to identify and use a range of ICT equipment.		
Learning Outcomes		Assessment Criteria
1. Be able to identify and use a range of ICT equipment.		1.1. Take part in identifying different examples of ICT equipment. 1.2. Take part in using different examples of ICT equipment for a given purpose.
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

10.17 Using Email

Title:	Using Email	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ464	
Unit Reference No:	H/506/2137	
Unit purpose and aim(s): The learner will be able to use and manage email correspondence.		
Learning Outcomes		
Assessment Criteria		
1. Know how to use email.	1.1. Compose email messages. 1.2. Demonstrate how to attach a file to an email message. 1.3. Send and receive email messages using appropriate tools. 1.4. State how to stay safe and respect others when using email.	
2. Know how to manage incoming email.	2.1. Identify when to read and respond to email messages. 2.2. Store email messages appropriately for future use. 2.3. State how to respond to common email problems and when to seek advice.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.18 Exploring the Use of ICT Systems

Title	Exploring the Use of ICT Systems	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ435	
Unit Reference No	L/506/2097	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of how to safely use an ICT system. Learners will also search, save and present information for a specific purpose.		
Learning Outcomes		Assessment Criteria
1. Be able to use an ICT system.	1.1. Use an ICT system to include: a) start and shutdown b) open and close applications c) Input and output devices d) Software applications e) Interface features.	
2. Be able to follow safe operating practices.	2.1. List safety points when operating a computer. 2.2. Follow safe working practices.	
3. Be able to use ICT to search for, select and use information.	3.1. Use appropriate search techniques. 3.2. Select and use information.	
4. Be able to enter, change and present information using an ICT system.	4.1. Use an ICT system to present information to include: a) entering information b) formatting text c) saving text d) inserting and posting images.	
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 practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log

10.19 Searching, Selecting and Saving Information Using ICT

Title	Searching, Selecting and Saving Information Using ICT	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ458	
Unit Reference No	M/506/2125	
Unit purpose and aim(s): This unit will enable learners to use ICT and search techniques to find and save appropriate information.		
Learning Outcomes		Assessment Criteria
1. Know ICT sources used to find information.	1.1. Identify appropriate task related information. 1.2. Identify suitable ICT source(s) to find information.	
2. Be able to search for information using an ICT source.	2.1. Access an ICT source and use appropriate search techniques to find required information.	
3. Be able to select and save information.	3.1. Review the suitability of identified information. 3.2. Select and save information appropriately.	
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

10.20 Decisions and Informed Choices

Title:	Decisions and Informed Choices	
Level:	Entry 1	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ429	
Unit Reference No:	H/506/2090	
Unit purpose and aim(s): The learner will be able to make decisions and informed choices.		
Learning Outcomes		Assessment Criteria
1. Understand when decisions need to be made.	1.1. Give an example of a situation where a decision was made.	
2. Be able to make an informed choice.	2.1. State a choice in own life and the consequences.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.21 Healthy Living

Title:	Healthy Living	
Level:	Entry 1	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ446	
Unit Reference No:	T/506/2109	
Unit purpose and aim(s): The learner will know how to maintain a healthy lifestyle.		
Learning Outcomes		Assessment Criteria
1. Know how to maintain health.		1.1. Participate in activities that contribute to a healthy lifestyle.
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.22 Keeping Safe

Title:	Keeping Safe	
Level:	Entry 1	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ448	
Unit Reference No:	M/506/2111	
Unit purpose and aim(s): The learner will be able to keep safe by using personal safety routines.		
Learning Outcomes		
Assessment Criteria		
1. Know why it is important to be safe.	1.1. State how to keep themselves safe.	
2. Be able to apply safe practices.	2.1. Demonstrate simple personal safety routines.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.23 Knowing your Rights and Responsibilities

