



Qualification Specification for:

OCN NI Level 1 Award in Community Independence

➤ Qualification No: 601/8261/1

Qualification Regulation Information

Qualification Number: 601/8261/1

Operational start date: 01 January 2016
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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

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

→ **OCN NI Level 1 Award in Community Independence**

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

Foreword	3
About Regulation	5
OCN NI.....	5
Qualification Summary	6
Sector Subject Area	6
Qualification Aim and Objective.....	6
Grading	6
Qualification Target Group	6
Progression Opportunities.....	6
Entry Requirements.....	6
Qualification Support.....	7
Delivery Languages.....	7
Centre Requirements for Delivering the Qualification	8
Centre Recognition and Qualification Approval	8
Centre Staffing	8
Tutors	8
Assessors.....	8
Internal Verification.....	9
Structure and Content	10
Unit Details	13
Quality Assurance of Centre Performance	52
External Verification	52
Standardisation	52
Administration	53
Registration	53
Certification	53
Charges.....	53
Equality, Fairness and Inclusion.....	53
Retention of Evidence	53

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

Qualification Aim and Objective

The OCN NI Level 1 Award in Community Independence 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 and work skills and encourage learners to be more independent. It is also suitable for learners with special learning needs.

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

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

Progression Opportunities

The OCN NI Level 1 Award in Community Independence qualification enables progression into further learning in this area or into employment.

Entry Requirements

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

Qualification Support

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

Delivery Languages

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

Centre Requirements for Delivering the Qualification

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 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 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 table below summarises the structure of this qualification. The learner must complete 6 credits from the optional units. A minimum of 4 credits must be achieved at Level 1.

Total Qualification Time (TQT) for this qualification: 60 hours
 Guided Learning Hours (GLH) for this qualification: 54 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<i>Optional Units</i>					
R/506/2361	CAZ721	Skills for Effective Written Communication	20	2	One
M/506/2366	CAZ726	Using Oral Communication Skills	20	2	One
F/506/2355	CAZ718	Reading for Meaning	30	3	One
K/506/2365	CAZ725	Understanding Key Personal Words	10	1	Entry 3
L/506/2326	CAZ705	Exploring Money Skills	10	1	Entry 3
H/506/2333	CAZ712	Managing your Finances	30	3	One
A/506/2368	CAZ728	Working with Numbers	20	2	One
F/506/2193	CAZ479	Exploring Computers	30	3	Entry 3
K/506/2186	CAZ472	Accessing Online Information and Using Emails	10	1	Entry 3
T/506/2367	CAZ727	Using Video Software	20	2	One
H/506/2364	CAZ724	Understand How to Use Mobile IT Devices	20	2	One
Y/506/2328	CAZ707	Exploring the Use of Collaborative Technologies	30	3	One
M/506/2335	CAZ714	Mobile Communication Technologies	20	2	One

T/506/2336	CAZ715	Outdoor Activities	30	3	One
T/506/2188	CAZ474	Contribute to Team Activities	30	3	Entry 3
M/506/2190	CAZ476	Create and Present Artwork	30	3	Entry 3
K/506/2107	CAZ444	Food and Nutrition for Children and Young People	30	3	Entry 3
A/506/2239	CAZ518	Applying Assertiveness and Decision Making Skills	30	3	Entry 3
K/506/2320	CAZ699	Accessing Local Leisure Activities	30	3	One
A/506/2323	CAZ702	Decision Making	10	1	One
F/506/2324	CAZ703	Effective Teamwork Skills	30	3	One
J/506/2325	CAZ704	Exploring Feelings and Emotions	10	1	One
R/506/2327	CAZ706	Exploring Personal Relationships	30	3	One
D/506/2329	CAZ708	Exploring Volunteering	20	2	One
Y/506/2331	CAZ710	Human Rights and Responsibilities within Society	30	3	One
D/506/2332	CAZ711	Maintaining Health and Hygiene	30	3	One
K/506/2334	CAZ713	Media Influences on Own Body Image	20	2	One
A/506/2337	CAZ716	Personal Health and Well-Being	30	3	One
J/506/2356	CAZ719	Safe Handling and Storage of Food	20	2	One
L/506/2360	CAZ720	Safe Use of Household Appliances	30	3	One
D/506/2363	CAZ722	Time Management Skills	30	3	One
F/506/2369	CAZ723	Understand Equality, Diversity and Discrimination	20	2	One
R/506/2330	CAZ709	Healthy Living	20	2	One
A/506/2354	CAZ717	Producing Craftwork	30	3	One

