



Qualification Specification:

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

- **Qualification No: 603/2326/7**

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

- **Qualification No: 603/2327/9**

Version: 2.0



1. Specification Updates

Key changes have been listed below:

Section	Detail of change	Version and date of Issue
Qualification	Extended to 31 st August 2032	V2.0 – May 2026
Specification	On new format	V2.0 – May 2026

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3. Introduction to Open College Network Northern Ireland (OCN NI)

The Open College Network Northern Ireland (OCN NI) is a UK recognised awarding organisation based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is also regulated by Ofqual to award qualifications in England.

OCN NI is also an educational charity that advances education by developing nationally recognised qualifications and recognising the achievements of learners. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME's and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment. OCN NI's Strategic Plan can be found on the OCN NI website www.ocnni.org.uk.

For further information on OCN NI qualifications or to contact us, you can visit our website at www.ocnni.org.uk. The website should provide you with details about our qualifications, courses, contact information, and any other relevant information you may need.

OCN NI Contact Details

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4. About this Specification

This specification details OCN NI's specific requirements for the delivery and assessment of the **OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)** and the **OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives**.

This specification will provide guidelines for centres to ensure the effective and correct delivery of these qualifications. OCN NI qualification specifications are based on research and engagement with the practitioner community to ensure they provide appropriate skills and knowledge for learners.

The qualification specification will detail the following aspects of the OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2) and the OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives.

- **Qualification Features:** this includes the key characteristics and features of these qualifications, such as their intended audience, purpose, and credit value.
- **Centre Requirements:** this details the prerequisites and obligations that centres must fulfil to be eligible to deliver and assess these qualifications. These include guidelines on staff qualifications, resources, and required procedures.
- **Structure and Content:** this details the structure and content of the qualifications including units, and any specific content that learners will be required to study.
- **Assessment Requirements:** this details assessment criteria and assessment methods for these qualifications, ensuring that summative assessment approaches are clear.
- **Quality Assurance:** the quality and consistency of delivery and assessment of these qualifications are of paramount importance to OCN NI. The mandatory quality assurance arrangements including processes for internal and external quality assurance that all centres offering these qualifications must adhere to are detailed.
- **Administration:** guidance on the administrative aspects of delivering these qualifications, including registration, certification, and record-keeping.
- Reference to other handbooks and policies as appropriate to the qualifications.

It is important to note that OCN NI will communicate any significant updates or changes to this specification in writing to our centres. Additionally, we will make these changes available on our official website at www.ocnni.org.uk.

To stay current, please refer to the online version of this specification as it is the most authoritative and up-to-date publication. Be aware that downloaded and printed copies may not reflect the latest revisions.

4.1 Additional Support

OCN NI offers a comprehensive range of support services designed to assist centres in meeting the delivery and quality assurance requirements of OCN NI qualifications. These services include:

- **Specimen Assessment Materials:** These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.
- **Qualification Support Pack:** A support pack has been developed to support centres in the delivery of these qualifications. The pack includes planning and assessment templates, guides to best practice, etc.
- **Professional Development for Educators:** OCN NI provides opportunities for professional development tailored to meet the various needs of practitioners and quality assurance staff. Centres can join our training sessions, available in both face-to-face and online formats, or explore a wealth of training materials by visiting www.ocnni.org.uk
- **OCN NI Subject Advisors:** Our team of subject advisors offers vital information and support to centres. They provide guidance on specification details, non-exam assessment advice, updates on resource developments, and various training opportunities. They actively engage with subject communities through an array of networks to facilitate the exchange of ideas and expertise, to support practitioners to provide quality education programs to learners.

All centres can access information, support and guidance to support the delivery and quality assurance of these qualifications by contacting their designated Business Development Advisor or by contacting us on [Contact Us | OCN NI](#)

5. About these Qualifications

5.1 Qualification Regulation Information

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

Qualification Number: 603/2326/7

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Qualification Number: 603/2327/9

Operational start date: 01 September 2017

Review date: 31 August 2032

The qualifications' operational start and end dates define the regulated qualifications' lifecycle. The operational end date is the final date for learner registration, while learners have until the certificate end date to complete the qualifications and receive their certificates.

It is important to note that all OCN NI regulated qualifications are listed on the Register of Regulated Qualifications (RQF), which can be found at [Ofqual Register](#). This register is maintained by Ofqual in England and CCEA Regulation in Northern Ireland. It contains information about qualifications that are regulated and accredited. It is a key resource for learners, employers, and educational institutions to verify the status and recognition of qualifications.