Title:	Knowing your Rights and Responsibilities	
Level:	Entry 1	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ449	
Unit Reference No:	T/506/2112	
Unit purpose and aim(s): The learner will have an awareness of the basic rights and responsibilities of an individual and their impact.		
Learning Outcomes		Assessment Criteria
1. Be aware of the basic rights of an individual.		1.1. Outline a range of basic rights of an individual.
2. Be aware of the basic responsibilities of an individual.		2.1. Outline a range of basic responsibilities of an individual and how this impacts on others.
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.24 Participate in an Activity

Title:	Participate in an Activity	
Level:	Entry 1	
Credit Value:	4	
Guided Learning Hours (GLH):	40	
OCN NI Unit Code:	CAZ451	
Unit Reference No:	L/506/2116	
<i>Unit purpose and aim(s):</i> The learner will be able to follow instructions and take part in a group activity.		
Learning Outcomes		
1. Be able to listen and respond to others.	1.1. Demonstrate how to listen and respond to others.	
2. Be able to take part in a group activity.	2.1. Demonstrate how to follow instructions by; a) accepting instructions and asking for help b) engaging in an activity c) consider other group members	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.25 Participating in the Community

Title:	Participating in the Community	
Level:	Entry 1	
Credit Value:	4	
Guided Learning Hours (GLH):	40	
OCN NI Unit Code:	CAZ453	
Unit Reference No:	R/506/2120	
<i>Unit purpose and aim(s):</i> The learner will be able to use local facilities and recognise their place in the community.		
Learning Outcomes		Assessment Criteria
1. Know that they have a place in the community.	1.1. State how they belong to their local community.	
2. Know how to use local facilities and services.	2.1. Demonstrate how they use local facilities and services such as a) post offices b) ATMs c) leisure services d) local shops e) local cafes and restaurants	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.26 Personal Self Awareness

Title:	Personal Self Awareness	
Level:	Entry 1	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ455	
Unit Reference No:	D/506/2122	
<i>Unit purpose and aim(s):</i> The learner will understand the importance of own personal appearance and impact of own behaviour on others.		
Learning Outcomes		
Assessment Criteria		
1. Recognise personal qualities and the importance of personal appearance.	1.1. State personal qualities. 1.2. State why personal appearance is important.	
2. Recognise the impact of own behaviour on others.	2.1. Outline the impact of own behaviour on others.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.27 Preparing for and Using Local Transport

Title:	Preparing for and Using Local Transport	
Level:	Entry 1	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ456	
Unit Reference No:	H/506/2123	
Unit purpose and aim(s): The learner will be able to prepare for and make a journey using public transport.		
Learning Outcomes		Assessment Criteria
1. Know how to prepare to travel using local transport.	1.1. Identify and prepare route using local transport information services.	
2. Be able to make a journey using public transport.	2.1. Use public transport to make a journey to include: a) arrival time and destination b) fare c) consideration for other passengers d) personal safety e) seat location f) signalling transport to stop g) disembarking vehicle safely	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.28 Exploring Hobbies

Title	Exploring Hobbies	
Level	Entry 1	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ434	
Unit Reference No	J/506/2096	
Unit purpose and aim(s): This unit will enable learners to choose a hobby and the equipment and or materials required.		
Learning Outcomes		Assessment Criteria
1. Understand what is meant by the term hobby.	2. Be able to make a choice about a hobby.	1.1. State what is meant by the term hobby. 2.1. State a range of hobbies. 2.2. Identify a hobby of choice and include reasons for choice.
3. Recognise the preparations required to carry out a hobby.		3.1. Identify the preparations required to carry out a hobby to include equipment and/or materials needed.
4. Be able to participate in a hobby.		4.1. Participate in a hobby.
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