M/506/2321	CAZ700	Cooking in a Domestic Kitchen	30	3	One
T/506/2322	CAZ701	Creative Local History Project	30	3	One

Unit Details

Title	Skills for Effective Written Communication	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ721	
Unit Reference No	R/506/2361	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan, present and review written work.		
Learning Outcomes		Assessment Criteria
1. Know different writing formats to aid effective communication.	1.1. Outline different writing formats to aid effective communication.	
2. Recognise the need to plan, present and review written work.	2.1. Outline a plan for writing to include key points. 2.2. Proof read and produce final written work with the accuracy required for the purpose. 2.3. Present information in a logical sequence to give instructions and directions. 2.4. Use vocabulary and detail appropriate for purpose and 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

Title	Using Oral Communication Skills	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ726	
Unit Reference No	M/506/2366	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to present information orally in a range of situations.		
Learning Outcomes		Assessment Criteria
1. Understand information presented orally.	1.1. Outline information from oral presentations.	
2. Be able to communicate orally in different contexts.	2.1. Demonstrate how to communicate orally expressing own ideas and opinions in the following situations: a) discussions/Group b) one-to-one c) 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

Title	Reading for Meaning	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ718	
Unit Reference No	F/506/2355	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand text in a variety of formats.		
Learning Outcomes		Assessment Criteria
1. Understand the meaning of a range of words.	1.1. Demonstrate the use of reference sources to find the meaning of a range of words.	
2. Be able to use imagery to aid understanding.	2.1. Give examples of where meaning can be inferred from images.	
3. Understand the purpose of some texts from their format.	3.1. Outline a range of text formats to identify their purpose.	
4. Use reading for meaning.	4.1. Outline the meaning of a range of texts including: a) descriptive texts b) explanatory texts c) persuasive texts 4.2. Demonstrate how to read and follow written instructions.	
5. Know how to find information for a specific purpose.	5.1. Demonstrate how to use a range of reference materials to find straightforward information. 5.2. Identify relevant and irrelevant information from a piece of text.	
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:	Understanding Key Personal Words	
Level:	Entry 3	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ725	
Unit Reference No:	K/506/2365	
<i>Unit purpose and aim(s):</i> The learner will be able to identify own personal words and use personal information to complete a form.		
Learning Outcomes		Assessment Criteria
1. Be able to read and understand key personal words.	1.1. Identify and read own list of key personal words. 1.2. Give examples of personal words with definitions.	
2. Be able to complete a form containing personal information.	2.1. Identify words and phrases commonly used on forms. 2.2. Complete a straightforward form.	
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

Title:	Exploring Money Skills	
Level:	Entry Three	
Credit Value:	1	
Guided Learning Hours (GLH):	10	
OCN NI Unit Code:	CAZ705	
Unit Reference No:	L/506/2326	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand income and expenditure and use money in transactions.		
Learning Outcomes		Assessment Criteria
1. Understand income and expenditure.	1.1. Identify different sources of income. 1.2. Identify regular and irregular expenditure.	
2. Be able to use coins and notes in transactions.	2.1. Identify coins and notes needed to pay for multiple items. 2.2. Identify change required when paying for multiple items.	
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