Centres must adhere to administrative guidelines diligently, with special attention to the fact that fees, registration, and certification end dates for the qualification may be subject to changes. It is a centre's responsibility to make itself aware of updates on any modifications to ensure compliance with the latest requirements. OCN NI provides centres with timely updates through various channels including website, newsletters and through this specification. Information on qualification fees can be found on the Centre Login section of the OCN NI website www.ocnni.org.uk.

5.2 Qualification Background Development

These qualifications have been developed in partnership with the Irish Congress of Trade Unions and with a range of individual unions in order to meet the needs of trade union members within Northern Ireland.

Trade unions provide a range of services for their members, within organisations as well as in broader society. This suite of qualifications reflects the diverse range of activities undertaken by trade union members and their representatives and develops the skills and knowledge of individuals to undertake these activities

The suite of Trade Union Qualifications has progression opportunities embedded within them as they allow for individuals to progress to higher levels or gain further skills. Outside of the Trade Union qualifications they allow for progression to higher level qualifications, particularly in the business management area.

Qualification Features – OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

5.3 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for these qualifications is:

Subject Area: 15.3 Business Management

5.4 Grading

Grading for this qualification is pass/fail.

5.5 Qualifications' Aim and Objectives

Qualifications' Aim

This qualification will enable the learner to develop skills and knowledge required to undertake the role of a trade union representative.

Qualifications' Objectives

The unions provide a range of services for their members, within organisations as well as in broader society. This qualification reflects the range of activities undertaken by a trade union representative including:

- addressing work place issues on behalf of members, and
- promoting broad trade union objectives
- working with members

5.6 Target Learners

This qualification is targeted at individuals who wish to develop skills and knowledge to enable them to undertake the role of a trade union representative.

5.7 Entry Requirements

It would be preferable that learners will have completed OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1) or can demonstrate a similar level of skills and knowledge. Learners should also have the necessary communication and ICT skills to be able to complete assessments within the qualifications, and be 18 years or older.

5.8 Progression

Progression from the OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2) is to a range of Trade Union qualifications at Level 3, which are currently in development.

5.9 Delivery Language

These qualifications are exclusively available in English. If there is a desire to offer these qualifications in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

Qualification Features – OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

5.10 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for these qualifications is:

Subject Area: 15.3 Business Management

5.11 Grading

Grading for this qualification is pass/fail.

5.12 Qualifications' Aim and Objectives

Qualifications' Aim

This qualification will enable the learner to develop skills and knowledge related to employment law in order to advise and represent trade union members.

Qualifications' Objectives

The unions provide a range of services for their members, within organisations as well as in broader society. This qualification reflects the range of activities undertaken by a trade union representative in relation to issues associated with employment law including:

- understanding the implications of employment law on workers
- skills in locating and understanding the application of employment law to individual workplace employment cases
- representing members in tribunals, and
- promoting broad trade union objectives in relation to employment law

5.13 Target Learners

This qualification is targeted at individuals who wish to develop skills and knowledge to enable them to advise and represent trade union members on issues related to employment law.

5.14 Entry Requirements

There are no formal entry requirements. It would be expected that learners have the necessary communication and ICT skills to be able to complete assessments within the qualifications and be 18 years or older.

5.15 Progression

Progression from the OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives is to a range of Trade Union qualifications at Level 3, which are currently in development.

5.16 Delivery Language

These qualifications are exclusively available in English. If there is a desire to offer these qualifications in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

6. Centre Requirements for Delivering these Qualifications

6.1 Centre Recognition

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

6.2 Qualification Approval

Once a centre has successfully undergone the Centre Recognition process, it becomes eligible to apply for qualification approval. The centre's capability to meet and sustain the qualification criteria will be assessed. Throughout the qualification approval process, OCN NI will aim to ensure that:

- centres possess suitable physical resources (e.g., equipment, IT, learning materials, teaching rooms) to support qualification delivery and assessment
- centre staff involved in the assessment process have relevant expertise and/or occupational experience
- robust systems are in place for ensuring ongoing professional development for staff delivering the qualifications
- centres have appropriate health and safety policies concerning learner equipment use
- qualification delivery by centres complies with current equality and diversity legislation and regulations
- as a part of the assessment process for these qualifications it may be useful for learners to have access to a practical work setting

6.3 Centre Staffing

To offer these qualifications centres are mandated to establish the following roles as a minimum, although a single staff member may serve in more than one capacity*:

- Centre contact
- Programme Co-ordinator
- Assessor
- Internal Quality Assurance (IQA)

*Note: An individual cannot serve as an IQA for their own assessments.

