Qualification Specification for:

OCN NI Level 4 Award in Modern Languages
➢ **Qualification No: 603/3354/6**

OCN NI Level 4 Certificate in Modern Languages
➢ **Qualification No: 603/3355/8**

Qualification Regulation Information

OCN NI Level 4 Award in Modern Languages

Qualification Number: **603/3354/6**

Operational start date: 01 July 2018
Operational end date: 30 June 2028
Certification end date: 30 June 2032

OCN NI Level 4 Certificate in Modern Languages

Qualification Number: **603/3355/8**

Operational start date: 01 July 2018
Operational end date: 30 June 2028
Certification end date: 30 June 2032

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 last date by which learners can 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.

OCN NI Contact Details

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Foreword

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

- → **OCN NI Level 4 Award in Modern Languages**
- → **OCN NI Level 4 Certificate in Modern Languages**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment 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.

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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.

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).

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Qualification Summary

Sector Subject Area
12.2   Other languages, literature and culture

OCN NI Languages Qualifications
The OCN NI suite of qualifications in Languages aims to provide an opportunity for accreditation in language skills. Learners benefit from improved communication skills in both vocational and social contexts and may also expand cultural knowledge. Learning a language also enhances career opportunities. OCN NI language provision covers a range of languages including Arabic, French, German, Irish, Italian, Japanese and Spanish.

OCN NI Languages at Level 4
The modern language qualifications at Level 4 will be offered in French, German, Italian and Spanish. Each language will cover the main skills areas of Reading, Listening, Speaking and Writing. They offer learners who have achieved a Level 3 or equivalent qualification the opportunity to enhance and progress their skills in preparation for employment, further and/or higher education and in a social context. Being proficient in a second language will help learners compete in a growing, global market.

Modern Languages Pathways
There are four separate pathways available for the OCN NI Level 4 modern language qualifications. They are:

→ French
→ German
→ Italian
→ Spanish

When the qualification has been achieved, the certificate will show the chosen language pathway in brackets, eg:

OCN NI Level 4 Award in Modern Languages (Spanish)

Links to National Standards
OCN NI language units have been mapped to NOS standards. For a breakdown of knowledge and skills at each level please click on the link
http://www.skillscfa.org/standards-qualifications.html

Grading
Grading for these qualifications is pass/fail.

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Progression Opportunities

The Level 4 qualifications offer learners the opportunity to build on their skills and knowledge from the Level 3 qualifications. Learners can progress from the Level 4 Award to the Level 4 Certificate. They may then progress to further/higher education and/or into employment where being proficient in a second language is desirable.

Qualification Target Group

The qualifications are targeted at a range of learners including:

- learners in schools and colleges of further and higher education
- adults in full time and part time learning
- adults in the workplace
- anyone who wishes to study languages for enjoyment

Entry Requirements

It is recommended that learners have successfully completed a level 3 qualification in the target language and are 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

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

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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 should be occupationally competent at a higher level than the qualification and it is recommended that they have a minimum of one year's relevant 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:
- have a minimum of one year's experience in the occupational area they are assessing
- 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

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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:

- be occupationally competent in the subject area
- have direct or related relevant experience in assessment and verification
- have an internal verification award and 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

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Structure and Content

The tables below summarise the structure of each qualification.

OCN NI Level 4 Award in Modern Languages

In order to achieve the OCN NI Level 4 Award in Modern Languages, the learner is required to complete 6 credits, ie one unit.

Total Qualification Time (TQT) for this qualification: 60 hours
Guided Learning Hours (GLH) for this qualification: 30 hours

OCN NI Level 4 Certificate in Modern Languages

In order to achieve the OCN NI Level 4 Certificate in Modern Languages, the learner is required to complete 24 credits, ie all 4 units. All units should be in the same language.

Total Qualification Time (TQT) for this qualification: 240 hours
Guided Learning Hours (GLH) for this qualification: 120 hours

French pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
F/617/1117	CBE263	French - Listening	60	6	Four
J/617/1118	CBE265	French - Reading	60	6	Four
L/617/1119	CBE266	French - Speaking	60	6	Four
F/617/1120	CBE267	French - Writing	60	6	Four

German pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
F/617/1117	CBE785	German - Listening	60	6	Four
J/617/1118	CBE786	German - Reading	60	6	Four
L/617/1119	CBE787	German - Speaking	60	6	Four
F/617/1120	CBE788	German - Writing	60	6	Four

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Italian pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
F/617/1117	CBE793	Italian - Listening	60	6	Four
J/617/1118	CBE794	Italian - Reading	60	6	Four
L/617/1119	CBE795	Italian - Speaking	60	6	Four
F/617/1120	CBE796	Italian - Writing	60	6	Four

Spanish pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
F/617/1117	CBE801	Spanish - Listening	60	6	Four
J/617/1118	CBE802	Spanish - Reading	60	6	Four
L/617/1119	CBE803	Spanish - Speaking	60	6	Four
F/617/1120	CBE804	Spanish - Writing	60	6	Four

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Unit details

Title	Listening
Level	Level 4
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	**Please see structure and content section**
Unit Reference No	F/617/1117

Unit purpose and aim(s): This unit will enable learners to listen to and extract detailed information from a wide range of familiar or work sources.