Title	Managing your Finances	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ712	
Unit Reference No	H/506/2333	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand income and expenditure to include financial transactions and savings.		
Learning Outcomes	Assessment Criteria	
1. Understand income and expenditure.	1.1. Identify different sources of income. 1.2. Identify regular and irregular expenditure. 1.3. List examples of essential and non-essential expenditure.	
2. Understand how to live within a limited budget.	2.1. Identify difficulties and ways to cope with living on a limited budget.	
3. Understand how to complete financial transactions.	3.1. Identify a range of financial transactions and their purpose. 3.2. List a range of methods used for paying for goods or services.	
4. Understand information on everyday financial documents.	4.1. State the key items on the following: a) a receipt b) a payslip c) a financial statement 4.2. Outline how to check one of the above for errors.	
5. Understand the benefits of saving.	5.1. Outline the benefits of saving including different ways to save.	
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	Working with Numbers	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ728	
Unit Reference No	A/506/2368	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to read and write whole numbers with positive and negative values.		
Learning Outcomes	Assessment Criteria	
1. Be able to read and write whole numbers.	1.1. Read and write whole numbers up to seven digits in digit form. 1.2. Read and write names of whole numbers with up to seven digits.	
2. Be able to place whole numbers in sequence.	2.1. Identify place value in whole numbers with up to seven digits. 2.2. Place whole numbers with up to seven digits in order of size.	
3. Understand the symbols for greater than and less than.	3.1. Identify and record the symbols for greater than and less than.	
4. Be able to round whole numbers.	4.1. Round whole numbers with up to seven digits.	
5. Be able to recognise negative numbers in practical contexts.	5.1. Identify the temperature at which water freezes. 5.2. Identify negative temperatures.	
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

Title:	Exploring Computers	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ479	
Unit Reference No:	F/506/2193	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise basic computer parts/devices and systems and their functions. The learner will also be required to identify career opportunities within IT.		
Learning Outcomes		Assessment Criteria
1. Know the basic parts and devices of a computer.	1.1. List the main parts of a computer. 1.2. Demonstrate starting and shutting down a computer. 1.3. Identify the different groups of keys on a keyboard. 1.4. Perform different tasks by using a mouse.	
2. Recognise common computer terms.	2.1. List the primary hardware components of a computer. 2.2. Outline an operating system to include programs and data. 2.3. State the different types of networks. 2.4. Describe the terms Internet, World Wide Web, and intranet.	
3. Understand computer performance and features.	3.1. Outline computer features to include: a) role of memory b) performance c) programs and their uses	
4. Understand computer operating systems.	4.1. Outline the common functions of an operating system. 4.2. Identify the main components of an interface. 4.3. Outline the options available at start up. 4.4. Demonstrate how to manage files and folders.	
5. Understand career opportunities in IT.	5.1. State how computers have become a central part of everyday life. 5.2. Identify the career opportunities available for a computer literate person.	
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

Title	Accessing Online Information and Using Emails	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ472	
Unit Reference No	K/506/2186	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop an understanding of working and searching for online information. Learners will also create and send emails.		
Learning Outcomes		Assessment Criteria
1. Know how to access online information.	1.1. Demonstrate how to access online information including; <ol style="list-style-type: none"> selection and navigation of trustworthy and fit for purpose web pages setting and using a password. 1.2. Demonstrate working safely and responsibly online.	
2. Know how to use email.	2.1. Demonstrate the use of email including: <ol style="list-style-type: none"> opening and replying to emails received creating and sending new email messages 	
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

Title	Using Video Software	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ727	
Unit Reference No	T/506/2367	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use video hardware and software to play and present video sequences.		
Learning Outcomes	Assessment Criteria	
1. Know how to use video hardware and software to capture sequences.	1.1. Identify the input device and associated software to use. 1.2. Demonstrate the use of input devices and built-in video software to record information. 1.3. Identify the file format used by the input device. 1.4. Store and retrieve sequences using pre-set file format.	
2. Know how to use video software tools to combine and edit sequences.	2.1. Identify video editing software to use for the file format. 2.2. Demonstrate how to cut and paste short sequences. 2.3. Demonstrate how to combine information of different forms or from different sources. 2.4. Identify copyright constraints.	
3. Know how to play and present video sequences.	3.1. Identify appropriate playback software to use for the sequence. 3.2. Identify the display device to use for the sequence. 3.3. Select and use appropriate combination of software and display device to playback video sequences. 3.4. Adjust playback and display settings so that sequences are presented to meet needs.	
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