10.29 Understanding Money and Time

Title:	Understanding Money and Time	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ469	
Unit Reference No:	M/506/2142	
Unit purpose and aim(s): This unit will enable the learner to recognise various uses of money and be able to use money in decimal notation in everyday contexts.		
Learning Outcomes		Assessment Criteria
1. Recognise the uses of money.	1.1. Identify money and its uses. 1.2. Demonstrate the use of money.	
2. Be able to add and subtract money in decimal notation.	2.1. Add a range of amounts of money in decimal notation; a) showing the working out b) using a calculator 2.2. Subtract a range of amounts of money in decimal notation a) showing the working out b) using a calculator	
3. Be able to use money in decimal notation in everyday contexts.	3.1. Demonstrate the following in two practical situations: a) read and record prices in decimal notation b) compare prices in decimal notation c) calculate using money in £s and pence 3.2. Use appropriate methods to check answers.	
4. Know how to read and record time.	4.1. Read and record time in five minute intervals including: a) 12 hour digital clocks b) AM and PM c) analogue clocks. 4.2. Demonstrate the use of time in two everyday situations.	
5. Know how to record common date formats.	5.1. Read and record day, month and year in common date formats. 5.2. Demonstrate the use of dates in two everyday situations.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by	Tutor record of observation Learner notes

	the tutor or by learners, to enable learners to practise and apply skills and knowledge	Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.30 Accessing the Local Community and Facilities

Title:	Accessing the Local Community and Facilities	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ425	
Unit Reference No:	D/506/2086	
<i>Unit purpose and aim(s):</i> The learner will be able to access local facilities and make a positive contribution towards their local community.		
Learning Outcomes		Assessment Criteria
1. Understand what a community is and how individuals can make a positive contribution.	1.1. Identify the geographical boundaries of own community. 1.2. Identify groups of people who make up own community. 1.3. Give examples of ways in which individuals can make a positive contribution to their community. 1.4. State own contribution to the community.	
2. Know the location of facilities and services in own local area.	2.1. Identify a range of facilities and services in own local area and their uses.	
3. Be able to access community facilities for personal use.	3.1. State facilities of personal interest and how to access them in own community. 3.2. State potential risks to personal safety when accessing these facilities.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.31 Exploring Local History

Title	Exploring Local History	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ443	
Unit Reference No	H/506/2106	
<i>Unit purpose and aim(s):</i> This unit will enable learners to access and record information about local history and present this to an audience.		
Learning Outcomes		Assessment Criteria
1. Be aware of how national events can affect own local area.	1.1. Identify how national events can affect own local area and community.	
2. Know how to access basic historical information.	2.1. Identify and use different sources to access basic historical information.	
3. Know how to create and present a simple record of findings.	3.1. Record information on a selected topic using an appropriate medium. 3.2. Present findings to a familiar audience.	
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

10.32 Food and Nutrition for Children and Young People

Title:	Food and Nutrition for Children and Young People	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ444	
Unit Reference No:	K/506/2107	
<i>Unit purpose and aim(s):</i> The learner will understand foods and their nutritional value and effects including restrictions from different religions and cultures.		
Learning Outcomes		
1. Know what makes a balanced diet.	1.1. List some of the main nutrients. 1.2. Identify examples of foods that contain the main nutrients. 1.3. Identify suitable foods for children and/or young people of different ages.	
2. Be able to identify food allergies and their effects.	2.1. Identify food allergies and their effects.	
3. Be able to identify religious and cultural groups that have food restrictions on their diet.	3.1. Identify food restrictions that affect the diets of religious and cultural groups.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.33 Induction to College

Title:	Induction to College	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ447	
Unit Reference No:	K/506/2110	
<i>Unit purpose and aim(s):</i> The learner will be able to use facilities within college and where necessary know where to seek assistance.		
Learning Outcomes		
1. Know how to locate facilities within the college.	1.1. Identify different facilities within the college.	
2. Be able to identify members of staff and their roles.	2.1. Identify members of staff and their roles.	
3. Understand the reasons for attending college.	3.1. Give examples of why s/he would attend college.	
4. Recognise own responsibilities while at college.	4.1. State own responsibilities while at college.	
5. Understand differences between college and a previous establishment.	5.1. Identify two differences between college and previous establishment. 5.2. List why s/he prefers college.	
6. Be aware of college Health and Safety procedures.	6.1. State key Health and Safety procedures.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.34 Participating in Teamwork

