



## **Qualification Specification for:**

**OCN NI Level 1 Award in Employability Skills**

➤ **Qualification No: 603/5352/1**

**OCN NI Level 1 Certificate in Employability Skills**

➤ **Qualification No: 603/5353/3**

## Qualification Regulation Information

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Qualification Title: OCN NI Level 1 Award in Employability Skills  
Qualification Number: 603/5352/1

Qualification Title: OCN NI Level 1 Certificate in Employability Skills  
Qualification Number: 603/5353/3

Operational start date: 1 January 2020  
Operational end date: 30 June 2029  
Certification end date: 30 June 2030

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 the certificate end date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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## Foreword

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

- **OCN NI Level 1 Award in Employability Skills**
- **OCN NI Level 1 Certificate in Employability Skills**

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.ocnni.org.uk](http://www.ocnni.org.uk)

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

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## About Regulation

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### OCN NI

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

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.

### The Regulated Qualifications Framework: an overview

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

#### Qualification Level

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

#### Qualification Size

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

For further information about the RQF see:

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

## Qualification Summary

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### Sector Subject Area

14.2 Preparation for work

### Qualifications' Aim

These qualifications have been designed to provide learners with a range of employability skills that are key to preparing them for the workplace.

### Qualifications' Objectives

The objectives of the qualifications are to assist learners in acquiring the skills, attributes and behaviours that are needed to enter and succeed in the world of work.

The qualifications provide flexibility and choice in the delivery of units, providing learners with the opportunity to gain skills and knowledge in the areas most relevant to them.

### Progression

The OCN NI Level 1 Award in Employability Skills allows for progression to the OCN NI Level 1 Certificate in Employability Skills. These qualifications also allow progression to the OCN NI Level 2 Award and OCN NI Level 2 Certificate in Employability Skills qualifications and/or into employment.

### Grading

Grading for these qualifications is Pass/Fail.

### Qualification Target Group

These qualifications are targeted at individuals who are:

- in full-time or part-time education and/or training
- entering or seeking employment
- already in employment and wish to improve their employability

### Entry Requirements

There are no formal entry requirements although learners should be at least 14 years of age.

### **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.

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

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

### Centre Staffing

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

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

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

### Tutors

Tutors delivering the qualifications should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in this area.

### Assessors

The 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.

#### **Assessors must:**

- be occupationally competent in the subject area, qualified to at least one level higher than the qualification
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- 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:***

- have at least one year's occupational experience in the areas they are internally verifying
- 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 1 Award in Employability Skills

Learners must successfully complete a minimum of 3 credits from the optional units.

Total Qualification Time (TQT) for this qualification: 30 hours  
 Minimum Guided Learning Hours (GLH) for this qualification: 27 hours

### OCN NI Level 1 Certificate in Employability Skills

Learners must successfully complete a minimum of 13 credits from the optional units.

Total Qualification Time (TQT) for this qualification: 130 hours  
 Minimum Guided Learning Hours (GLH) for this qualification: 117 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<b><i>Optional Units</i></b>					
<a href="#">H/650/0071</a>	CBF557	Transitioning to Further Education: Mental Health and Well-being	9	1	One
<a href="#">A/617/8955</a>	CBE809	Producing a Curriculum Vitae	9	1	One
<a href="#">F/617/8956</a>	CBE810	Searching for Employment Opportunities	9	1	One
<a href="#">J/617/8957</a>	CBE811	Interview Skills	18	2	One
<a href="#">L/617/8958</a>	CBE812	Applying for Work	27	3	One
<a href="#">R/617/8959</a>	CBE813	Workplace Induction	9	1	One
<a href="#">Y/617/8963</a>	CBE814	Workplace Communication	18	2	One
<a href="#">D/617/8964</a>	CBE815	Workplace Relationships	18	2	One
<a href="#">H/617/8965</a>	CBE816	Customer Care	18	2	One
<a href="#">K/617/8966</a>	CBE817	Effective Meeting Skills	27	3	One
<a href="#">T/617/8968</a>	CBE818	Leadership Skills	18	2	One
<a href="#">A/617/8969</a>	CBE819	Time Management	18	2	One
<a href="#">M/617/8970</a>	CBE820	Personal Money Management	18	2	One

