



Qualification Specification for:

OCN NI Entry Level Award in College Orientation (Entry 3)

➤ Qualification No: 601/3832/4

OCN NI Level 1 Award in College Orientation

➤ Qualification No: 601/3833/6

OCN NI Level 2 Award in College Orientation

➤ Qualification No: 601/3834/8

Qualification Regulation Information

OCN NI Entry Level Award in College Orientation (Entry 3)

Qualification Number: 601/3832/4

Operational start date: 01 August 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2028

OCN NI Level 1 Award in College Orientation

Qualification Number: 601/3833/6

Operational start date: 01 August 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2028

OCN NI Level 2 Award in College Orientation

Qualification Number: 601/3834/8

Operational start date: 01 August 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2029

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification, and the certificate end date is the last date by which a learner can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

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

- **OCN NI Entry Level Award in College Orientation (Entry 3)**
- **OCN NI level 1 Award in College Orientation**
- **OCN NI Level 2 Award in College Orientation**

This specification sets out:

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

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

About Regulation.....	5
OCN NI	5
Qualification Summary.....	6
Sector Subject Area	6
Qualifications' Aim and Objective.....	6
Grading	6
Qualification Target Group.....	6
Progression Opportunities.....	6
Entry Requirements	6
Qualification Support.....	6
Delivery Languages	6
Centre Requirements for Delivering the Qualification	7
Centre Recognition and Qualification Approval.....	7
Centre Staffing	7
Tutors.....	7
Assessors	7
Internal Verification	8
Structure and Content.....	9
Quality Assurance of Centre Performance	14
External Verification	14
Standardisation	14
Administration	15
Registration.....	15
Certification.....	15
Charges	15
Equality, Fairness and Inclusion	15
Retention of Evidence.....	15

About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Summary

Sector Subject Area

14.1 Foundations for learning and life

Qualifications' Aim and Objective

The OCN NI qualifications in College Orientation have been designed to provide learners entering the further education sector with an introduction to the college environment which will enable them to identify with members of staff/other learners and understand their roles and responsibilities. They will provide learners with confidence to settle into college life and know where to find help if required.

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications provide an opportunity for learners to gain an accredited qualification in the area of college orientation. They also provide an induction to OCN NI's suite of vocational skills qualifications.

Progression Opportunities

The OCN NI qualifications in College Orientation enable progression from Entry to Level 1 and from Level 1 to Level 2 of the qualification. It also assists learners with developing confidence in moving into a new area of learning or into employment.

Entry Requirements

There are no formal restrictions on entry for these qualifications however learners should be at least 14 years old.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer these qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

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

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualification should be occupationally competent and qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent to at least one level higher than the qualification
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

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

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

The tables below summarise the structure of these qualifications.

OCN NI Entry Level Award in College Orientation (Entry 3)

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

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

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
L/506/2861	CAZ797	College Orientation	30	3	Entry 3

OCN NI Level 1 Award in College Orientation

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

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 27 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
R/506/2862	CAZ798	College Orientation	27	3	One

OCN NI Level 2 Award in College Orientation

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

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 24 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
Y/506/2863	CAZ799	College Orientation	24	3	Two

Title	College Orientation	
Level	Entry Three	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ797	
Unit Reference No	L/506/2861	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand college life including own responsibilities, health and safety procedures and accessing facilities.		
Learning Outcomes		Assessment Criteria
1. Know how to identify and locate facilities and staff at college.	1.1. Identify college facilities and how to access them. 1.2. Identify key members of staff, contact details and their role within college.	
2. Be able to identify reasons for attending college.	2.1. List reasons for attending college including personal goals.	
3. Understand own responsibilities while attending college.	3.1. State own responsibilities during the college day and their importance.	
4. Understand the differences between college and previous learning environments.	4.1. Identify a difference between college and the previous learning environments. 4.2. State advantages and disadvantages of attending college.	
5. Understand Health and Safety procedures.	5.1. 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/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	College Orientation	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ798	
Unit Reference No	R/506/2862	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand college life including own responsibilities, health and safety procedures and accessing facilities.		
Learning Outcomes		Assessment Criteria
1. Know how to identify and locate facilities and staff at college.	1.1. Outline college facilities and how to access them. 1.2. Identify key members of staff, contact details and their role within college.	
2. Be able to identify reasons for attending college.	2.1. Outline reasons for attending college including personal goals.	
3. Understand own responsibilities while attending college.	3.1. Outline own responsibilities during the college day and their importance.	
4. Understand differences between college and previous learning environments.	4.1. Outline differences between college and previous learning environments. 4.2. Outline advantages and disadvantages of attending college.	
5. Understand Health and Safety procedures.	5.1. Outline key Health and Safety procedures and own role within these.	
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

Title	College Orientation	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CAZ799	
Unit Reference No	Y/506/2863	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand college life including own responsibilities, health and safety procedures and accessing facilities.		
Learning Outcomes		Assessment Criteria
1. Know how to identify and locate facilities and staff at college.	1.1. Describe college facilities and how to access them. 1.2. Identify and name key members of staff, contact details and their role within college.	
2. Be able to identify reasons for attending college.	2.1. Describe reasons for attending college including personal goals.	
3. Understand own responsibilities while attending college.	3.1. Describe own responsibilities during the college day and their importance.	
4. Understand differences between college and previous learning environments.	4.1. Describe differences between college and previous learning environments. 4.2. Compare advantages and disadvantages of attending college.	
5. Understand Health and Safety procedures.	5.1. Describe key Health and Safety procedures and own role within these.	
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

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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OCN NI Level 1 Award in College Orientation
Qualification Number: 601/3833/6

OCN NI Level 2 Award in College Orientation
Qualification Number: 601/3834/8

Entry Level and Level 1 Qualifications:

Operational start date: 01 August 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2028

Level 2 Qualification:

Operational start date: 01 August 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2029

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