6.4 Tutor Requirements

Tutors responsible for delivering these qualifications are expected to possess a high degree of occupational competency. They should meet the following criteria:

- **Occupational Competency:** Tutors should demonstrate a clear understanding of the subject matter, including up-to-date knowledge. They should also have a minimum of one year's relevant experience in this area. This competence should enable them to effectively impart knowledge and practical skills to learners.
- **Qualifications:** Tutors should hold qualifications at a level that is at least one level higher than the qualification they are teaching. This ensures that they have the necessary academic foundation to provide in-depth guidance and support to learners.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors, thereby enhancing the quality and effectiveness of their educational experience.

6.5 Assessor Requirements

The assessment of these qualifications takes place within the centre and is subjected to OCN NI's rigorous quality assurance procedures. The achievement of individual units is based on the criteria defined in each unit.

Assessors play a pivotal role in ensuring the validity and fairness of assessments. They are required to meet the following criteria:

- **Occupational Competency:** Assessors should possess a high degree of occupational competency in the relevant subject matter. This expertise enables them to accurately evaluate and measure a learner's knowledge and skills. Additionally, they should hold qualifications at a level that is at least one level higher than the qualification and a minimum of one year's experience in the area they are assessing, ensuring their in-depth understanding of the subject matter.
- **Assessment Expertise:** Assessors should have direct or related experience in the field of assessment. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **Assessors Qualification:** Assessors should hold or be currently undertaking a recognised assessor's qualification; or must have attended the OCN NI Assessment Training.
- **Comprehensive Assessment Oversight:** Assessors are responsible for evaluating all assessment tasks and activities comprehensively. They must thoroughly review and assess each element to ensure a fair and accurate representation of a learner's skills and knowledge.

These rigorous requirements uphold the quality and integrity of the qualification's assessment process, ensuring that learners receive a fair and reliable evaluation of their competencies.

6.6 Internal Quality Assurer Requirements

The Internal Quality Assurer plays a crucial role in the centre's internal quality assurance processes. The centre must designate a skilled and trained IQA who assumes the role of an internal quality monitor responsible for verifying the delivery and assessment of the qualifications.

The Internal Quality Assurer for these qualifications must meet the following criteria:

- **IQA Expertise:** IQA should have direct or related experience in the field of verification and have at least one year's occupational experience in the areas they are internally quality assuring. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **IQA Qualification:** IQA should hold or be currently undertaking a recognised IQA qualification; or must have attended the OCN NI IQA Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** IQA are tasked with conducting in-depth reviews and assessments of all assessment tasks and activities. Their responsibility is to ensure a comprehensive and meticulous oversight of each element to guarantee a just and precise reflection of a learner's abilities and knowledge and to ensure that all assessment and quality assurance requirements are fulfilled.

7. Qualification Structure

7.1 Qualification Purpose

The OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2) and the OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives will support learners to develop the knowledge, understanding and practical skills required to undertake effective trade union representative roles within the workplace and wider trade union context. These unitised qualifications are assessed on a pass/fail basis and require learners to demonstrate secure understanding and applied competence across the relevant subject areas. Through successful completion, learners will be able to engage with workplace issues, support and represent members, contribute to trade union objectives, and, where relevant, apply knowledge of employment law to inform advice, representation and action. This ensures that learners achieve an appropriate level of proficiency to carry out their responsibilities with confidence, accuracy and professionalism.

7.2 Qualification Level

In the context of the OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2) and the OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives it is essential to understand the significance of qualification levels, as they play a pivotal role in assessing the depth and complexity of knowledge and skills required for successful attainment. These qualifications align with Level 2, which signify a moderate level of difficulty and intricacy. It's important to note that qualification levels in the educational framework range from Level 1 to Level 8, complemented by three 'entry' levels, namely Entry 1 to Entry 3.

7.3 Qualification Size

Total Qualification Time (TQT)

This represents the total amount of time a learner is expected to spend to complete the qualification successfully. It includes both guided learning hours (GLH) and independent study or additional learning time.

Guided Learning Hours (GLH)

These are the hours of guided instruction and teaching provided to learners. This may include classroom instruction, tutorials, or other forms of structured learning.