Title:	Participating in Teamwork	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ452	
Unit Reference No:	Y/506/2118	
<i>Unit purpose and aim(s):</i> The learner will understand how to carry out a given task within a team and appreciate own contribution to the team.		
Learning Outcomes	Assessment Criteria	
1. Know what needs to be done.	1.1. Demonstrate understanding of the task that has been given. 1.2. State how objectives can be achieved.	
2. Be able to work with others to achieve objectives.	2.1. Outline what is meant by a group contract. 2.2. Carry out given tasks, with support if necessary, to meet own responsibilities. 2.3. Follow given guidelines to work safely.	
3. Recognise progress and opportunities for improvement.	3.1. State what went well and what difficulties arose. 3.2. State how you might do things differently next time.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.35 Personal Hygiene

Title:	Personal Hygiene	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ454	
Unit Reference No:	Y/506/2121	
Unit purpose and aim(s): The learner will understand the importance of personal hygiene.		
Learning Outcomes		
1. Know the importance of personal hygiene.	1.1. Outline why bathing or showering is important for personal hygiene. 1.2. Give examples of when bathing or showering is needed more often than once a day. 1.3. Give examples of the advantages of using toilet products for personal hygiene.	
2. Know the importance of changing clothes regularly.	2.1. Outline own routine for changing clothes. 2.2. State why clothes should be changed and washed regularly.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.36 Simple Food Preparation

Title:	Simple Food Preparation	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ459	
Unit Reference No:	A/506/2127	
Unit purpose and aim(s): The learner will be able to prepare and identify kitchen equipment and utensils to prepare simple snacks.		
Learning Outcomes		Assessment Criteria
1. Recognise a range of kitchen utensils and basic kitchen equipment.	1.1. Identify and use a range of kitchen utensils. 1.2. Identify and use basic kitchen equipment to include: a) hob b) grill c) oven d) microwave	
2. Know why it is important to prepare balanced and nutritious meals.	2.1. Identify foods to make a simple balanced meal. 2.2. State the importance of eating balanced nutritious meals.	
3. Know a range of hot and cold drinks.	3.1. Identify a range of hot and cold drinks. 3.2. Prepare a range of basic hot and cold drinks.	
4. Know when fresh foods do not need to be cooked.	4.1. Identify fresh foods that do not need to be cooked.	
5. Prepare simple snacks.	5.1. List different fresh foods that can be used in a cooked snack. 5.2. List different fresh foods that do not require cooking. 5.3. Prepare a selection of hot and cold snacks.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log
Coursework	Research or projects that count towards a learner’s final outcome and	Tutor record of observation Learner notes Tutor lesson plan

	demonstrate the skills and/or knowledge gained throughout the course	Tutorial notes Audio/video/photographic record Learner log/diary
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10.37 Understanding Self and Relationships

Title:	Understanding Self and Relationships	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ462	
Unit Reference No:	D/506/2136	
<i>Unit purpose and aim(s):</i> The learner will understand personal relationships and interact with others.		
Learning Outcomes		
Assessment Criteria		
1. Recognise own needs in a range of different contexts.	1.1. State own needs and opinions in a range of contexts. 1.2. Give examples of situations where it is appropriate to: a) say no b) make mistakes c) ask for explanations d) ask for help	
2. Be able to interact with others.	2.1. Demonstrate how to introduce self to others. 2.2. Demonstrate how to interact with others using: a) eye contact b) body language c) voice d) listening skills	
3. Understand personal relationships.	3.1. Outline different types of personal relationships.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.38 Working with Others in a Group Activity