<a href="#">T/617/8971</a>	CBE821	Problem Solving in the Workplace	18	2	One
<a href="#">A/617/8972</a>	CBE822	Teamwork Skills	27	3	One
<a href="#">F/617/8973</a>	CBE823	Workplace Motivation and Behaviour	9	1	One
<a href="#">J/617/8974</a>	CBE824	Mental Health, Well-being and Building Resilience	27	3	One
<a href="#">L/617/8975</a>	CBE825	Presentation Skills	18	2	One
<a href="#">Y/617/8977</a>	CBE826	Workplace Discrimination	18	2	One
<a href="#">D/617/8978</a>	CBE827	Improving Own Performance	18	2	One
<a href="#">H/617/8979</a>	CBE828	Creating a Positive Impression within the Workplace	9	1	One
<a href="#">D/617/8981</a>	CBE829	Developing Personal Confidence in the Workplace	9	1	One
<a href="#">H/617/8982</a>	CBE830	Self-Development and Career Planning	27	3	One
<a href="#">K/617/8983</a>	CBE831	Understanding Organisational Culture	18	2	One
<a href="#">M/617/8984</a>	CBE832	Understanding Change in the Workplace	9	1	One
<a href="#">T/617/8985</a>	CBE833	Using Social Media in the Workplace	18	2	One
<a href="#">A/617/8986</a>	CBE834	Assertiveness in the Workplace	9	1	One
<a href="#">F/617/8987</a>	CBE835	Effective and Safe Use of Online Communication Technologies in the Workplace	9	1	One
<a href="#">J/617/8988</a>	CBE836	Employment Contracts and Legislation	18	2	One
<a href="#">J/617/8991</a>	CBE837	Work Experience	27	3	One
<a href="#">L/617/8989</a>	CBE838	Health and Safety in a Working Environment	27	3	One
<a href="#">F/617/8990</a>	CBE839	Undertaking Unpaid Work Opportunities	27	3	One

