



## Qualification Specification for:

**OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages**

➤ **Qualification No: 603/1441/2**

## Qualification Regulation Information

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OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages

Qualification Number: 603/1441/2

Operational start date: 15 May 2017

Operational end date: 31 December 2027

Certification end date: 31 December 2031

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 4 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

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

→ **OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit Details
- Assessment
- 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](http://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.

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## About Regulation

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### OCN NI

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

### The Regulated Qualifications Framework: an overview

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

#### Qualification Level

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

#### Qualification Size

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

## Qualification Summary

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### Sector Subject Area

#### 13.1 Teaching and Lecturing

The units in this qualification relate to the National Occupational Standards for Learning and Development. <http://www.excellencegateway.org.uk/content/eg6225>

### Qualification Aim

The aim of the OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages is to provide an introduction to the skills and knowledge required of individuals to teach English language skills to learners whose first language is not English.

### Qualification Objectives

The objectives of the qualification are to enable learners to:

- Develop knowledge and understanding about current good practice in teaching English to speakers of other languages
- Develop the skills in managing the learning environment and planning, delivering, assessing and evaluating learning activities in relation to teaching English to speakers of other languages
- Evaluate learning resources in relation to teaching English to speakers of other languages
- Develop an understanding of the theory of language development

Learners will develop skills and knowledge in the areas of classroom and learning environment management. In addition, they will develop skills and knowledge in planning and delivering effective learning activities, appropriate use of technology resources and the assessment of learner performance.

### Grading

Grading for this qualification is Pass/Fail.

### Qualification Target Group

This qualification is targeted at those wishing to develop an understanding of the skills and knowledge required to teach English to speakers of other languages within Northern Ireland and in other countries. It is designed for adults who:

- have not attained a level 4 (or above) teaching qualification
- have an existing teaching qualification but wish to develop specific skills and knowledge in the area of teaching English to speakers of other languages

### Progression Opportunities

Learners may consider progression to level 5 Teaching English to Speakers of Other Languages qualifications to further enhance their skills and knowledge in this area.

### Entry Requirements

Age - learners must be at least 19 years old.

Qualifications - Learners must have:

- GCSE English (Grade C or above) or equivalent and sufficient Maths to complete the qualification

### Qualification Support

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

### Delivery Languages

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

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

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

### Centre Staffing

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

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

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

### Tutors

Tutors delivering this qualification must

- hold a minimum of a Level 5 teaching or training qualification
- have at least one year's experience of Teaching English to Speakers of Other Languages

### 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 a minimum of a Level 5 teaching or training qualification
- have at least one year's experience of Teaching English to Speakers of Other Languages
- have a sound understanding of the current National Occupational Standards (NOS)

Assessors are required to:

- 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 qualification.

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

- hold a minimum of a Level 5 teaching or training qualification
- have at least one year's experience of Teaching English to Speakers of Other Languages
- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training

Internal verifiers are required to:

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

## Structure and Content

### OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages

Learners must successfully complete the following 3 mandatory units in the qualification – total 14 credits.

The Total Qualification Time (TQT) for this qualification: 140 hours  
 Guided Learning Hours (GLH) for this qualification: 84 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<b>Mandatory Units</b>					
<a href="#">A/615/6857</a>	CBD803	Principles of Teaching English to Speakers of Other Languages	60	6	Four
<a href="#">A/615/6860</a>	CBD804	Teaching Techniques and Lesson Plan Development for Teaching English to Speakers of Other Languages	40	4	Four
<a href="#">F/615/6861</a>	CBD805	Language Awareness for Teaching English to Speakers of Other Languages	40	4	Four

**For reference:  
 RQF Level 4 Descriptors**

<i>Knowledge descriptor (the holder...)</i>	<i>Skills descriptor (the holder can...)</i>
<p><i>Has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine.</i></p> <p><i>Can analyse, interpret and evaluate relevant information and ideas.</i></p> <p><i>Is aware of the nature of approximate scope of the area of study or work.</i></p> <p><i>Has an informed awareness of different perspectives or approaches within the area of study or work.</i></p>	<p><i>Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined.</i></p> <p><i>Review the effectiveness and appropriateness of methods, actions and results.</i></p>