Title:	Working with Others in a Group Activity	
Level:	Entry 3	
Credit Value:	2	
Guided Learning Hours (GLH):	20	
OCN NI Unit Code:	CAZ468	
Unit Reference No:	K/506/2141	
Unit purpose and aim(s): This unit will enable the learner to work effectively in a group activity and be able to review their own role in working with others.		
Learning Outcomes		Assessment Criteria
1. Be able to work with others.	1.1. Outline how to work effectively with others. 1.2. Identify who to work with on a given group activity and own role.	
2. Be able to participate in a group activity.	2.1. Identify steps to be undertaken in a group activity. 2.2. Outline own tasks within a group activity. 2.3. Identify who to ask for help or support whilst taking part in a group activity.	
3. Be able to review own role in working with others.	3.1. Identify what went well when working with others. 3.2. Identify difficulties when working with others. 3.3. Identify ways to improve how to work with others.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.39 Using Public Transport

Title:	Using Public Transport	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ467	
Unit Reference No:	H/506/2140	
<i>Unit purpose and aim(s):</i> The learner will know about various types of public transport and be able to use one method safely.		
Learning Outcomes		
1. Know about various modes of public transport.	1.1. List modes of public transport.	
2. Plan a journey.	2.1. Identify the best mode of transport including: a) cost b) comfort c) time 2.2. Plan a journey.	
3. Know how and when to pay for public transport.	3.1. List modes of transport which require payment of fares and those which do not. 3.2. Undertake a journey where a fare has to be made.	
4. Be able to travel safely on various modes of public transport.	4.1. Identify hazards and how to safely overcome them when using various modes of public transport.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.40 Understanding Community Responsibilities

Title	Understanding Community Responsibilities	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ438	
Unit Reference No	F/506/2100	
<i>Unit purpose and aim(s):</i> This unit will enable learners to recognise community responsibility, the role of others in the community and consequences of inappropriate/negative behaviour.		
Learning Outcomes	Assessment Criteria	
1. Know about own community responsibilities.	1.1. Identify own responsibilities in the community. 1.2. Identify ways of making a positive contribution to the community.	
2. Recognise the responsibilities of others in the community.	2.1. Identify responsibilities of key individuals in the community. 2.2. Identify how these individuals contribute to the community.	
3. Recognise the impact of individual responsibilities on the community.	3.1. State possible consequences of acting irresponsibly in the community. 3.2. State possible community actions to deal with irresponsible behaviour. 3.3. State benefits for self and others acting responsibly in the community.	
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

10.41 Understanding the Role of the Media

Title	Understanding the Role of the Media	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ439	
Unit Reference No	L/506/2102	
<i>Unit purpose and aim(s):</i> This unit will enable learners to identify different radio or TV news programmes, choices made by producers and the role of a news reporter.		
Learning Outcomes	Assessment Criteria	
1. Recognise a range of news programmes.	1.1. Identify a range of news programmes. 1.2. State the difference between different types of newspapers.	
2. Recognise why producers choose a range of news stories.	2.1. Identify a range of news stories and why they are chosen by producers.	
3. Recognise key elements of a news presenter's job.	3.1. List key elements of a news presenter's job.	
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

10.42 Garden Horticulture Skills

Title:	Garden Horticulture Skills	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ445	
Unit Reference No:	M/506/2108	
Unit purpose and aim(s): This unit will enable the learner to develop and demonstrate basic horticulture skills.		
Learning Outcomes		
1. Be aware of things that grow in a garden or allotment.	1.1. Identify different flowers and vegetables that grow on an allotment or domestic garden. 1.2. Identify different types of common weeds. 1.3. List common vegetables.	
2. Be familiar with propagating plants.	2.1. Demonstrate how to sow seeds in open ground and trays for under glass. 2.2. Demonstrate how to sow tubers and rooted plants directly into prepared ground.	
3. Know how to prepare an outside growing bed.	3.1. Demonstrate how to prepare an outside growing bed.	
4. Know how to grow and maintain plants.	4.1. Demonstrate how to sow seed directly in ground and thin out when required. 4.2. Demonstrate how to sow seed in trays, prick out and plant in prepared ground. 4.3. Demonstrate how to maintain plants.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

