



## Qualification Specification for:

### OCN NI Level 4 Certificate in Innovation and Enterprise in Practice

➤ **Qualification No: 610/1467/9**

## Qualification Regulation Information

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### **OCN NI Level 4 Certificate in Innovation and Enterprise in Practice**

Qualification Number: 610/1467/9

Operational start date: 15 September 2022

Operational end date: 31 August 2027

Certification end date: 31 August 2031

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the 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

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

→ **OCN NI Level 4 Certificate in Innovation and Enterprise in Practice**

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](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.

### 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).

## Qualification Features

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### Sector Subject Area

15.3 Business management

### Business NOS

### Qualification Aim

The OCN NI Level 4 Certificate in Innovation and Enterprise in Practice qualification will provide the learner with the skills, knowledge and experience to develop and present innovative solutions to real-world challenges, and to begin the process of taking these to market.

### Qualification Objectives

The objectives of the OCN NI Level 4 Certificate in Innovation and Enterprise in Practice are to enable learners to:

- generate and evaluate innovative and enterprising ideas and solutions
- develop solutions into viable products, services or social or commercial enterprises
- assess the qualities and skills required to develop and implement innovative and enterprising solutions
- create and present an innovative or enterprising solution

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

This qualification is targeted at learners who wish to gain skills in innovation, entrepreneurship and enterprise in order to solve business challenges.

### Progression Opportunities

The OCN NI Level 4 Certificate in Innovation and Enterprise in Practice will allow learners to progress to higher level qualifications in innovation, enterprise and business or related areas.

### Entry Requirements

There are no specific entry requirements for these qualifications however learners must be at least 18 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**

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

## Centre Requirements for Delivering the Qualification

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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 qualification should be occupationally competent and qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

### Assessors

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

#### **Assessors must:**

- be occupationally competent 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 qualifications.

#### ***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 if not already completed

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

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### OCN NI Level 4 Certificate in Innovation and Enterprise in Practice

In order to achieve the qualification learners must complete at least 13 credits from any of the units.

Total Qualification Time (TQT) for this qualification: 130 hours

Guided Learning Hours (GLH) for this qualification: minimum of 55 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<a href="#">D/650/4002</a>	CBF907	Enterprise and Innovation Skills	5	25	Four
<a href="#">F/650/4003</a>	CBF908	Business Legal Structures, Finance and Resourcing	5	20	Four
<a href="#">H/650/4004</a>	CBF909	Marketing and Sales for Business	5	25	Four
<a href="#">J/650/4005</a>	CBF910	Research and Design of Innovative Solutions	6	25	Four
<a href="#">K/650/4006</a>	CBF911	Using Social Media	2	10	Four
<a href="#">L/650/4007</a>	CBF912	Understanding Innovation	2	10	Four
<a href="#">M/650/4008</a>	CBF913	Understanding Social Enterprise	2	10	Four
<a href="#">R/650/4009</a>	CBF914	Project Management	2	10	Four