## Unit Details

Title	Principles of Teaching English to Speakers of Other Languages	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	36	
OCN NI Unit Code	CBD803	
Unit Reference No	A/615/6857	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles of teaching English to speakers of other languages		
Learning Outcomes	Assessment Criteria	
1. Understand the principal pedagogies and methodologies that inform language teaching.	1.1. Evaluate the efficacy of the theory of Second Language Acquisition to teaching English to speakers of other languages. 1.2. Summarise the main characteristics, advantages and disadvantages of contemporary methods and approaches to language teaching.	
2. Understand the application and outcomes of language teaching methods and approaches.	2.1. Critically compare the features and possible learner outcomes of a minimum of four language teaching methodologies and approaches. 2.2. Select and use appropriate teaching methodologies and approaches for at least two different groups of learners.	
3. Understand factors which influence adults who learn English as a second language.	3.1. Analyse reasons why adults learn a second language and the possible impact on the learning environment. 3.2. Develop appropriate learning materials for at least two different groups of learners.	
4. Be able to evaluate learning strategies for language learning.	4.1. Evaluate the effectiveness of a minimum of four learning strategies for language learning.	
Assessment Guidance		
Internally set, internally marked, externally moderated 100% coverage of the Assessment Criteria		
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
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam.	Tutor notes / record Audio/video record Record of observation
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Teaching Techniques and Lesson Plan Development for Teaching English to Speakers of Other Languages	
Level	Four	
Credit Value	4	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD804	
Unit Reference No	A/615/6860	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the application of teaching techniques and lesson plan development to teach English to speakers of other languages.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Design lesson plans for differing levels of learners.	1.1. Develop a minimum of two lesson plans related to the specific needs and levels of learners. 1.2. Develop a minimum of two classroom activities to teach language structures for specific levels. 1.3. Evaluate effectiveness of a minimum of two lesson plans and associated activities.	
2. Be able to evaluate and implement appropriate classroom techniques.	2.1. Develop and demonstrate a minimum of two appropriate classroom techniques. 2.2. Design and maintain an effective learning environment for at least two teaching sessions lasting at least 30 minutes each. 2.3. Evaluate the effectiveness of at least two of own teaching sessions and identify possible areas for improvement.	
3. Design own resources to support learning.	3.1. Research and develop a minimum of three appropriate language teaching materials. 3.2. Critically compare a minimum of four classroom activities and materials. 3.3. Demonstrate the effective use of learning resources.	
4. Be able to evaluate English language teaching resources and tools.	4.1. Critically compare a minimum of two English language teaching resources and/or tools.	
<b>Assessment Guidance</b>		
Internally set, internally marked, externally moderated 100% coverage of the Assessment Criteria		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam.	Tutor notes / record Audio/video record Record of observation
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Language Awareness for Teaching English to Speakers of Other Languages	
Level	Four	
Credit Value	4	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD805	
Unit Reference No	F/615/6861	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to have an awareness of language for teaching English to speakers of other languages.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the main parts of language for the purposes of teaching.	1.1. Critically compare specific structures of language in a minimum of two contexts. 1.2. Develop a minimum of three activities to teach specific language structures.	
2. Understand the process of developing production and reception skills.	2.1 Analyse the methodological implications of integrating production and reception skills in the language learning classroom. 2.2 Develop a minimum of two appropriate activities to teach production and reception skills.	
3. Understand the importance of continuous assessment and explicit and/or implicit feedback.	3.1. Critically compare the main characteristics, advantages and disadvantages of formative and summative feedback in language learning. 3.2. Critically compare techniques used in explicit and implicit feedback.	
4. Understand how to analyse language for the purposes of language teaching.	4.1. Analyse language in order to provide error correction and learner feedback.	
<b>Assessment Guidance</b>		
Internally set, internally marked, externally moderated 100% coverage of the Assessment Criteria		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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

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### External Verification

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

### 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 centre log-in area of the OCN NI website.

## Administration

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### 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 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.

## **OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages**

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