10.43 Using Kitchen Equipment to make a Simple Meal

Title	Using Kitchen Equipment to make a Simple Meal	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ430	
Unit Reference No	K/506/2091	
Unit purpose and aim(s): This unit will enable learners to understand kitchen hygiene and how to make a simple meal using a cooker.		
Learning Outcomes		Assessment Criteria
1.	Know basic hygiene rules of the kitchen.	1.1. Identify how to maintain personal hygiene. 1.2. Identify how to maintain a clean kitchen.
2.	Be able to select and prepare ingredients to make a meal.	2.1. Identify and prepare ingredients to make a simple meal.
3.	Know how to use utensils safely.	3.1. Identify how to use utensils safely.
4.	Know how to use a cooker safely.	4.1. Use a cooker for two different purposes. 4.2. Identify three rules for safe use of a cooker. 4.3. Identify three cooking hazards.
5.	Be able to serve a meal.	5.1. Identify crockery and cutlery for serving a meal. 5.2. Serve a meal.
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

10.44 Using Domestic Appliances Safely

Title	Using Domestic Appliances Safely	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ440	
Unit Reference No	R/506/2103	
Unit purpose and aim(s): This unit will enable learners to identify and safely use different domestic appliances.		
Learning Outcomes		Assessment Criteria
1. Recognise the use of a range of common domestic appliances.	1.1. Identify and state the use of three different domestic appliances.	
2. Know how use appliances safely.	2.1. Use two domestic appliances safely. 2.2. Identify two safety hazards associated with domestic appliances.	
3. Know how to store domestic appliances safely.	3.1. State how to store two domestic appliances safely.	
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

10.45 Table Setting for the Home

Title	Table Setting for the Home	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ437	
Unit Reference No	Y/506/2099	
Unit purpose and aim(s): This unit will enable learners to prepare and set a table for a meal at home.		
Learning Outcomes		Assessment Criteria
1. Be able to prepare and set a table for a range of meals.		1.1. List items of table setting equipment. 1.2. Demonstrate how to prepare and set a table at home for a range of meals to include: a) cleaning equipment b) simple napkin folds c) table coverings d) table mats e) lighting f) table decoration g) crockery, cutlery and glassware.
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

10.46 Curtain Making for Windows

Title	Curtain Making for Windows	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ432	
Unit Reference No	T/506/2093	
<i>Unit purpose and aim(s):</i> This unit will enable learners to design and make curtains for a window using equipment safely.		
Learning Outcomes	Assessment Criteria	
1. Know how to design curtains for a window.	1.1. Identify window curtain design ideas to include: a) colours b) fabrics c) cuttings d) sketches e) length f) track or pole positioning	
2. Be able to make and hang curtains.	2.1. Demonstrate how to make curtains by completing the following: a) machine stitching the hem and sides b) attaching heading tape 2.2. Press the curtains, adjust the gathers and insert curtain hooks appropriately. 2.3. Complete the task to a given timescale and hang the curtains.	
3. Use tools and equipment safely.	3.1. Use a range of curtain making tools and equipment safely.	
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

10.47 Exploring 2D Artwork

Title	Exploring 2D Artwork	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ433	
Unit Reference No	F/506/2095	
Unit purpose and aim(s): This unit will enable learners to produce two-dimensional (2D) art work using materials and equipment safely and appropriately for a specific brief.		
Learning Outcomes		Assessment Criteria
1. Recognise how to use materials, equipment and techniques for 2D artwork.	1.1. Use materials, equipment and techniques for 2D artwork. 1.2. Use formal art and design elements to produce a 2D piece.	
2. Be able to work with others safely in a workshop environment.	2.1. Identify health and safety responsibilities in a workshop environment. 2.2. Use communication appropriately to maintain safe working practices. 2.3. Demonstrate safe handling of material and equipment.	
3. Be able to review own 2D artwork.	3.1. State what worked well and didn't work well in own artwork. 3.2. Identify 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
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