## Unit Details

Title	Transitioning to Further Education: Mental Health and Well-being	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBF557	
Unit Reference No	H/650/0071	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand factors that may impact adversely on own mental health and well-being when transitioning to further education (FE) and methods or techniques that can be used to improve own mental health and well-being.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know what is meant by good mental health and well-being.	1.1. Outline using examples what is meant by good mental health and well-being.	
2. Be aware of factors that may impact adversely on mental health and well-being when transitioning to further education (FE).	2.1. Outline using examples three internal and three external factors that may impact adversely on own mental health and well-being when transitioning to FE.	
3. Know how to improve mental health and well-being when transitioning to FE.	3.1. Outline at least four methods or techniques that may be used to improve own mental health and well-being when transitioning to FE.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Producing a Curriculum Vitae	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE809	
Unit Reference No	A/617/8955	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of the purpose and use of a Curriculum Vitae (CV). Learners will also be required to produce a CV.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know the purpose and use of a CV.	1.1. Outline the purpose and use of a CV.	
2. Be able to produce a CV.	2.1. Produce a CV which includes the following key information: a) personal details b) personal statement c) work experience d) achievements e) education f) hobbies and Interests g) references	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Searching for Employment Opportunities	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE810	
Unit Reference No	F/617/8956	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to research and identify suitable employment opportunities that align to own skills and experience.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know how to research employment opportunities.	1.1. Outline how to use at least three sources to research employment opportunities. 1.2. Outline the role of employment support agencies.	
2. Be able to identify suitable employment opportunities.	2.1. Identify the key information an applicant needs to know from a job advertisement. 2.2. Identify how own skills and experience align to a given employment opportunity.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Interview Skills	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE811	
Unit Reference No	J/617/8957	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills to help prepare for and participate in interviews.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to prepare for an interview.	1.1. Outline ways interviews may be conducted. 1.2. State common interview questions and prepare appropriate responses. 1.3. Prepare at least two questions to ask the interviewer. 1.4. State appropriate and inappropriate interview behaviour. 1.5. Identify possible sources of information when preparing for an interview.	
2. Be able to conduct self in an interview situation.	2.1. Present and conduct self appropriately in an interview situation, using appropriate verbal and non-verbal skills. 2.2. Assess own performance in an interview situation identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Applying for Work	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE812	
Unit Reference No	L/617/8958	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to apply for work.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Recognise different methods of applying for work.	1.1. Outline at least two methods of applying for work.	
2. Be able to develop a Curriculum Vitae (CV).	2.1. Produce a CV which includes the following: a) personal details b) work experience c) achievements d) education e) hobbies and interests f) references	
3. Be able to write an appropriate covering letter.	3.1. Prepare and write a covering letter in an appropriate format.	
4. Be able to complete a job application form.	4.1. Complete a job application form matching personal skills and experience with essential criteria listed on the job specification.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Workplace Induction	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE813	
Unit Reference No	R/617/8959	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the workplace induction process.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know the role, process and content of workplace induction.	1.1. Outline the role of workplace induction and why it is important. 1.2. Outline the process and content of a workplace induction process.	
2. Know how to prepare for workplace induction.	2.1. Outline appropriate behaviour during workplace induction. 2.2. Outline at least two questions which may be asked during a workplace induction. 2.3. Outline sources of workplace support which may be identified during a workplace induction and how they may be accessed.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Workplace Communication	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE814	
Unit Reference No	Y/617/8963	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to use appropriate verbal and non-verbal skills in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of appropriate and inappropriate verbal and non-verbal communication in the workplace.	1.1. Give examples of appropriate and inappropriate verbal communication in the workplace. 1.2. Give examples of appropriate and inappropriate non-verbal communication in the workplace.	
2. Be able to use appropriate verbal and non-verbal communication skills in the workplace.	2.1. Demonstrate active listening skills. 2.2. Demonstrate appropriate face to face verbal communication skills.	
3. Be able to produce written workplace communications.	3.1. Produce at least two of the following forms of written communication: a) email b) meeting agenda/minutes c) letter d) short workplace report	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Workplace Relationships	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE815	
Unit Reference No	D/617/8964	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to know how to build effective workplace relationships and deal with different behaviours and difficult situations.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know who an employee may interact with in the workplace and the importance of positive interactions.	1.1. Identify the people an employee may interact with in the workplace. 1.2. Outline why it is important to interact positively with colleagues.	
2. Know how to recognise and respond to different behaviours.	2.1. State what is meant by assertive, aggressive and passive behaviour. 2.2. Demonstrate how to respond appropriately to examples of assertive, passive and aggressive behaviour in the workplace.	
3. Know how to deal with difficult situations in the workplace.	3.1. Outline how to deal appropriately with the following in the workplace: a) criticism b) conflict c) grievances d) disciplinary issues 3.2. Outline how to access support in the workplace.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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	Customer Care	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE816	
Unit Reference No	H/617/8965	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of effective customer care and how to deal with customer problems effectively.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the importance of good practice in customer care.	1.1. Outline the key principles of good practice in customer care. 1.2. State the benefits and consequences of good and poor customer care.	
2. Be able to communicate effectively with customers.	2.1. Outline the importance of communicating effectively with customers. 2.2. Demonstrate at least two ways to effectively communicate with customers.	
3. Understand how to solve customer problems.	3.1 Outline best practice in dealing with customer complaints. 3.2 List common customer problems that may occur and how they may be addressed. 3.3 State how to access customer care support.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Effective Meeting Skills	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE817	
Unit Reference No	K/617/8966	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the meeting process and be able to participate effectively at meetings in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be aware of the purposes of meetings in the workplace.	1.1. Outline the purposes of meetings at work.	
2. Know the responsibilities of individuals at meetings in the workplace.	2.1. Identify responsibilities of the following at workplace meetings: a) Chairperson b) Secretary/Minute Taker c) Team Leader d) Participants	
3. Understand meeting procedures.	3.1. Outline the contents of a meeting agenda. 3.2. Outline decision making procedures at meetings. 3.3. Outline the contents of meeting minutes including the recording of outcomes and decisions.	
4. Be able to take part in a meeting.	4.1. Produce an agenda for a meeting. 4.2. Demonstrate effective participation in a meeting by: a) making relevant contributions b) listening to others	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Leadership Skills	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE818	
Unit Reference No	T/617/8968	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of leadership skills.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand leadership and leadership styles.	1.1. Outline what is meant by the term leadership. 1.2. State three leadership styles identifying the advantages and disadvantages of each.	
2. Understand the skills involved in effective leadership and how to develop own leadership skills.	2.1. Outline the skills required for effective leadership. 2.2. Outline own personal strengths and weaknesses identifying opportunities to develop own leadership skills.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Time Management	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE819	
Unit Reference No	A/617/8969	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of time management skills.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the importance of punctuality and reliability in the workplace.	1.1 Outline the importance of punctuality and reliability in the workplace.	
2. Be able to manage and plan own work activity within a given timeframe.	2.1. Give an example of how own time can be managed in the workplace. 2.2. Carry out a planned work activity within a given timeframe. 2.3. Review own performance identifying possible areas for improvement.	
3. Know how to address time management issues in the workplace.	3.1. List common time management issues and how they may be addressed. 3.2. Identify how to access appropriate support in the workplace.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Personal Money Management	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE820	
Unit Reference No	M/617/8970	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to improve the management of personal finance. Learners will be required to develop a personal budget.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of income and expenditure.	1.1. List sources of personal income and expenditure.	
2. Be able to record income and expenditure for a personal budget to improve own personal finances.	2.1. Record monthly income and expenditure using a budget template. 2.2. Outline how a personal budget may be used to improve own personal finances.	
3. Be aware of the advantages and disadvantages of borrowing.	3.1. Outline at least three different types of borrowing identifying the advantages and disadvantages of each.	
4. Know the benefits of saving money and the services that may be accessed to assist.	4.1 Outline the benefits of saving money and the services that may be accessed to assist.	
5. Know where to get support for managing personal finances.	5.1 Outline at least three agencies that offer support with personal finance and how they may be accessed.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Problem Solving in the Workplace	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE821	
Unit Reference No	T/617/8971	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to deal with problems in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be aware of problems that may arise in the workplace.	1.1. State at least three common problems that may arise in the workplace and the consequences of each.	
2. Be aware of appropriate sources of advice and support to inform workplace problem solving.	2.1. Identify appropriate sources of advice and support to inform workplace problem solving and how they may be accessed.	
3. Know how problems may be solved.	3.1. Identify appropriate solutions to problems identified in AC1.1.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Teamwork Skills	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE822	
