



Qualification Specification for:

OCN NI Level 3 Certificate in Youth Work Practice

➤ **Qualification No: 603/1440/0**

Qualification Regulation Information

Qualification Title:	OCN NI Level 3 Certificate in Youth Work Practice
Qualification Number:	603/1440/0
Operational start date:	15 May 2017
Operational end date:	31 December 2030
Certification end date:	31 December 2033

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 3 years after this date to complete the qualification and claim their certificate.

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

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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 3 Certificate in Youth Work Practice**

This specification sets out:

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

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

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

Contents

About Regulation	5
OCN NI.....	5
Qualification Features.....	6
Sector Subject Area	6
UCAS Tariff	6
Aims and Objectives.....	6
National Occupational Standards	7
Grading	7
Qualification Target Group	7
Progression Opportunities.....	7
Entry Requirements.....	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	11
Quality Assurance of Centre Performance.....	16
External Verification	16
Standardisation	16
Administration.....	17
Registration	17
Certification	17
Charges.....	17
Equality, Fairness and Inclusion.....	17

About Regulation

OCN NI

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

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications ([Ofqual Register](#)). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

The Regulated Qualifications Framework: an overview

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

Qualification Level

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

Qualification Size

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

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

Qualification Features

Sector Subject Area

13.1 Teaching and Lecturing

UCAS Tariff

The OCN NI Level 3 Certificate in Youth Work Practice qualification is recognised by UCAS, with 8 points being allocated to it.

Aims and Objectives

The OCN NI Level 3 Certificate in Youth Work Practice qualification is designed to develop and enhance competence in the planning, delivery and evaluation of a group work programme in a youth work context. It builds on the knowledge, understanding and skills gained through the OCN NI Level 2 Certificate in Youth Work Practice and places emphasis on the accreditation of learning from direct practice with young people in a group work setting.

The objectives of the qualification are to enable learners to:

- Understand group work facilitation within a youth work context
- Plan, deliver and evaluate a group work programme for youth work
- Promote inclusive practice in group work and the promotion of inclusion in a youth work context
- Understand and apply reflective practice in youth work

OCN NI has developed this qualification in partnership with the Youth Work Training Board (YWTB). The YWTB is currently a sub-committee of the Youth Council for Northern Ireland (YCNI). Since April 2016, YCNI has been significantly streamlined although its statutory functions remain unchanged. As a result, YCNI will function as an advisory body to both the Department of Education (DE) and the Education Authority (EA). YWTB is the vehicle by which this advice is gathered in terms of training both for the youth work workforce and young people.

YWTB will continue to provide a forum wherein representatives of the youth work sector come together to share ideas, to encourage the development of good practice and promote quality standards in youth work training.

This qualification sits within the suite of Youth Work Practice qualifications already endorsed by YWTB.

National Occupational Standards

The units have been mapped to the National Occupational Standards for Youth Work particularly those associated with the functional areas of:

- a) Work with young people and others
- b) Facilitate the personal, social and educational development of young people
- c) Promote inclusion, equity and young people's interests and welfare

<http://www.nya.org.uk/wp-content/uploads/2014/06/National-Occupation-Standards-for-Youth-Work.pdf>

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is for learners who are currently working or volunteering in a youth work context and must deliver a group work programme.

Progression Opportunities

The OCN NI Level 3 Certificate in Youth Work Practice qualification enables progression to further learning in this sector including higher education courses. It may also contribute to further employment opportunities within the youth work sector.

Entry Requirements

Learners must be currently working or volunteering within a youth work context and have opportunity to deliver a group work programme. In addition, they must be at least 18 years of age and have achieved the OCN NI Level 2 Certificate in Youth Work Practice or regulated equivalent.

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

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 this qualification must:

- Hold a North/South Education & Training Standards (NSETS) / Joint Negotiating Committee (JNC) recognised professional youth work qualification
- Have evidence of maintaining occupational competence through continuing learning and development within the past 3 years
- Have evidence of 3 years of youth work practice
- Have 3 years' experience of delivering youth work training programmes
- Have a sound understanding of the current National Occupational Standards (NOS) for Youth Work

NB. Those approved to contribute to the delivery, assessment/internal quality assurance of the previous suite of youth work training programmes, are exempt from the JNC requirement above.

Assessors

OCN NI qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must:

- Hold an NSETS/JNC recognised professional youth work qualification
- Have evidence of maintaining occupational competence through continuing learning and development within the past 3 years
- Have evidence of 3 years of youth work practice
- Hold or be working towards a recognised assessor qualification

- Have a sound understanding of the current National Occupational Standards (NOS) for Youth Work

NB. Those approved to contribute to the delivery, assessment/internal quality assurance of the previous suite of youth work training programmes, are exempt from the JNC requirement above.