Learning Outcomes	Assessment Criteria
1. Be able to understand the main points of standard speech on familiar matters in the target language.	1.1. Analyse and determine the overall meaning of an extended interview, report or conversation for each of the following settings in the target language: a) Work b) Education c) Leisure d) Current affairs
2. Be able to understand spoken communication in a wide range of situations in the target language.	2.1. Summarise the overall meaning of spoken information in the target language from each of the following: a) A radio programme b) A TV programme c) Professional discussion d) Personal discussion
3. Be able to understand a wide range of extended vocabulary and grammar from the above conversations/communications in the target language.	3.1. Extract information to include: a) work related terms b) connectors including adverbs and conjunctions c) past, present, future and conditional forms of regular and irregular verbs d) positive and negative forms

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

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Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

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Title	Reading
Level	Level 4
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	**Please see structure and content section**
Unit Reference No	J/617/1118

Unit purpose and aim(s): This unit will enable learners to understand and extract detailed information from a wide range of work or familiar sources.

Learning Outcomes	Assessment Criteria
1. Be able to understand and respond to extended texts written in a wide range of styles in the target language.	1.1. Summarise the overall meaning of three fictional and three non-fictional texts that consist of high frequency everyday or job-related language. 1.2. Summarise feelings, wishes, fact and opinion expressed from at least two extended texts. 1.3. Extract specific details fully and accurately from at least two extended texts. 1.4. Extract numerical data from an extended text.
2. Know a broad range of vocabulary from a wide range of topics in the target language.	2.1. Extract the information below from the above texts: a) key work-related terms b) numerical data c) connectors including adverbs
3. Be able to understand a wide range of grammatical forms in the target language, including complex structures.	3.1. Extract grammatical forms from a given text, to include: a) major verb and conditional tenses b) modal verbs c) standard question forms
4. Be able to make effective use of relevant language reference sources.	4.1. Demonstrate the effective use of at least three reference sources to clarify the meaning of words in written text.

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
Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation

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Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

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Title	Speaking
Level	Level 4
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	**Please see structure and content section**
Unit Reference No	L/617/1119

Unit purpose and aim(s): This unit will enable learners to develop extended language in a wide range of work or familiar situations.

Learning Outcomes	Assessment Criteria
1. Be able to speak confidently in a wide range of situations in the target language.	1.1. Demonstrate with fluency appropriate style of language in both formal and informal situations in at least five different contexts. 1.2. Demonstrate two extended, prepared discussions and one unprepared conversation.
2. Be able to speak in the target language and respond appropriately to questions and comments in the target language.	2.1. Demonstrate the effective use of comprehensive vocabulary and sentence structures when speaking, by expressing the following in the above conversations and contexts to include: a) questions or enquiries b) emotions c) humour d) opinions e) instructions, emphasising the urgency/priority f) factual information
3. Be able to use extensive vocabulary in a wide range of work and social situations in the target language.	3.1. Demonstrate the effective use of extensive vocabulary covering opinions and advice in the above conversations and contexts to include: a) work related terms b) connectors including adverbs and conjunctions c) numerical terms
4. Be able to use a wide range of grammatical and complex forms in the target language.	4.1. Demonstrate the effective use of extensive grammatical forms in the target language to include: a) past, present, future and conditional forms of regular and irregular verbs b) standard question forms c) modal verbs to express permission and obligation d) positive and negative forms e) pronouns

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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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Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation
Compulsory tasks to be undertaken: **In assessing the learner's skills & knowledge the learner must be recorded on a minimum of two different occasions.**		

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Title	Writing
Level	Level 4
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	**Please see structure and content section**
Unit Reference No	F/617/1120

Unit purpose and aim(s): This unit will enable learners to produce extended texts in a wide range of work or familiar situations.

Learning Outcomes	Assessment Criteria
1. Be able to produce extended texts for a wide range of work and social purposes in the target language.	1.1. Produce detailed connected and coherent text of at least 500 words on a topic that is of personal interest. 1.2. Compose formal connected coherent text of at least 500 words on a work-related topic. 1.3. Compose a piece of creative/descriptive writing of at least 500 words. 1.4. Produce written instructions for a specific activity.
2. Be able to relay information appropriate for the audience from the target language into own language.	2.1. Produce information from the target language into own language conveying context and meaning in at least two given scenarios.
3. Be able to use complex grammatical structures.	3.1 Produce a report to include the following: a) past, present and future possible events using conditional tenses b) modal verbs c) negatives d) expressions of possibility
4. Be able to use a wide range of vocabulary in the composition of texts.	4.1. Demonstrate the effective use of vocabulary in the composition of texts including: a) work-related terms b) connectors including conjunctions and adverbs c) expressions of numerical data

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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Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
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Quality Assurance of Centre Performance

External Verification

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

The External Verifier will review the delivery and assessment of the qualifications. 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.

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Administration

Registration
A centre must register learners within 20 working days of commencement of a 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.

The certificate will display the name of the target language achieved.

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 these qualifications. 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.

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.

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