Title	Understand How to Use Mobile IT Devices	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ724	
Unit Reference No	H/506/2364	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to set up and use a mobile IT device to store, retrieve and transfer information.		
Learning Outcomes	Assessment Criteria	
1. Know how to set up a mobile device.	1.1. Demonstrate how to set up and use a mobile device to include: a) interface features b) adjusting settings c) health and safety requirements d) guidelines and procedures	
2. Be able to use applications and files on a mobile device.	2.1. Identify the different applications on a mobile device and their uses. 2.2. Select and use applications and files on a mobile device. 2.3. Demonstrate accurate data input on a mobile device. 2.4. Organise, store and retrieve data on a mobile device.	
3. Be able to transfer data to and from a mobile device.	3.1. Identify different types of secure connection methods that can be used between devices. 3.2. Demonstrate how to transfer information to and from a mobile device. 3.3. Outline copyright constraints on the use and transfer of information. 3.4. Identify why it is important to stay safe, keep information secure and to respect others when using a mobile device.	
4. Know how to maintain the performance of a mobile device.	4.1. Identify factors that can affect performance of a mobile device. 4.2. Use appropriate techniques to maintain the performance of a mobile device. 4.3. Identify common problems that occur with mobile devices and what causes them. 4.4. Identify available resources to respond quickly and appropriately to common device 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 notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	learner's progression through the course	
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

Title	Exploring the Use of Collaborative Technologies	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ707	
Unit Reference No	Y/506/2328	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the use of collaborative technologies to perform basic tasks.		
Learning Outcomes	Assessment Criteria	
1. Know how to stay safe and secure when online.	1.1. Follow guidelines when working online. 1.2. Identify when and how to report online safety and security issues. 1.3. Identify methods which may be used to promote trust when working online.	
2. Be able to set up and access IT tools and devices for collaborative working.	2.1. Demonstrate how to set up IT tools and devices that enable collaborative work. 2.2. Identify the purpose for using collaborative technologies. 2.3. Identify which collaborative technology tools and devices to use for different communication media. 2.4. Identify what terms and conditions apply to using collaborative technologies.	
3. Prepare collaborative technologies for use.	3.1. Demonstrate how to access and use collaborative technologies. 3.2. Demonstrate how to: <ul style="list-style-type: none"> a) adjust basic settings including the environment b) set up and use a data reader to feed information 	
4. Perform tasks using collaborative technologies.	4.1. Perform tasks using collaborative technologies to include: <ul style="list-style-type: none"> a) production and archiving agreed outcomes b) reporting and responding to basic 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

Title	Mobile Communication Technologies	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ714	
Unit Reference No	M/506/2335	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand a range of mobile communication technologies and the risks associated with using these.		
Learning Outcomes		Assessment Criteria
1. Recognise a range of mobile communication technologies.	1.1. Outline a range of mobile communication technologies and associate hardware and software. 1.2. State how mobile communication technology supports social networking.	
2. Be aware of risks and benefits associated with mobile communication technologies.	2.1. Identify the advantages and disadvantages of mobile communication technology and how people use it. 2.2. Identify risks to the safety and privacy of people using mobile communication technology.	
3. Understand safeguarding measures when using mobile communication technologies.	3.1. Outline safeguarding measures when using mobile communication technology. 3.2. Outline safe and responsible practices when using mobile communication technology. 3.3. Identify how to report mobile communication technology user abuse.	
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

Title	Outdoor Activities	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ715	
Unit Reference No	T/506/2336	
<i>Unit purpose and aim(s):</i> This unit will enable learners to select an outdoor activity, understand safety precautions and identify why they enjoyed the activity.		
Learning Outcomes		Assessment Criteria
1. Understand what is meant by outdoor activities.	1.1. Outline what is meant by outdoor activities giving a range of examples.	
2. Understand safety aspects of outdoor activities.	2.1. Give a range of possible dangers associated with outdoor activities. 2.2. Outline activity related safety precautions.	
3. Be able to participate in an outdoor activity.	3.1. Participate in an outdoor activity. 3.2. Receive instructions and ask questions to ensure understanding. 3.3. Give reasons why he/she enjoyed or did not enjoy the outdoor activity.	
4. Be able to participate in future planning.	4.1. Identify and assess a future outdoor activity.	
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

Title:	Contribute to Team Activities	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ474	
Unit Reference No:	T/506/2188	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role of a team. The learner will be required to contribute to a range of team activities.		
Learning Outcomes		Assessment Criteria
1. Understand the value of teamwork.	1.1. State the value of teamwork. 1.2. Give example why a team may be more effective than an individual. 1.3. Identify purpose of own team.	
2. Understand roles and responsibilities of a team.	2.1. List the roles and responsibility of team members. 2.2. State own role within the team.	
3. Be able to work as part of a team.	3.1. Participate in a team activity showing respect and consideration to team members.	
4. Review performance of team.	4.1. Identify what went well and not so well. 4.2. Give example of how to improve team performance.	
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