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)	
Total Qualification Time (TQT):	150 hours
Total Credits Required:	15 credits
Guided Learning Hours (GLH):	120 hours
OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives	
Total Qualification Time (TQT):	390 hours
Total Credits Required:	39 credits
Guided Learning Hours (GLH):	312 hours

7.4 How to Achieve the Qualifications

To achieve the **OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)** learners must complete 15 credits from the optional units.

To achieve the **OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives** learners must complete all units (39 credits).

8. Assessment Structure

These qualifications are assessed through internal assessment and each unit is accompanied by specific assessment criteria that define the requirements for achievement.

8.1 Assessment Guidance: Portfolio

The portfolio for these qualifications is designed to provide a comprehensive view of a learner's skills and knowledge. It is a holistic collection of evidence that may include a single piece of evidence that satisfies multiple assessment criteria. There is no requirement for learners to maintain separate evidence for each assessment criterion.

When learners are creating their portfolio, they should refer to the assessment criteria to understand the evidence required.

It is essential that the evidence in the portfolio reflects the application of skills in real-world situations. Learners should ensure that they provide multiple examples or references whenever the assessment criteria require it.

8.2 Understanding the Units

The units outlined in this specification establish clear assessment expectations. They serve as a valuable guide for conducting assessments and ensuring quality assurance efficiently. Each unit within this specification follows a consistent structure. This section explains the operational framework of these units. It is imperative that all educators, assessors, Internal Quality Assurers, and other personnel overseeing the qualification review and familiarise themselves with this section to ensure a comprehensive understanding of how these units function.

- **Title:** The title will reflect the content of the unit and should be clear and concise.
- **Level:** A unit can have one of six RQF levels: Entry, One, Two, Three, Four or Five. All units within these qualifications are Level 2.
- **Credit Value:** This describes the number of credits ascribed to a unit. It identifies the number of credits a learner is awarded upon successful achievement of the unit. One credit is awarded for the learning outcomes which a learner, on average, might reasonably be expected to achieve in a notional 10 hours of learning.
- **Learning Outcome:** A coherent set of measurable achievements.
- **Assessment Criteria:** These enable a judgement to be made about whether or not, and how well, the students have achieved the learning outcomes.
- **Assessment Guidance and Methods:** These detail the different assessment methods within the unit that may be used.
- **Unit Content:** This provides indicative content to assist in teaching and learning.

9. Qualification Summary by Unit

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

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

Guided Learning Hours (GLH) for this qualification: 120 hours

In order to achieve the OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2) the learner must successfully complete 15 credits from the optional units listed to achieve the qualification.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<i>Optional Units</i>					
A/616/2674	CBD952	Understanding how to Lead on the Trade Union Collective Agenda	3	24	Two
F/616/2675	CBD953	Planning, Organising and Campaigning for Trade Union Representatives	3	24	Two
H/616/2684	CBD954	Recognising and Tackling Discrimination for Trade Union Representatives	3	24	Two
K/616/2685	CBD955	The Trade Union Context	3	24	Two
M/616/2686	CBD956	Equal Rights at Work	3	24	Two
T/616/2687	CBD957	Rights at Work for Trade Union Representatives	3	24	Two

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Total Qualification Time (TQT) for this qualification: 390 hours

Guided Learning Hours (GLH) for this qualification: 312 hours

In order to achieve the OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives, the learner must successfully complete all units (39 credits).

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
Mandatory Units					
A/616/2688	CBD958	Employment Law and the Individual for Trade Union Representatives	9	72	Two
F/616/2689	CBD959	Legal Skills for Trade Union Representatives	3	24	Two
T/616/2690	CBD960	Employment Law Projects	9	72	Two
A/616/2691	CBD961	Trade Unions and Collective Rights	9	72	Two
F/616/2692	CBD962	Trade Unions and Employment Law	9	72	Two

For reference

RQF Level 2 Descriptors

<i>Knowledge descriptor (the holder...)</i>	<i>Skills descriptor (the holder can...)</i>
<i>Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems.</i> <i>Can interpret relevant information and ideas.</i> <i>Is aware of a range of information that is relevant to the area of study or work.</i>	<i>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems.</i> <i>Identify, gather and use relevant information to inform actions.</i> <i>Identify how effective actions have been.</i>

