



Qualification Specification for:

OCN NI Level 4 Award in Leadership

➤ **Qualification No: 603/2631/1**

Qualification Regulation Information

Qualification Title:	OCN NI Level 4 Award in Leadership
Qualification Number:	603/2631/1
Operational start date:	01 December 2017
Operational end date:	30 November 2027
Certification end date:	30 November 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

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

→ **OCN NI Level 4 Award in Leadership**

This specification sets out:

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

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

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

Contents

About Regulation	5
OCN NI.....	5
Qualification Features.....	6
Sector Subject Area	6
Qualification Aim	6
Qualification Objectives.....	6
Grading	6
Qualification Target Group	6
Progression Opportunities.....	6
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.....	13
External Verification	13
Standardisation	13
Administration.....	14
Registration	14
Certification	14
Charges.....	14
Equality, Fairness and Inclusion.....	14

About Regulation

OCN NI

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

The Regulated Qualifications Framework: an overview

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

Qualification Level

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

Qualification Size

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

Qualification Features

Sector Subject Area

15.3 Business Management

This qualification is mapped to National Occupational Standards in Leadership and Management where appropriate.

[NOS Management & Leadership](#)

Qualification Aim

The aim of the OCN NI Level 4 Award in Leadership is to provide learners with an introduction to understanding and developing their own leadership skills.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand what is meant by leadership skills and qualities
- develop practical leadership skills
- plan for own leadership development

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at individuals who currently undertake or aspire to undertake a leadership role within an organisation. It is designed for those who:

- wish to progress to a leadership role
- are new to leadership roles within organisations
- wish to have an understanding of leadership
- are in other educational programmes and who would like to enhance their skills and employability

Progression Opportunities

Learners may consider progression to other leadership and management qualifications at level 4 and above and/or other higher education qualifications.

Entry Requirements

There are no formal entry requirements though it is expected that learners should have a level of education that will enable them to successfully complete the qualification eg GCSE English or equivalent. Learners must be at least 18 years old.

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

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 leadership and/or management qualification at Level 5 or above
- have at least one year's practical leadership and/or management experience

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 leadership and/or management qualification at Level 5 or above
- have at least one year's practical leadership and/or management experience
- have direct or related relevant experience in assessment
- 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 leadership and/or management qualification
- have at least one year's practical leadership and/or management experience
- 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 Award in Leadership

Learners must successfully complete the one mandatory unit – 5 credits.

Total Qualification Time (TQT) for this qualification: 50 hours

Guided Learning Hours (GLH) for this qualification: 23 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
R/616/6925	CBE001	Leadership Skills	50	5	Four

Unit Details

Title	Leadership Skills	
Level	Four	
Credit Value	5	
Guided Learning Hours (GLH)	23	
OCN NI Unit Code	CBE001	
Unit Reference No	R/616/6925	
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by leadership, the associated skills and qualities a leader should have and be able to plan for, develop and conduct an assessment of leadership skills.</p>		
Learning Outcomes	Assessment Criteria	
1. Understand what is meant by leadership skills and qualities.	1.1. Research the qualities and skills associated with the following benchmarks that define good leadership, including: <ol style="list-style-type: none"> communication decision making job knowledge motivation planning and organisation inter personal relationships 	
2. Be able to demonstrate leadership skills.	2.1. Demonstrate leadership skills within a group. 2.2. Conduct an assessment of leadership skills against the following leadership benchmarks: <ol style="list-style-type: none"> communication decision making job knowledge motivation planning and organisation inter-personal relationships 	
3. Be able to create a plan for own leadership development.	3.1. Identify opportunities to demonstrate own leadership skills. 3.2. Research and select an appropriate planning tool and/or methodology. 3.3. Create a plan to develop own leadership skills in line with chosen planning tool and/or planning methodology.	
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

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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