



Qualification Specification for:

OCN NI Level 4 Certificate in Leading Project Based Learning

➤ **Qualification No: 603/2776/5**

Qualification Regulation Information

Qualification Title: **OCN NI Level 4 Certificate in Leading Project Based Learning**

Qualification Number: **603/2776/5**

Operational start date: 15 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 and the certification end date is the date by which learners must 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 Certificate in Leading Project Based Learning**

This specification sets out:

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

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

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.

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The Regulated Qualifications Framework: an overview

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

Qualification Level

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

Qualification Size

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

For further information about the RQF see:

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

Qualification Features

Sector Subject Area

13.1 Teaching and lecturing

This qualification relates to the National Occupational Standards for Learning and Development:

<http://www.excellencegateway.org.uk/content/eg6225>

Qualification Aim

The OCN NI Level 4 Certificate in Leading Project Based Learning qualification has been designed to develop the skills and knowledge of teachers and lecturers in the use of project based learning strategies within the classroom.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand the principles underpinning project based learning
- design and facilitate project based learning within the classroom
- support project based learning through the use of technology
- evaluate project based learning activities within the classroom

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at individuals whose current or future role will involve the use of project based learning.

Progression Opportunities

The OCN NI Level 4 Certificate in Project Based Learning qualification is designed to provide teachers and lecturers with continuing professional development and may support them in progressing to higher level qualifications.

Entry Requirements

Learners should have a minimum of a Level 3 teaching qualification. Learners should be at least 18 years of age.

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 the qualification should have a teaching or training qualification at a minimum of Level 5 and at least one year's experience in utilising project based learning.

Assessors

The qualification is assessed within the centre and is subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- hold a minimum of a Level 5 teaching or training qualification
- have a minimum of one year's experience in utilising project based learning
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- 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 a minimum of one year's experience in utilising project based learning
- attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and records maintained for the external verifier
- 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

It would be desirable for internal verifiers to have experience in verifying regulated qualifications.

Structure and Content

Learners must successfully complete all four units for a total of 24 credits to achieve the qualification.

Total Qualification Time (TQT) for this qualification: 240 hours
Guided Learning Hours (GLH) for this qualification: 100 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
D/616/7902	CBE035	Principles of Project Based Learning	60	6	Four
K/616/7904	CBE036	Designing and Facilitating Project Based Learning	60	6	Four
M/616/7905	CBE037	Using Technology Enhanced Learning to support Project Based Learning	60	6	Four
A/616/7907	CBE038	Evaluating Project Based Learning	60	6	Four

Unit Details

Title	Principles of Project Based Learning	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBE035	
Unit Reference No	D/616/7902	
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the value of project based learning as an effective teaching tool. The learner will be able to select and evaluate appropriate management methodologies and Technology Enabled Learning (TEL) to support Project Based Learning (PBL).</p>		
Learning Outcomes	Assessment Criteria	
1. Understand what is meant by PBL.	1.1. Define the key stages of PBL. 1.2. Critically compare the advantages and disadvantages of using PBL as a teaching tool. 1.3. Explain the role of the teacher in project based learning. 1.4. Evaluate the relevance of PBL for at least one curriculum area.	
2. Understand the importance of effective design and management for PBL.	2.1. Develop and justify a rationale for the criteria to be used in the design of a project. 2.2. Explain the roles of key stakeholders involved in a project. 2.3. Summarise the importance of regular monitoring to manage project risk and resources.	
3. Be able to select and justify an appropriate project management methodology.	3.1. Select and justify the following for a given project: a) planning methodology b) review process c) appropriate tools d) evaluation techniques the success of a project	
4. Be able to select, use and evaluate TEL.	4.1. Select, use and evaluate at least three TEL tools to support the delivery of PBL.	
Assessment Guidance		
<p>The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:</p>		
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

Title	Designing and Facilitating Project Based Learning	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBE036	
Unit Reference No	K/616/7904	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to facilitate an effective programme of Project Based Learning (PBL) to meet a specific set of objectives.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan and create a project.	1.1. Plan and create a project with a group of learners appropriate to a specific curriculum area to include: a) agreed objectives and scope b) agreed targets/milestones c) assessment tools d) review and monitoring	
2. Be able to monitor and support learner projects.	2.1. Research and communicate the following to learners undertaking projects: a) organisational policies and procedures b) legal requirements c) ethical requirements 2.2. Summarise at least three techniques and at least three tools learners may use to evaluate their projects. 2.3. Conduct periodic reviews of the learner progress. 2.4. Assess and provide appropriate support to enable learners to use relevant assessment tools and techniques to monitor and evaluate own projects.	
3. Be able to support the dissemination of project findings and outcomes.	3.1. Research and select appropriate strategies to support learners to disseminate the findings and outcomes of own project.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Using Technology Enhanced Learning to support Project Based Learning	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBE037	
Unit Reference No	M/616/7905	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the design and delivery of Project Based Learning (PBL) using Technology Enhanced Learning (TEL).		
Learning Outcomes	Assessment Criteria	
1. Be able to design a PBL programme using TEL.	1.1. Research at least three teaching or training methodologies and select one to be used in a PBL environment. 1.2. Research at least three TEL resources and select at least one to be used in a PBL environment in order to enhance a given learner's experience. 1.3. Justify reasons for selection of above TEL resources to be used in a PBL environment to enhance a given learner's experience. 1.4. Design a learning plan or scheme of work incorporating chosen TEL teaching or training tools to meet objectives.	
2. Be able to deliver a PBL programme using TEL.	2.1. Research and design learning and teaching activities using TEL to support PBL. 2.2. Use TEL activities within a scheme of work or learning plan to deliver a PBL programme.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Evaluating Project Based Learning	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBE038	
Unit Reference No	A/616/7907	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to evaluate their own effectiveness in leading Project Based Learning (PBL). The unit will also enable the learner lead and support practitioners in the development and delivery of PBL.		
Learning Outcomes	Assessment Criteria	
1. Be able to evaluate effectiveness of leading PBL.	1.1. Evaluate the effectiveness of own or other's practice in embedding PBL including: a) classroom management strategies b) teaching methodologies c) assessment methods d) classroom activities e) the use of Technology Enhanced Learning (TEL) 1.2. Summarise areas for improvement of own or other's practice in embedding PBL. 1.3. Develop an action plan to improve own or other's practice in embedding PBL.	
2. Be able to lead and support practitioners in the development and delivery of PBL.	2.1. Analyse the opportunities for, and the challenges facing practitioners in the development and delivery of PBL. 2.2. Research and select appropriate strategies to disseminate and promote best practice.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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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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