10. Unit Content

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

10.1 Understanding How to Lead on the Trade Union Collective Agenda

Title	Understanding How to Lead on the Trade Union Collective Agenda	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD952	
Unit Reference No	A/616/2674	
Unit purpose and aim(s): This unit will enable the learner to understand how to lead on the trade union collective agenda.		
Learning Outcomes	Assessment Criteria	
1. Understand the concept of trade union collective leadership.	1.1. Summarise at least three leadership styles most appropriate to trade union principles and priorities. 1.2. Describe the role of collective leadership within trade unions.	
2. Understand techniques for effective trade union collective leadership.	2.1. Identify collective leadership techniques and how they may be utilised within own role.	
3. Know how to develop leadership capacity.	3.1. Identify own and others’ experience of leadership in a trade union context. 3.2. Illustrate how leadership capacity may be developed in a trade union context.	
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

E-assessment

The use of information
technology to assess learners'
work

Electronic portfolio
E-tests

10.2 Planning, Organising and Campaigning for Trade Union Representatives

Title	Planning, Organising and Campaigning for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD953	
Unit Reference No	F/616/2675	
Unit purpose and aim(s): This unit will enable the learner to understand how to plan, organise and campaign on trade union issues, and barriers to union participation.		
Learning Outcomes	Assessment Criteria	
1. Know the methods of union organising.	1.1. Describe two different approaches to trade union organising. 1.2. Assess the effectiveness of a given approach to union organising.	
2. Understand how to build participation in a union.	2.1. Describe at least three key obstacles to members' participation in a union. 2.2. Describe at least three ways of improving participation by union members.	
3. Know how to develop a union campaign.	3.1. Illustrate the key elements of proposing, planning and organising a union campaign.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.3 Recognising and Tackling Discrimination for Trade Union Representatives

Title	Recognising and Tackling Discrimination for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD954	
Unit Reference No	H/616/2684	
Unit purpose and aim(s): This unit will enable the learner to understand how to recognise and tackle discrimination.		
Learning Outcomes	Assessment Criteria	
1. Understand how discrimination may occur.	1.1. Describe at least one example of direct and one example of indirect discrimination. 1.2. Describe at least three possible reasons for discrimination in the workplace and their associated impact.	
2. Be aware of legislation, legislative sources and policies for tackling discrimination.	2.1. Identify at least three legislative sources for tackling discrimination. 2.2. Describe at least three examples of how legislation and policies contribute to tackling discrimination. 2.3. Assess the usefulness of different legislation and trade union policy sources in tackling discrimination.	
3. Understand ways of tackling discrimination and promoting equality.	3.1. Describe at least three examples of ways discrimination in the workplace may be tackled. 3.2. Describe at least three examples of ways in which equality may be promoted in the workplace.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.4 The Trade Union Context

Title	The Trade Union Context	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD955	
Unit Reference No	K/616/2685	
Unit purpose and aim(s): This unit will enable the learner to understand trade unions and their relation to the workplace.		
Learning Outcomes		Assessment Criteria
1. Be able to progress trade union priorities.	1.1. Describe union priorities in own workplace and the wider union. 1.2. Identify ways of progressing union priorities.	
2. Be able to identify company or organisational information which may impact on the workplace.	2.1. Identify relevant company or organisational information and its possible impact on the workplace.	
3. Understand key aspects of union principles, structure and resources.	3.1. Identify at least three of the key principles that guide trade unions. 3.2. Describe a union structure and how it may be used to effect change. 3.3. Describe the value of union focused resources.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.5 Equal Rights at Work

Title	Equal Rights at Work	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD956	
Unit Reference No	M/616/2686	
Unit purpose and aim(s): This unit will enable the learner to understand equal rights at work.		
Learning Outcomes		Assessment Criteria
1. Be aware of the legal provisions for equal rights at work.	2. Be able to relate equal rights provisions to the experience of members at work.	1.1. Describe the specific legal provisions for equal rights at work. 2.1. Describe at least three different methods for identifying members' experience of equal rights at work. 2.2. Give at least three examples of members' experience at work with respect to equal rights issues.
3. Be aware of actions that unions may take to promote equal rights at work.		3.1. Describe at least three ways of promoting equal rights at work. 3.2. Illustrate how to develop proposals for promoting specific equal rights at 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
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.6 Rights at Work for Trade Union Representatives