Title:	Create and Present Artwork	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ476	
Unit Reference No:	M/506/2190	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise the value of art. The learner will be required to produce a personal piece of art.		
Learning Outcomes		Assessment Criteria
1. Be able to recognise the value of art.	1.1. Look at a selection of artwork and give reasons for preferred piece.	
2. Be aware of different art techniques.	2.1. Outline various techniques and state a preference. 2.2. Identify equipment/materials needed to produce a piece of art. 2.3. Demonstrate how to use equipment/materials.	
3. Produce a piece of personal art.	3.1. Create a piece of art. 3.2. Demonstrate how to clean and maintain equipment. 3.3. Present own artwork to 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

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		Assessment Criteria
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

Title:	Applying Assertiveness and Decision Making Skills	
Level:	Entry 3	
Credit Value:	3	
Guided Learning Hours (GLH):	30	
OCN NI Unit Code:	CAZ518	
Unit Reference No:	A/506/2239	
<i>Unit purpose and aim(s):</i> The learner will be able to demonstrate confidence and apply decision making skills within various situations.		
Learning Outcomes		Assessment Criteria
1. Know how to be confident in various situations.	1.1. Demonstrate confidence within a given situation. 1.2. Use discussion to identify appropriate choices within a given situation.	
2. Know the roles and responsibilities of others in various situations.	2.1. Identify own and others' roles and responsibilities within various situations.	
3. Know how to use negotiation to achieve a desired outcome.	3.1. Give examples of how to negotiate with others to achieve a desired outcome.	
4. Know how to be assertive and use self-control to achieve a desired outcome.	4.1. Give examples of using assertiveness and self-control to achieve desired outcome.	
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

Title	Accessing Local Leisure Activities	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ699	
Unit Reference No	K/506/2320	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to identify and access local leisure activities.		
Learning Outcomes	Assessment Criteria	
1. Know how to identify and access local leisure activities.	1.1. Identify and collect information on local leisure activities to include: a) locality b) cost c) equipment and clothing if required d) timetable	
2. Be able to participate in a range of local leisure activities.	2.1. Participate in a range of local leisure activities stating preferred activity and reasons why. 2.2. Outline benefits of participating in local leisure activities.	
3. Know health and safety issues related to local leisure activities.	3.1. Identify health and safety issues related to local leisure activities.	
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

Title	Decision Making	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ702	
Unit Reference No	A/506/2323	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to make informed decisions.		
Learning Outcomes	Assessment Criteria	
1. Understand how to make informed decisions.	1.1. Outline a range of decisions to include; <ul style="list-style-type: none"> a) daily individual decisions b) individual life changing decisions c) group decisions 1.2. Outline considerations when making specific decisions. 1.3. State the result of a decision and how it was made. 1.4. State the consequences of a decision that caused problems and how these may be overcome.	
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	Effective Teamwork Skills	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ703	
Unit Reference No	F/506/2324	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand their role as part of a team and participate in activities within a team setting.		
Learning Outcomes	Assessment Criteria	
1. Know how to contribute to the setting of group and individual goals.	1.1. Outline goals identified by the group, individually and through discussion.	
2. Understand their role in relation to the purpose of the group.	2.1. Describe their role in relation to the purpose of the group.	
3. Know how to plan and take part in group activities.	3.1. Identify and plan group activities. 3.2. Carry out given tasks within a group.	
4. Be able to evaluate group activities.	4.1. Evaluate group activity. 4.2. Outline what went well and what did not go well within the group activity.	
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