Unit Reference No	A/617/8972	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to work effectively within a team.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know the characteristics and benefits of effective teamwork.	1.1. Outline the characteristics of an effective team. 1.2. List the benefits of effective teamwork.	
2. Be aware of the roles people may have within a team.	2.1. Outline key team roles and their contribution to the overall team performance.	
3. Be able to identify own strengths, role and contribution within a team.	3.1 Identify own strengths and role within a team. 3.2 Give an example of using own strengths and own contribution within a team.	
4. Be able to participate in a team.	4.1. Develop team goals and team responsibilities. 4.2. Carry out a team activity. 4.3. Support other team members to carry out activity in AC 4.2. 4.4. Review team performance identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Workplace Motivation and Behaviour	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE823	
Unit Reference No	F/617/8973	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand workplace motivation and the importance of punctuality, reliability and time management in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand workplace motivation and how it may be promoted.	1.1. Outline what is meant by and the importance of workplace motivation. 1.2. Outline at least three ways staff may be motivated in the workplace. 1.3. Outline the impact of a lack of motivation in the workplace. 1.4. Outline own personal motivations and how they may contribute to workplace goals.	
2. Understand the importance of punctuality, reliability and time management in the workplace.	2.1. Outline why punctuality, reliability and time management are important in the workplace and how they be improved.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Mental Health, Well-being and Building Resilience	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE824	
Unit Reference No	J/617/8974	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to know what is meant by mental health, emotional well-being and resilience, factors that may influence these and how to improve well-being and resilience.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know what is meant by mental health, emotional well-being and resilience.	1.1. State what is meant by mental health, emotional well-being and resilience.	
2. Be aware of the factors that influence health and emotional well-being.	2.1. Identify factors that may influence an individual's health and emotional well-being.	
3. Be aware of the link between emotions and well-being.	3.1. Outline at least two positive and two negative emotions and how they link to an individual's emotions and well-being.	
4. Know how to improve well-being and resilience.	4.1. Outline with examples how the following five ways to well-being may be used to improve well-being and resilience: a) connect b) keep learning c) be active d) take notice e) give to others	
5. Be aware of mental health and well-being sources of advice and support.	5.1. Identify at least two sources of advice and support in own local area for mental health and emotional well-being.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Presentation Skills	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE825	
Unit Reference No	L/617/8975	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan and deliver a short presentation.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know the key elements of an effective presentation.	1.1	Outline the key elements of an effective presentation.
2. Know how to plan a short presentation.	2.1	Plan a short presentation to include objectives, topic, technology, audience and venue.
3. Be able deliver a short presentation.	3.1	Deliver the presentation developed in AC2.1.
	3.2.	Seek feedback on presentation identifying possible areas for improvement.
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Workplace Discrimination	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE826	
Unit Reference No	Y/617/8977	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how discrimination and diversity issues may be addressed in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know what is meant by the terms discrimination and diversity.	1.1. Outline what is meant by the terms discrimination and diversity.	
2. Understand the impact of discrimination in the workplace.	2.1. Outline how discrimination may adversely impact on workplace relationships.	
3. Be aware of workplace policies and procedures that address discrimination and diversity issues.	3.1. Outline the key features of workplace policies and procedures that address discrimination and diversity issues.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Improving Own Performance	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE827	
Unit Reference No	D/617/8978	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to improve own performance.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to assess own performance.	1.1. Assess own work performance in relation to: a) strengths b) weaknesses	
2. Know how to identify actions to improve own performance.	2.1. Outline own performance goals and possible actions which may be taken in order to reach identified goals. 2.2. Outline how to select appropriate actions identified in AC 2.1 to improve own performance.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Creating a Positive Impression within the Workplace	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE828	
Unit Reference No	H/617/8979	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of positive impressions and personal presentation in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know how to create a positive impression in the workplace.	1.1. Outline why it is important to make a good first impression. 1.2. Outline how to maintain a positive impression in the workplace.	
2. Be aware of appropriate personal presentation in the workplace.	2.1. Outline appropriate and inappropriate dress codes for at least two different job roles and their impact on a positive workplace impression. 2.2. Identify at least two examples of health and safety considerations that impact on dress code.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Developing Personal Confidence in the Workplace	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE829	
Unit Reference No	D/617/8981	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to know how to develop own personal confidence in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know what is meant by self-awareness and self-confidence.	1.1 State what is meant by self-awareness and self-confidence and the benefits associated with their improvement.	
2. Know how to improve own workplace self-confidence.	2.1. Identify own strengths and weaknesses in relation to own workplace self-confidence. 2.2. Identify ways to improve own workplace self-confidence.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Self-Development and Career Planning	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE830	
Unit Reference No	H/617/8982	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand own self-development and set personal career goals.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Recognise the significance of own achievements and their impact on personal development.	1.1. Outline two personal achievements and how they have impacted on own personal development.	
2. Recognise own strengths and areas for further development.	2.1. Identify two strengths and two areas for further development in relation to own progression or career choice.	
3. Know how own learning style influences future choices.	3.1. Outline the characteristics of own learning style and how it may impact on own future choices.	
4. Be able to set personal career goals.	4.1. Identify at least two personal career goals and actions required to achieve them.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Understanding Organisational Culture	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE831	
Unit Reference No	K/617/8983	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand organisational culture and decision making processes within a workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand what is meant by the term organisational culture.	1.1. Outline with examples what is meant by the term organisational culture.	
2. Understand the importance of organisational values and mission statements.	2.1. Outline the importance and purpose of organisational values and mission statements.	
3. Be aware of the decision-making process within organisations.	3.1. Outline the management and departmental structure of a given organisation. 3.2. Outline, with examples, two methods for making decisions within a given organisation.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Understanding Change in the Workplace	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE832	
Unit Reference No	M/617/8984	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of workplace change and its impact.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be aware of the types of organisational change.	1.1. Outline at least two different types of organisational change.	
2. Be aware of the impact of change in the workplace and how it may be managed.	2.1. State the possible impact of change on individuals and organisations. 2.2. Outline methods for coping with and adapting to change in the workplace.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Using Social Media in the Workplace	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE833	
Unit Reference No	T/617/8985	
Unit purpose and aim(s): This unit will enable the learner to effectively use social media in the workplace.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the opportunities and threats associated with using social media in the workplace.	1.1. Outline the positive and negative aspects of using social media for: <ol style="list-style-type: none"> <li>business purposes</li> <li>personal use and its impact on the workplace</li> </ol> 1.2. Outline the key elements of a given workplace policy on the use of social media.           1.3. Outline how to minimise risks associated with the use of social media in the workplace.	
2. Understand the use of social media within the workplace.	2.1. Outline how to use social media at work in a safe and responsible manner.           2.2. Demonstrate the use of social media platforms to complete one of the following: <ol style="list-style-type: none"> <li>sell/buy equipment/goods</li> <li>publish/maintain social media content</li> <li>interact with customers</li> </ol>	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Assertiveness in the Workplace	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE834	
Unit Reference No	A/617/8986	
Unit purpose and aim(s): This unit will enable the learner to understand different behaviours, their impact and techniques for applying assertive behaviour in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand different behaviours and their impact within the workplace.	1.1. Outline what is meant by assertive, passive and aggressive behaviours. 1.2. Outline the impact of the following behaviours in a workplace: a) assertive b) passive c) aggressive	
2. Know how to be assertive in the workplace.	2.1. Outline techniques for applying assertive behaviour in the workplace.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Effective and Safe Use of Online Communication Technologies in the Workplace	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CBE835	
Unit Reference No	F/617/8987	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to understand the importance of own workplace e-safety and how to communicate online effectively within the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of e-safety in the workplace.	1.1. Outline the importance of e-safety in the workplace. 1.2. Outline how to improve own online safety communication. 1.3. Outline the possible adverse impact of inappropriate online use within the workplace.	
2. Know how to communicate effectively online within the workplace.	2.1. Outline the effectiveness of at least two different workplace online communication technologies. 2.2. Use at least two different workplace online technologies effectively.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Employment Contracts and Legislation	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE836	
Unit Reference No	J/617/8988	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand employment contracts and legislation.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be aware of organisational policies that comply with employment legislation.	1.1. Outline the main features of the following organisational policies: a) General Data Protection Regulation (GDPR) b) Maternity/Paternity c) Absence d) Equal Opportunities e) Health and Safety f) Grievance and Disciplinary g) Communications h) Redundancy	
2. Understand contracts of employment.	2.1. State the key elements of a contract of employment. 2.2. Outline at least two different types of employment contracts. 2.3. State how to access support on issues relating to contracts of employment.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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

