



**ocn**  
northern ireland



## Qualification Specification for:

**OCN NI Level 1 Award in the Fundamentals of Health Care**

➤ **Qualification No: 601/8156/4**

## Qualification Regulation Information

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OCN NI Level 1 Award in the Fundamentals of Health Care

Qualification Number: 601/8156/4

Operational start date: 01 January 2016

Operational end date: 30 June 2029

Certification end date: 30 June 2030

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

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

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## Foreword

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

→ **OCN NI Level 1 Award in Fundamentals of Health Care**

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.ocni.org.uk](http://www.ocni.org.uk)

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

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## About Regulation

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### **OCN NI**

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

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

### **The Regulated Qualifications Framework: an overview**

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

#### **Qualification Level**

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

#### **Qualification Size**

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

## Qualification Summary

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The OCN NI Level 1 Award in the Fundamentals of Health Care provides underpinning knowledge and skills required of health care assistants.

### Sector Subject Area

1.2 Nursing and subjects and vocations allied to medicine

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

The qualification is targeted at potential learners who are either working in, or intending to work in, a health care assistant role.

### Progression Opportunities

The OCN NI Level 1 Award in the Fundamentals of Health Care Qualification enables progression to higher level qualifications in health and social care.

### Entry Requirements

There are no formal restrictions on entry. However, learners must be at least 18 years of age to achieve this qualification.

### Qualification Support

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

### Delivery Languages

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

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

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

### Centre Staffing

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

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

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

### Tutors

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

### Assessors

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

#### **Assessors must:**

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

### **Internal Verification**

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

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

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

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



## Structure and Content

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### Level 1 Award in the Fundamentals of Health Care

In order to achieve this qualification, the learner must successfully complete the one mandatory unit for a total of 7 credits.

Total Qualification Time (TQT) for this qualification: 70 hours  
 Guided Learning Hours (GLH) for this qualification: 66 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">D/507/9406</a>	CBD233	Health Care Assistant Skills	70	7	One

Title	Health Care Assistant Skills
Level	One
Credit Value	7
Guided Learning Hours (GLH)	66
OCN NI Unit Code	CBD233
Unit Reference No	D/507/9406
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and demonstrate the skills required to be a health care assistant.	
Learning Outcomes	Assessment Criteria
1. Understand the role of the health care assistant.	1.1. Outline the role of a health care assistant (HCA) including the values and behaviours expected of this role. 1.2. Identify the possible stages in own development as an HCA. 1.3. Outline the importance of equality, diversity, rights and inclusion in own work as an HCA.
2. Be able to work safely in a health care environment.	2.1. Outline the importance of handling information/record keeping. 2.2. Demonstrate how to use and store records appropriately. 2.3. Outline the importance of working safely. 2.4. Outline what is meant by risk assessment and positive risk taking. 2.5. Identify potential risks in own workplace. 2.6. Outline how falls may be prevented and demonstrate how to assess potential risks of falls occurring.
3. Be able to work in a person centred way.	3.1. Outline what is meant by person centred care. 3.2. Outline how the values of privacy and dignity are key to the role of an HCA. 3.3. Outline how care plans and protocols are used in a person centred approach. 3.4. Perform essential caring tasks in a person centred way.
4. Be able to support good hydration and nutrition.	4.1. Outline the importance of good nutrition and hydration. 4.2. Demonstrate and outline the role of the HCA in supporting good hydration and nutrition.
5. Be aware of learning disabilities, mental ill health and dementia.	5.1. Outline the needs of individuals with the following: (a) learning disability (b) mental ill health (c) dementia.
6. Be able to communicate effectively.	6.1. Outline the importance of communicating effectively and in a person centred way. 6.2. Compare a range of communication methods. 6.3. Identify potential barriers to communication and how they may be addressed.

### 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

## Quality Assurance of Centre Performance

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### External Verification

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

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

### Standardisation

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

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

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

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

## Administration

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### Registration

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

### Certification

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

### Charges

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

### Equality, Fairness and Inclusion

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

### Retention of Evidence

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

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Operational end date: 30 June 2029  
Certification end date: 30 June 2030

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