10.48 Using Techniques for Craft Activities

Title	Using Techniques for Craft Activities	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ442	
Unit Reference No	D/506/2105	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of craft health and safety, plan and create a piece of craft work identifying appropriate materials and equipment.		
Learning Outcomes		Assessment Criteria
1. Understand how to follow health, safety and hygiene guidelines.	1.1. List health and safety and hygiene practice relevant to a craft context. 1.2. Follow given health, safety and hygiene guidelines.	
2. Recognise the importance of planning for craft activities.	2.1. Demonstrate the importance of planning to create a craft product.	
3. Recognise materials and equipment.	3.1. Identify common equipment and materials. 3.2. State the difference between equipment and materials for two craft areas.	
4. Be aware of basic design elements.	4.1. Outline the basic design elements for a piece of work to include two of the following: a) shape b) line c) form d) proportion e) texture f) colour	
5. Be able to produce and assess an item of work.	5.1. Produce an item of work using key craft techniques. 5.2. Assess item of work 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
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

11. Quality Assurance of Centre Performance

11.1 Internal Assessment

When delivering and assessing this qualification, centres must align with stakeholders' expectations and address learners' needs by implementing a practical and applied programme. Centres have the flexibility to customise programmes to meet local requirements and establish connections with local employers and the broader vocational sector.

The Assessor should work with the Internal Quality Assurer to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Quality Assurer prior to the delivery of the qualification.

All units within this qualification must undergo internal assessment. Learners must provide evidence that they have appropriately met all assessment criteria required for that grade.

The assessment format for all units involves a task conducted after the delivery of the unit's content, or part of it, if multiple tasks are used. Tasks may exhibit in various forms, encompassing practical and written types. Please refer to 'OCN NI's Assessment Definitions Guide' for additional details.

A task constitutes a distinct activity completed independently by learners, separated from teaching, practice, exploration, and other activities guided by tutors. Tasks are assigned to learners with a specified start date, completion date, and explicit requirements for the evidence to be produced. Some tasks may include observed practical components and require diverse forms of evidence.

A valid assignment will enable a clear and formal assessment outcome which meets the requirements of the assessment criteria. Assessment decisions are based on the specific assessment criteria given in each unit and set at each grade level. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualification.

It is the Assessor's role to ensure that learners are appropriately prepared for assessment, this begins from induction onwards. Assessors should ensure that learners understand how assessment tasks are used to determine the award of credit, the importance of meeting assessment timelines, and that all learners work must be independently created, where source documents are used this should be appropriately referenced, learners should be aware of what would constitute plagiarism and the possible consequences.

When conducting the assessment, Assessors must ensure they do not provide direct input, instructions or specific feedback which may compromise the authenticity of the work submitted.

Once the Assessor has authenticated the learners work, they must transparently demonstrate the rationale behind their assessment decisions. Once a learner completes all assigned tasks for a unit, the Assessor will allocate a grade for the unit. Refer to the 'Unit Grading Matrix' for additional information on the grading process.

Once the Assessor has completed the assessment process for the task, the assessment decision is recorded formally, and feedback is provided to the learner. The feedback should show the learner the outcome of the assessment decision, how it was determined or where the criteria has been met, it may indicate to the learner why achievement of the assessment criteria has not been met. It must be clear to the learner that this Assessment outcome is subject to verification.

For further information on assessment practice, please see the 'OCN NI Centre Handbook'. Assessment Training is also available and can be booked through the OCN NI Website.

11.2 Internal Quality Assurance

The role of the Internal Quality Assurer is to ensure appropriate internal quality assurance processes are carried out. The Internal Quality Assurer must oversee that assessments are conducted in accordance with relevant OCN NI policies, regulations, and this specification.

The Internal Quality Assurer must ensure assessments are fair, reliable, and uniform, thereby providing a consistent standard for all learners.

Internal Quality Assurers are required to provide constructive feedback to Assessors, identifying areas of strength and those that may require improvement. This feedback contributes to the ongoing professional development of Assessors.