Title	Work Experience	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE837	
Unit Reference No	J/617/8991	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to prepare, undertake and review a work experience placement.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to prepare for work experience.	1.1. Outline the advantages of work experience. 1.2. Identify the nature of a given employer's business. 1.3. Agree terms of work experience. 1.4. Outline how work experience may assist with achieving own career goals.	
2. Understand own role within a given organisation.	2.1. Outline own role and activities. 2.2. Carry out tasks following instructions. 2.3. Outline support structures available for work experience.	
3. Understand the importance of adhering to workplace practices.	3.1. Outline the importance of adhering to the following workplace practices: a) personal presentation b) appropriate behaviour c) time-keeping d) attendance e) following organisational procedures f) safe working practices	
4. Be able to assess own work experience.	4.1. Review own performance identifying the following: a) what went well b) areas for improvement c) key learning d) next steps	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Health and Safety in a Working Environment	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE838	
Unit Reference No	L/617/8989	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of health and safety procedures in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of health and safety procedures and policies at work.	1.1. Outline health and safety procedures and policies in a given workplace with regard to the following: <ol style="list-style-type: none"> <li>Health and Safety</li> <li>Accidents at Work</li> <li>Control of Substances Hazardous to Health requirements</li> <li>Risk management</li> </ol> 1.2. Identify the personnel responsible for health and safety in a given workplace.	
2. Know how to maintain a safe working environment in a given workplace.	2.1 Identify what is meant by safe and appropriate behaviour in the workplace. 2.2 Outline two examples of inappropriate and two examples of unsafe behaviour in the workplace. 2.3 Outline the purpose of safety equipment and clothing. 2.4 Outline a given workplace's emergency evacuation procedures.	
3. Be aware of the benefits of a workplace risk assessment.	3.1 Outline the benefits of a workplace risk assessment.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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