Title	Rights at Work for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD957	
Unit Reference No	T/616/2687	
Unit purpose and aim(s): This unit will enable the learner to understand workplace rights for trade union representatives.		
Learning Outcomes		Assessment Criteria
1. Understand the trade union approach to rights at work issues.	1.1. Describe at least three main trade union approaches to rights at work issues. 1.2. Give at least three examples of how rights at work affect trade union activity.	
2. Know how to use sources of information on employment rights.	2.1. Describe at least three different sources of employment rights information.	
3. Understand the application of key aspects of employment rights information.	3.1. Describe how specific rights apply in given workplace situations. 3.2. Prepare information on employment rights for a given workplace scenario.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Unit Details – OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

10.7 Employment Law and the Individual for Trade Union Representatives

Title	Employment Law and the Individual for Trade Union Representatives	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD958	
Unit Reference No	A/616/2688	
Unit purpose and aim(s): This unit will enable the learner to understand the application of employment law.		
Learning Outcomes	Assessment Criteria	
1. Understand contracts of employment.	1.1. Describe how a Contract of Employment is formed and the main terms by which it is comprised. 1.2. Describe how, and in what circumstances, contracts may be varied.	
2. Understand key legal aspects relating to termination of employment.	2.1. Summarise the main ways that employment may be terminated. 2.2. Describe the requirements for legally fair dismissal. 2.3. Describe key aspects of the law relating to redundancy.	
3. Understand key legal aspects of discrimination in employment.	3.1. Summarise common forms of discrimination that may be encountered within the workplace. 3.2. Describe the key elements of the law relating to discrimination in employment.	
4. Understand legislation relating to employment rights and trade unions.	4.1. Summarise the key aspects of legislation relating to at least two areas of employment law. 4.2. Describe the implications of possible change to legislation.	
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	Record of observation Learner notes/written work Learner log

	learners to practise and apply skills and knowledge	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.8 Legal Skills for Trade Union Representatives

Title	Legal Skills for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD959	
Unit Reference No	F/616/2689	
Unit purpose and aim(s): This unit will enable the learner to develop legal skills to support the role of being a trade union representative		
Learning Outcomes		Assessment Criteria
1.	Understand the impact of case law on workplace issues.	1.1. Describe key features of case law that relate to workplace issues. 1.2. Describe two specific examples of how case law impacts on workplace issues or problems.
2.	Know how to locate and use written legal resources.	2.1. Describe at least three examples of relevant legal resources available in employment law and how they can be accessed. 2.2. Describe at least two examples of legal resources which can assist with addressing workplace issues or problems.
3.	Understand how union representatives use the law in negotiating.	3.1. Describe how unions use the law when negotiating workplace issues or problems.
4.	Be aware of negotiating techniques and how they may be applied.	4.1. Summarise at least five negotiating techniques which may be used by trade unions in tackling workplace problems. 4.2. Describe how unions may apply negotiating techniques in tackling workplace problems.
5.	Understand the preparation required to present a case to an employment tribunal.	5.1. Describe the processes and required information associated with preparing a case for presentation to an employment tribunal.
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.9 Employment Law Projects

Title	Employment Law Projects	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD960	
Unit Reference No	T/616/2690	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills in undertaking employment law related projects.		
Learning Outcomes	Assessment Criteria	
1. Be aware of research methods.	1.1. Describe the key elements of both quantitative and qualitative research methodologies.	
2. Know how to prepare an employment law project plan.	2.1. Prepare an employment law project plan to include: a) selection b) purpose and aim c) outline d) methodology e) outcomes	
3. Be able to carry out an employment law project.	3.1. Carry out an employment law project adhering to project plan, appropriate procedures and utilising appropriate research.	
4. Be able to report on an employment law project.	4.1. Produce a written project report in an appropriate format and present a summary of findings to a given audience. 4.2. Summarise the strengths and limitations of the employment law project plan.	
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
E-assessment	The use of information technology to assess learners’ work	Electronic portfolio E-tests

10.10 Trade Unions and Collective Rights

Title	Trade Unions and Collective Rights	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD961	
Unit Reference No	A/616/2691	
Unit purpose and aim(s): This unit will enable the learner to understand trade union organisation, administration and the legal framework under which trade unions operate.		
Learning Outcomes		Assessment Criteria
1. Understand key aspects of the law concerning trade unions.	1.1. Describe the legal position regarding two of the following: a) independence of trade unions b) political funds c) trade union elections d) rights of members e) trade union mergers	
2. Understand the law regarding recognition rights for trade unions.	2.1. Illustrate the legal procedures for gaining trade union recognition in own region. 2.2. Describe the rights associated with trade union recognition.	
3. Understand key aspects of the law on consultation and information rights for trade unions, representatives and members.	3.1. Describe the law on consultation and information rights for trade unions, representatives and members for two of the following: a) information for bargaining b) transfer of Undertakings - Protection of employment (TUPE) transfers c) collective redundancies d) Health and Safety	
4. Be aware of the law on trade unions and industrial action.	4.1. Describe the legal position on trade unions and industrial action.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