Title	Exploring Feelings and Emotions	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ704	
Unit Reference No	J/506/2325	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand feelings and emotions and how they can be managed.		
Learning Outcomes	Assessment Criteria	
1. Understand the terms emotion and feeling.	1.1. State the meaning of the terms emotion and feeling. 1.2. Give examples of emotions and feelings.	
2. Understand how feeling and emotion may be expressed and managed.	2.1. Outline own feelings and emotions in two different situations. 2.2. State how these feelings and emotions may be expressed. 2.3. Outline positive and negative responses to a given situation. 2.4. Outline how you can manage own emotions and feelings.	
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	Exploring Personal Relationships	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ706	
Unit Reference No	R/506/2327	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the different types of personal relationships and appropriate behaviour.		
Learning Outcomes	Assessment Criteria	
1. Be able to express own needs and wishes in a range of contexts.	1.1. Demonstrate how to express own needs and wishes in a range of different contexts. 1.2. Demonstrate how to express own opinion in order to contribute to decision-making.	
2. Know how to interact with others appropriately.	2.1. Demonstrate how to interact with others in a range of different situations using appropriate eye contact, voice levels and/or body language. 2.2. Demonstrate how to contribute to discussions respecting the views of others.	
3. Understand different types of personal relationships.	3.1. Outline different types of personal relationships and their differences.	
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	Exploring Volunteering	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ708	
Unit Reference No	D/506/2329	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role of volunteers within voluntary organizations.		
Learning Outcomes		Assessment Criteria
1. Understand the role of voluntary organisations.	1.1. Explain the role of voluntary organisations. 1.2. Identify a range of voluntary organisations and their role.	
2. Understand the role of a volunteer.	2.1. Explain the role of a volunteer in a range of voluntary organisations.	
3. Be able to identify volunteering opportunities.	3.1. Explain voluntary organisations in the local community with volunteering opportunities. 3.2. Develop a personal action plan in order to obtain a volunteering role.	
4. Be able to apply for a volunteer role.	4.1. Explain how to apply for a volunteer role.	
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	Human Rights and Responsibilities within Society	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ710	
Unit Reference No	Y/506/2331	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand human rights and responsibilities within society.		
Learning Outcomes	Assessment Criteria	
1. Be aware of human rights.	1.1. Identify a range of basic human rights.	
2. Understand the role of the law within society.	2.1. Outline, with examples, why society needs rules.	
3. Understand different election processes.	3.1. Give example of different election processes. 3.2. Outline the main roles of one of the following: a) a school council representative b) a local councillor c) an MP	
4. Understand rights and responsibilities.	4.1. Identify own rights and responsibilities as a: a) consumer b) member of a community 4.2. List support organisations in relation to rights and responsibilities.	
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	Maintaining Health and Hygiene	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ711	
Unit Reference No	D/506/2332	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of maintaining a clean and hygienic home. The learner will also be required to understand basic personal hygiene and health.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of maintaining a clean and hygienic home.	1.1. Outline why it is important to maintain a clean and hygienic home. 1.2. State cleaning materials used to clean the following: a) sink, bath, shower and toilet b) various floor surfaces	
2. Understand how to care for clothing.	2.1. State when clothing needs washed. 2.2. Identify different ways to keep clothing in good condition. 2.3. Perform a laundry task.	
3. Know why basic personal hygiene is important.	3.1. Outline the importance of maintaining a good standard of personal hygiene. 3.2. Give reasons for the need for regular dental checkups. 3.3. Demonstrate good dental cleaning techniques and state why these are necessary.	
4. Understand the importance of maintaining a healthy body.	4.1. Outline the importance of maintaining a healthy body. 4.2. List foods which are good for maintaining a healthy body and give reasons why.	
5. Understand the importance of regular eye tests.	5.1. Outline why regular eye tests are important.	
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