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 qualification.

Internal Verifiers must:

- Hold an NSETS/JNC recognised professional youth work qualification
- Have evidence of maintaining occupational competence through continuing learning and development within the past 3 years
- Hold a recognised assessor qualification
- Hold or be working towards a recognised Internal Quality Assurance (IQA) qualification
- Have a sound understanding of the current National Occupational Standards (NOS) for Youth Work

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

OCN NI Level 3 Certificate in Youth Work Practice

Learners must successfully complete all 4 units to achieve the qualification - 15 credits.

Total Qualification Time (TQT) for this qualification: 150 hours

Guided Learning Hours (GLH) for this qualification: 75 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
H/615/6867	CBD806	Facilitating Group Work in a Youth Work Context	20	2	Three
M/615/6872	CBD807	Plan, Deliver and Evaluate a Group Work Programme in a Youth Work Context	100	10	Three
F/615/6875	CBD808	Promoting Inclusive Practice in Group Work in Youth Work Practice	10	1	Three
R/615/6878	CBD809	Reflective Practice in a Youth Work Context	20	2	Three

Unit Details

Title	Facilitating Group Work in a Youth Work Context	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBD806	
Unit Reference No	H/615/6867	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand group work facilitation within a youth work context.		
Learning Outcomes	Assessment Criteria	
1. Understand group work in a youth work context.	1.1. Explain the purpose of group work. 1.2. Illustrate a model of group development considering each stage of the group process for a youth worker.	
2. Understand group work facilitation in a youth work context.	2.1. Summarise group work methods used in a youth work context. 2.2. Illustrate facilitation skills used at the different stages of a group work session. 2.3. Analyse strategies that can be used to engage those who present challenging behaviours in a group work context.	
3. Understand the role of the youth worker as a group work facilitator.	3.1. Analyse the role of the youth worker in the facilitation of group work, including creating and maintaining a conducive and safe learning environment.	
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	Plan, Deliver and Evaluate a Group Work Programme in a Youth Work Context	
Level	Three	
Credit Value	10	
Guided Learning Hours (GLH)	45	
OCN NI Unit Code	CBD807	
Unit Reference No	M/615/6872	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan, deliver and evaluate a group work programme for youth work.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan a group work programme in a youth work context.	1.1. Apply a model of programme development to own group work programme. 1.2. Present evidence of planning a group work programme to include the following: <ol style="list-style-type: none"> a needs assessment young people's participation a curriculum model approach aims and outcomes Health and Safety considerations resource/budget/staffing considerations session plans 1.3. Analyse methods which may be used to measure intended project outcomes.	
2. Be able to create a conducive climate to learning for a group work programme in a youth work context.	2.1. Create a climate conducive to learning, taking into account: <ol style="list-style-type: none"> group contract group needs inclusion Health and Safety 2.2. Use facilitation skills in a group work programme, to include: <ol style="list-style-type: none"> relevant content, material and activities, methods feedback from the group 	
3. Be able to monitor and evaluate a group work programme in a youth work context.	3.1. Use at least three methods to monitor a group work programme in a youth work context. 3.2. Analyse and evaluate the outcomes of own group work programme using at least three information sources. 3.3. Analyse own contribution 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
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	Promoting Inclusive Practice in Group Work in Youth Work Practice	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CBD808	
Unit Reference No	F/615/6875	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to appreciate inclusive practice in group work and the promotion of inclusion in a youth work context.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of inclusive practice in group work in a youth work context.	1.1. Explain why inclusion is an important principle of youth work. 1.2. Summarise personal, social and community issues that may exist in a local context, and their impact on inclusion in a group work setting.	
2. Understand how to promote inclusion in group work in a youth work context.	2.1. Illustrate approaches by which a youth worker may promote inclusion in group work. 2.2. Evaluate strategies that may be used to encourage young people to be inclusive in group work sessions.	
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	Reflective Practice in a Youth Work Context	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBD809	
Unit Reference No	R/615/6878	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply reflective practice in youth work.		
Learning Outcomes	Assessment Criteria	
1. Understand reflective practice in youth work.	1.1. Summarise what is meant by reflective practice. 1.2. Illustrate and apply a model of reflective practice to own youth work. 1.3. Analyse methods which may support reflective practice in a youth work context.	
2. Be able to use reflective practice to develop own youth work.	2.1. Analyse own youth work journey. 2.2. Evaluate the impact of own values on youth work practice. 2.3. Evaluate the effectiveness of your own skills and approaches used in youth work.	
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
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Quality Assurance of Centre Performance

External Verification

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

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the 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 this 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 this qualification.

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.

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