10.11 Trade Unions and Employment Law

Title	Trade Unions and Employment Law	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD962	
Unit Reference No	F/616/2692	
Unit purpose and aim(s): This unit will enable the learner to understand how employment law, role of trade unions and the legal system have developed and may develop in the future.		
Learning Outcomes		Assessment Criteria
1.	Understand the origins and development of employment law and the role of trade unions.	1.1. Illustrate the changes in employment law over the last 50 years. 1.2. Give at least 3 examples of the role of the trade union movement in the development of employment law.
2.	Know how the legal system is structured.	2.1. Illustrate the key elements of the legal system including civil and criminal components. 2.2. Describe with examples the main links between the European and UK/NI legal frameworks.
3.	Be aware of the function of legal institutions associated with employment law.	3.1. Describe the terms of reference and procedures of two legal institutions involved in employment law. 3.2. Give two examples of the types of cases which can be brought to an employment tribunal in own region. 3.3. Describe how employment tribunals operate including: a) jurisdiction b) time limits c) outcomes
4.	Be aware of how employment law is developed and influenced.	4.1. Describe at least three examples of how employment law is developed, influenced and/or changed.
5.	Be aware of how European Union legislation is incorporated into UK and NI employment law.	5.1. Describe at least three examples of how European Union legislation is incorporated into UK and NI employment law.
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

11. Quality Assurance of Centre Performance

11.1 Internal Assessment

When delivering and assessing these qualifications, centres must align with stakeholders' expectations and address learners' needs by implementing a practical and applied programme. Centres have the flexibility to customise programmes to meet local requirements and establish connections with local employers and the broader vocational sector.

The Assessor should work with the Internal Quality Assurer to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Quality Assurer prior to the delivery of the qualification.

All units within these qualifications must undergo internal assessment. Learners must provide evidence that they have appropriately met all assessment criteria required for that grade.

The assessment format for all units involves a task conducted after the delivery of the unit's content, or part of it, if multiple tasks are used. Tasks may exhibit in various forms, encompassing practical and written types. Please refer to 'OCN NI's Assessment Definitions Guide' for additional details.

A task constitutes a distinct activity completed independently by learners, separated from teaching, practice, exploration, and other activities guided by tutors. Tasks are assigned to learners with a specified start date, completion date, and explicit requirements for the evidence to be produced. Some tasks may include observed practical components and require diverse forms of evidence.

A valid assignment will enable a clear and formal assessment outcome, which meets the requirements of the assessment criteria. Assessment decisions are based on the specific assessment criteria given in each unit and set at each grade level. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

It is the Assessor's role to ensure that learners are appropriately prepared for assessment, this begins from induction onwards. Assessors should ensure that learners understand how assessment tasks are used to determine the award of credit, the importance of meeting assessment timelines, and that all learners work must be independently created, where source documents are used this should be appropriately referenced, learners should be aware of what would constitute plagiarism and the possible consequences.

When conducting the assessment, Assessors must ensure they do not provide direct input, instructions or specific feedback which may compromise the authenticity of the work submitted.

Once the Assessor has authenticated the learners work, they must transparently demonstrate the rationale behind their assessment decisions. Once a learner completes all assigned tasks for a unit, the Assessor will allocate a grade for the unit. Refer to the 'Unit Grading Matrix' for additional information on the grading process.

Once the Assessor has completed the assessment process for the task, the assessment decision is recorded formally, and feedback is provided to the learner. The feedback should show the learner the outcome of the assessment decision, how it was determined or where the criteria has been met, it may indicate to the learner why achievement of the assessment criteria has not been met. It must be clear to the learner that this Assessment outcome is subject to verification.

For further information on assessment practice, please see the 'OCN NI Centre Handbook'. Assessment Training is also available and can be booked through the OCN NI Website.

11.2 Internal Quality Assurance

The role of the Internal Quality Assurer is to ensure appropriate internal quality assurance processes are carried out. The Internal Quality Assurer must oversee that assessments are conducted in accordance with relevant OCN NI policies, regulations, and this specification.