Title	Media Influences on Own Body Image	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ713	
Unit Reference No	K/506/2334	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how the media may influence their own body image and how people are portrayed through the media.		
Learning Outcomes		Assessment Criteria
1. Be aware of how images of young people are portrayed through the media.	1.1. Identify images of young people and how they are portrayed through the media. 1.2. Identify images of groups of people that are portrayed through the media. 1.3. Identify images of groups of people who are underrepresented in the media.	
2. Understand how the media influence self image.	2.1. Identify feelings of own body image. 2.2. State how the media can influence own body image.	
3. Understand how images of people have been portrayed through history.	3.1. Identify images of people and state how they have been portrayed throughout history.	
4. Understand how images of people are portrayed through different cultures.	4.1. Identify images of people from different cultures and state how they are different from own.	
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	Personal Health and Well-Being	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ716	
Unit Reference No	A/506/2337	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of maintaining a healthy lifestyle.		
Learning Outcomes	Assessment Criteria	
1. Outline how to maintain balanced emotional and mental well-being.	1.1. Outline the importance of maintaining a balanced diet. 1.2. State the important food groups to maintain a balanced diet.	
2. Understand the importance of regular exercise.	2.1. Outline the importance of regular exercise. 2.2. State how lack of exercise may have a negative impact on health. 2.3. List different types of exercise.	
3. Know why emotional and mental well-being is important.	3.1. Outline what is meant by emotional and mental well-being. 3.2. State the signs, symptoms and impact of stress. 3.3. Outline how to maintain balanced emotional and mental well-being.	
4. Be able to improve own lifestyle.	4.1. Identify areas for improvement within own lifestyle. 4.2. List sources of support to improve own lifestyle. 4.3. Outline a plan to improve own 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/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Safe Handling and Storage of Food	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ719	
Unit Reference No	J/506/2356	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to handle and store food safely and understand the importance of good hygiene.		
Learning Outcomes	Assessment Criteria	
1. Recognise the need to handle food safely.	1.1. Outline good practice when handling food. 1.2. Identify hazards related to food safety and state appropriate actions. 1.3. Outline the importance of storing and disposing of waste safely.	
2. Recognise the importance of personal hygiene when handling food.	2.1. Outline how to maintain personal hygiene when handling food. 2.2. List potential problems resulting from not maintaining personal hygiene when handling food.	
3. Understand why cleaning is important to keep food safe.	3.1. State why cleaning is important in the food work area to avoid contamination. 3.2. Select and safely use appropriate cleaning materials in a food work area.	
4. Know how to store and handle different types of food correctly.	4.1. Outline how to store different types of food correctly following storage instructions. 4.2. List ways in which food should be handled and stored to avoid contamination. 4.3. Demonstrate how to handle food safely following correct 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
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

Title	Safe Use of Household Appliances	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ720	
Unit Reference No	L/506/2360	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use household appliances safely. The learner will also be required to outline procedures in the event an emergency.		
Learning Outcomes		Assessment Criteria
1. Know how to read labels and symbols on garments for cleaning purposes.	1.1. Identify labels and symbols on clothes in relation to what they mean and sort into correct piles.	
2. Know how to use a washing machine safely.	2.1. Demonstrate the following: a) switch on machine b) select appropriate washing cycle c) measure correct amount of detergent d) insert correctly into machine	
3. Know how to use iron safely.	3.1. Demonstrate the following: a) fill unplugged iron with water b) plug iron in safely and select correct temperature c) correctly iron a range of laundry items using different temperature settings	
4. Know how to store and use cleaning materials for specific tasks.	4.1. Identify appropriate use for cleaning materials and use correctly. 4.2. Identify a range of warning symbols and outline the correct storage of each. 4.3. List reasons why materials should be stored correctly.	
5. Know what to do in an emergency situation in relation to water, electricity and gas.	5.1. Identify the location of the following: a) water stop cock b) electricity fuse box 5.2. Outline what to do in an emergency situation involving water and electricity. 5.3. Outline the correct procedure for detecting and reporting a gas leak.	
6. Understand how to initiate emergency procedures.	6.1. Outline situations that require emergency assistance. 6.2. Outline the correct procedures for contacting the emergency services.	
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