Contributing to the standardisation of assessment practices within the centre is an important function of this role. This entails aligning assessment methods, grading criteria, and decision-making processes to maintain fairness and equity.

Internal Quality Assurers will actively engage in the sampling and monitoring of assessments to ensure the consistency and accuracy of assessment decisions. This process helps identify trends, areas for improvement, and ensures the robustness of the overall assessment system.

For further information on Internal Quality Assurance practice, please see the 'OCN NI Centre Handbook'. Internal Quality Assurance Training is also available and can be booked through the OCN NI Website.

11.3 Documentation

For internal quality assurance processes to be effective, the internal assessment and Internal Quality Assurance team needs to keep effective records.

- The programme must have an assessment and Internal Quality Assurance plan. When producing a plan, they should consider:
 - the time required for training and standardisation activities
 - the time available to undertake teaching and carry out assessment,
 - consider when learners may complete assessments and when quality assurance will take place
 - the completion dates for different assessment tasks
 - the date by which the assignment needs to be internally verified
 - sampling strategies
 - how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
 - how resubmission opportunities can be scheduled.

The following documents are available from OCN NI and document templates can be found in the Centre Login section of the OCN NI website www.ocnni.org.uk:

- A1 – Learner Assessment Record per Learner
- Learner Authentication Declarations
- Records of any reasonable adjustments applied for and the outcome – please see 'OCN NI's Reasonable Adjustments and Special Consideration Policy' for further information
- M1 Internal Quality Assurance Sample Record
- M2 Feedback to Assessor
- Records of any complaints or appeals

11.4 External Quality Assurance

All OCN NI recognised centres are subject to External Quality Assurance. External quality assurance activities will be conducted to confirm continued compliance with the CCEA Regulation General Conditions of Recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurer is assigned by OCN NI. The External Quality Assurer will review the delivery and assessment of this qualification. This will include, but is not limited to, the review of a sample of assessment evidence and evidence of the internal quality assurance of assessment and assessment decisions. This will form the basis of the External Quality Assurance report and will help OCN NI determine the centre's risk.

The role of the External Quality Assurer serves as an external overseer of assessment quality, working to uphold consistency, compliance, and continuous improvement within the assessment process. Their role is crucial in ensuring that assessments are valid, reliable, fair, and aligned with the required standards and regulations.

For further information on OCN NI Centre Assessments Standards Scrutiny (CASS) Strategy, please see the OCN NI Centre Handbook.

11.5 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 Quality Assurance

Centres offering this qualification must carry out internal standardisation activities prior to the claim for certification.

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 Quality Assurer documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

12. Administration

12.1 Registration

A centre must register learners for this qualification within 20 working days of commencement of the delivery of the programme.

For further information on learner registration please see the OCN NI Centre Handbook and the QuartzWeb Manual, available through the Centre Login section of the OCN NI website. Administration training is also available and can be booked through www.ocnni.org.uk.

12.2 Certification

Once all internal quality assurance activities have been successfully completed, the centre can claim certification for the learner(s).

Certificates will be issued to centres within 20 working days from completion of a satisfactory external quality assurance activity, if appropriate, alternatively from the submission of an accurate and complete marksheet.

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.

For further information on the uploading of results please see the QuartzWeb Manual for guidance, administration training is also available and can be booked through [OCN NI](#)

12.3 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.

12.4 Equality, Fairness and Inclusion

OCN NI's are committed to ensuring all learners have an equal opportunity to access our qualifications and assessment, and that our qualifications are awarded in a way that is fair to every learner.

OCN NI is committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers

For information on reasonable adjustments and special considerations please see the OCN NI Centre Handbook and Reasonable Adjustments and Special Considerations Policy held in the back office of the OCN NI website.

12.5 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 Entry Level Certificate in Preparation for Independent Life (Entry 3)

Qualification Number: 601/3130/5

Operational start date: 1 May 2014
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Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90 463990
Email: info@ocnni.org.uk
Web: www.ocnni.org.uk