The Internal Quality Assurer must ensure assessments are fair, reliable, and uniform, thereby providing a consistent standard for all learners.

Internal Quality Assurers are required to provide constructive feedback to Assessors, identifying areas of strength and those that may require improvement. This feedback contributes to the ongoing professional development of Assessors.

Contributing to the standardisation of assessment practices within the centre is an important function of this role. This entails aligning assessment methods, grading criteria, and decision-making processes to maintain fairness and equity.

Internal Quality Assurers will actively engage in the sampling and monitoring of assessments to ensure the consistency and accuracy of assessment decisions. This process helps identify trends, areas for improvement, and ensures the robustness of the overall assessment system.

For further information on Internal Quality Assurance practice, please see the 'OCN NI Centre Handbook'. Internal Quality Assurance Training is also available and can be booked through the OCN NI Website.

11.3 Documentation

For internal quality assurance processes to be effective, the internal assessment and Internal Quality Assurance team needs to keep effective records.

- The programme must have an assessment and Internal Quality Assurance plan. When producing a plan, they should consider:
 - the time required for training and standardisation activities
 - the time available to undertake teaching and carry out assessment,
 - consider when learners may complete assessments and when quality assurance will take place
 - the completion dates for different assessment tasks
 - the date by which the assignment needs to be internally verified
 - sampling strategies
 - how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
 - how resubmission opportunities can be scheduled.

The following documents are available from OCN NI and document templates can be found in the Centre Login section of the OCN NI website www.ocnni.org.uk:

- A1 – Learner Assessment Record per Learner
- Learner Authentication Declarations
- Records of any reasonable adjustments applied for and the outcome – please see 'OCN NI's Reasonable Adjustments and Special Consideration Policy' for further information
- M1 Internal Quality Assurance Sample Record
- M2 Feedback to Assessor
- Records of any complaints or appeals

11.4 External Quality Assurance

All OCN NI recognised centres are subject to External Quality Assurance. External quality assurance activities will be conducted to confirm continued compliance with the CCEA Regulation General Conditions of Recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurer is assigned by OCN NI. The External Quality Assurer will review the delivery and assessment of these qualifications. This will include, but is not limited to, the review of a sample of assessment evidence and evidence of the internal quality assurance of assessment and assessment decisions. This will form the basis of the External Quality Assurance report and will help OCN NI determine the centre's risk.

The role of the External Quality Assurer serves as an external overseer of assessment quality, working to uphold consistency, compliance, and continuous improvement within the assessment process. Their role is crucial in ensuring that assessments are valid, reliable, fair, and aligned with the required standards and regulations.

For further information on OCN NI Centre Assessments Standards Scrutiny (CASS) Strategy, please see the OCN NI Centre Handbook.

11.5 Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the 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 Quality Assurance

Centres offering these qualifications must carry out internal standardisation activities prior to the claim for certification.

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 Quality Assurer documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

12. Administration

12.1 Registration

A centre must register learners for these qualifications within 20 days of commencement of the delivery of the programme.

For further information on learner registration please see the OCN NI Centre Handbook and the QuartzWeb Manual, available through the Centre Login section of the OCN NI website. Administration training is also available and can be booked through www.ocnni.org.uk.

12.2 Certification

Once all internal quality assurance activities have been successfully completed, the centre can claim certification for the learner(s).

Certificates will be issued to centres within 20 working days from completion of a satisfactory external quality assurance activity, if appropriate, alternatively from the submission of an accurate and complete marksheet.

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.

For further information on the uploading of results please see the QuartzWeb Manual for guidance, administration training is also available and can be booked through [OCN NI](#)

12.3 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.

12.4 Equality, Fairness and Inclusion

OCN NI's are committed to ensuring all learners have an equal opportunity to access our qualifications and assessment, and that our qualifications are awarded in a way that is fair to every learner.

OCN NI is committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers

For information on reasonable adjustments and special considerations please see the OCN NI Centre Handbook and Reasonable Adjustments and Special Considerations Policy held in the back office of the OCN NI website.

12.5 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 2 Certificate for Trade Union Representatives (Stage 2)

Qualification Number: 603/2326/7
Operational start date: 01 September 2017
Review date: 31 August 2032

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Qualification Number: 603/2327/9
Operational start date: 01 September 2017
Operational end date: 31 August 2032

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