Title	Time Management Skills	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ722	
Unit Reference No	D/506/2363	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand time management skills and how to implement effective time management in own life to help reduce stress.		
Learning Outcomes	Assessment Criteria	
1. Understand own time management.	1.1. List the hours spent over a period of time on the following activities: a) sleeping b) eating c) working d) studying e) socialising 1.2. Give two examples of activities for each of the following: a) productive time b) maintenance time	
2. Understand time management skills.	2.1. Outline what is meant by time management. 2.2. Identify how time management skills can be used in daily life.	
3. Understand how time management may reduce stress.	3.1. Give two examples of physical and emotional symptoms of stress. 3.2. Identify how time management can help reduce stress. 3.3. Outline a plan of own time to reduce stress.	
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	Understand Equality, Diversity and Discrimination	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CAZ723	
Unit Reference No	F/506/2369	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by the terms equality and diversity and know key legislation related to both.		
Learning Outcomes	Assessment Criteria	
1. Understand what is meant by equality.	1.1. Define the term equality. 1.2. List key equality legislation. 1.3. Give examples of inequality in a range of situations. 1.4. Identify bodies who work on equality issues.	
2. Understand what is meant by diversity.	2.1. Define the term diversity. 2.2. List key diversity legislation. 2.3. Give examples of positive and negative stereotyping. 2.4. Give examples of how diversity can benefit society.	
3. Understand what is meant by discrimination.	3.1. Define the term discrimination. 3.2. State the difference between discrimination and prejudice. 3.3. List the areas of discrimination covered by legislation. 3.4. Give an example of direct discrimination. 3.5. Give an example of indirect discrimination.	
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:	Healthy Living	
Level:	One	
Credit Value:	2	
Guided Learning Hours (GLH):	18	
OCN NI Unit Code:	CAZ709	
Unit Reference No:	R/506/2330	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the Importance of healthy living and be aware of how to improve own lifestyle.		
Learning Outcomes		Assessment Criteria
1. Know why a balanced diet is important to a healthy lifestyle.	1.1. Outline what is meant by a healthy balanced diet. 1.2. Outline the essential food groups in a balanced diet.	
2. Recognise the importance of exercise to a healthy lifestyle.	2.1. Outline the importance of exercise to a healthy lifestyle. 2.2. Outline how lack of exercise can affect the human body. 2.3. Outline different types of exercise.	
3. Recognise the importance of emotional and mental well-being.	3.1. Outline what is meant by emotional and mental well-being. 3.2. Outline the impact of stress on the human body. 3.3. Outline how work/life balance can help maintain emotional and mental well-being.	
4. Be aware of how to improve own lifestyle.	4.1. Identify positive and negative points of own lifestyle in relation to physical and mental health, and emotional well-being. 4.2. Identify sources of information and/or support and how they can be accessed. 4.3. Develop a plan to improve own 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
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Title	Producing Craftwork	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ717	
Unit Reference No	A/506/2354	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to produce a chosen craftwork piece adhering to health and safety requirements.		
Learning Outcomes		Assessment Criteria
1. Be able to produce chosen craftwork.	1.1. Select a type of craftwork and identify appropriate: a) materials b) equipment c) techniques 1.2. Produce craftwork on a given theme.	
2. Know how to work with others safely in a workshop.	2.1. Outline health and safety procedures in a workshop. 2.2. Demonstrate how to follow health and safety procedures.	
3. Be able to review craftwork.	3.1. Assess own craftwork and 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

Title	Cooking in a Domestic Kitchen	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ700	
Unit Reference No	M/506/2321	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan, prepare and cook a nutritionally balanced meal in a domestic kitchen.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan nutritionally balanced meals.	1.1. Plan a nutritionally balanced meal to include cost and reason for choice.	
2. Be able to use a domestic kitchen to produce a meal.	2.1. Identify and use domestic kitchen equipment that is needed to produce a meal. 2.2. Demonstrate the use of food preparation methods. 2.3. Cook a meal using: a) fresh ingredients b) convenience foods 2.4. Clean and store the kitchen equipment used to produce a meal.	
3. Be aware of health and safety responsibilities in a domestic kitchen.	3.1. Identify the main health and safety risks in a domestic kitchen. 3.2. Outline how to respond to health and safety risks in a domestic kitchen.	
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

Title	Creative Local History Project	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CAZ701	
Unit Reference No	T/506/2322	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use local history to prepare and create a piece of art.		
Learning Outcomes	Assessment Criteria	
1. Be able to use local history to prepare for a creative project.	1.1. Identify and collect information on local history and events on which the project will be based. 1.2. Identify themes and images for creative work. 1.3. Select resources and techniques for a creative project.	
2. Be able to take part in a creative project based on local history.	2.1. Create a piece of art with a local history theme. 2.2. Assess creative project and 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

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.

OCN NI Level 1 Award in Community Independence

Qualification Number: 601/8261/1

Operational start date: 01 December 2015
Operational end date: 31 December 2027
Certification end date: 31 December 2028

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