Title	Undertaking Unpaid Work Opportunities	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE839	
Unit Reference No	F/617/8990	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the benefits of undertaking unpaid work and how it may enhance future employment opportunities.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand how undertaking unpaid work may enhance employment opportunities.	1.1. Outline own strengths and weaknesses and how they may influence the choice of unpaid work opportunities. 1.2. State how unpaid work opportunities may aid own career development.	
2. Be able to undertake unpaid work.	2.1. Identify and source a suitable unpaid work placement which matches own skill set. 2.2. Agree terms of work placement. 2.3. Outline own role and activities. 2.4. Carry out tasks following instructions. 2.5. Outline available support structures.	
3. Understand the importance of adhering to workplace practices.	3.1. Outline the importance of adhering to the following workplace practices: a) personal presentation b) appropriate behaviour c) time-keeping d) attendance e) following organisational procedures f) safe working practices	
4. Be able to evaluate own performance.	4.1. Outline own skills and knowledge gained through unpaid work and how they may assist future career development.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log

## Quality Assurance of Centre Performance

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### External Verification

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

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## Administration

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### Registration

A centre must register learners within 20 working days of commencement of this qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the 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.

**OCN NI Level 1 Award in Employability Skills**  
**Qualification Number: 603/5352/1**

**OCN NI Level 1 Certificate in Employability Skills**  
**Qualification Number: 603/5353/3**

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Operational start date: 1 January 2020  
Operational end date: 30 June 2029  
Certification end date: 30 June 2030

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