## Unit details

Title	Enterprise and Innovation Skills
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	25
OCN NI Unit Code	CBF907
Unit Reference No	D/650/4002
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to know how to generate and evaluate innovative and enterprising ideas and solutions. The learner will also understand how to build and work in effective teams in order to create and present solutions.</p>	
Learning Outcomes	Assessment Criteria
1. Be able to identify and evaluate innovative or enterprising solutions to challenges.	1.1. Determine the scope of a given challenge, carrying out preliminary research to identify one or more root causes. 1.2. Identify innovative or enterprising solutions to the challenge identified in AC 1.1. 1.3. Evaluate at least two of the solutions identified in AC 1.2 and select with justification the most appropriate. 1.4. Research and analyse information to inform the development of the solution selected in AC 1.3 including at least three of the following: a) market research b) potential risks c) legislation and compliance d) resources and costings
2. Be able to evaluate qualities and skills required to develop and implement innovative or enterprising solutions.	2.1. Evaluate own qualities and skills, identifying how they can be utilised in the development of the solution from AC 1.4. 2.2. Analyse potential skills gaps identified in AC 2.1 and how they may be minimised.
3. Be able to contribute to the creation of an effective project team.	3.1. Contribute effectively to a project team including: a) working strategies b) roles and responsibilities c) milestones
4. Be able to create and present an innovative or enterprising solution and evaluate own and team performance.	4.1. Create and present at least one of the following in relation to the proposed solution identified in AC 1.4: a) prototype and models b) plans and blueprints c) goods and services d) undertaking a performance e) proof of concept or pilot study 4.2. Prepare and deliver an effective presentation on the proposed solution in AC 1.4 to a given audience. 4.3. Critically evaluate own performance and contribution to the project, as well as that of the team, identifying possible areas for improvement.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Business Legal Structures, Finance and Resourcing
Level	Four
Credit Value	5
Guided Learning Hours (GLH)	20
OCN NI Unit Code	CBF908
Unit Reference No	F/650/4003
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the impact of legal and regulatory requirements on operating a business or social enterprise in a given industry. The learner will also develop financial systems and processes and understand how to effectively resource a business.	
Learning Outcomes	Assessment Criteria
1. Understand business legal structures.	1.1. Research and explain an appropriate legal structure for a given new or existing business. 1.2. Analyse the impact of the legal structure selected in AC 1.1 on the business and its founder.
2. Understand the impact of relevant permits, licences and legislation on a business.	2.1. Analyse the impact of permits, licences and legislation on the business identified in AC 1.1. where applicable.
3. Be able to determine costs and resources required to start or grow a business.	3.1. Determine the initial costs and resources required for the start up or growth of the business identified in AC 1.1.
4. Be able to estimate the sale price of a business product or service.	4.1. Estimate the sale price of a product or service of the business identified in AC 1.1 where applicable taking account of the following: a) cost of raw materials b) cost of production c) operating costs d) legal responsibilities e) competitor price
5. Be able to develop or use a system or process to record business income and expenditure.	5.1. Investigate and select an appropriate system or process to record business income and expenditure. 5.2. Produce or use a template to record business income and expenditure in line with the system or process selected in AC 5.1.
6. Understand factors impacting on the financial liquidity of a business.	6.1. In relation to the business identified in AC 1.1, explain at least two factors which impact financial liquidity.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Marketing and Sales for Business	
Level	Four	
Credit Value	5	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBF909	
Unit Reference No	H/650/4004	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to design an effective marketing plan for an innovative or enterprising solution.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use research to inform the development of a business brand identity.	1.1. Use appropriate research to inform the development of a suitable business brand identity, including logo, name, and values.	
2. Be able to analyse socio-economic factors impacting on buying needs, preferences and optimal selling channels.	2.1. Analyse the impact of socio-economic factors on the following for the business brand identified in AC 1.1: a) customer buying needs b) customer buying preferences c) optimal selling channels	
3. Be able to develop a long-term brand growth strategy for a business.	3.1. Develop a long-term brand growth strategy including: a) opportunities for measuring customer engagement and satisfaction b) potential strategies for retaining and increasing customer growth	
4. Be able to use channels to develop a launch and promotion strategy for a new product or service.	4.1. Evaluate and select with justification the most appropriate channel or channels for launching and promoting the business brand identified in AC 1.1, including at least two of the following: a) social media b) in person c) mailing list/email d) website/e-commerce 4.2. Develop a launch and promotion strategy using channels selected in AC 4.1 identifying potential barriers.	
<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	Research and Design of Innovative Solutions	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	25	
OCN NI Unit Code	CBF910	
Unit Reference No	J/650/4005	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to research, evaluate, design and develop a potential solution to a given real-world challenge or opportunity that may form the basis of a social or commercial enterprise.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to carry out research to inform the development of a solution to a real-world challenge or opportunity and analyse social and environmental impact.	1.1. Carry out research using an appropriate methodology on at least one of the following, to inform the development of a solution to a real-world challenge or opportunity: <ol style="list-style-type: none"> <li>market</li> <li>technical information relating to solution development</li> <li>competitors</li> <li>legislation</li> <li>industry sector</li> </ol> 1.2. Analyse the social and environmental impact of the solution researched in AC 1.1.	
2. Be able to design an enterprising or innovative solution that has potential as a social or commercial enterprise.	2.1. Design an enterprising or innovative solution informed by the research and analysis undertaken in AC 1.1 and 1.2. 2.2. Analyse the potential of the design developed in AC 2.1 as a social or commercial enterprise. 2.3. Evaluate potential resources required to develop the design created in AC 2.1., taking account of social impact, environmental impact and sustainability.	
3. Be able to develop an enterprising or innovative solution.	3.1. Develop an enterprising or innovative solution, pilot or prototype informed by AC 2.1, 2.2 and 2.3.	
<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	Using Social Media	
Level	Four	
Credit Value	2	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBF911	
Unit Reference No	K/650/4006	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use social media effectively to market business products or services.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the use of social media to market business products or services.	1.1. Research and evaluate the use of social media to market business products or services including opportunities and risks and how risks may be minimised.	
2. Be able to develop a social media marketing strategy.	2.1. Research and explain how different social media sites may be used by groups, individuals, businesses or organisations. 2.2. Develop a social media strategy to target a given market segment for a business product or service including: a) choice of appropriate social media platforms b) schedules c) social media content d) outcomes	
<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	Understanding Innovation	
Level	Four	
Credit Value	2	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBF912	
Unit Reference No	L/650/4007	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand innovation, how to protect intellectual property and how to research and evaluate support to develop and implement an innovative idea, product, service or process.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to evaluate the innovativeness of an idea, product, service or process.	1.1. Evaluate the innovativeness of an idea, product, service or process.	
2. Understand intellectual property protection.	2.1. Research and evaluate how intellectual property of the idea, product, service or process identified in AC 1.1 may be protected using at least two of the following options: a) copyright b) trademark c) patent d) NDA (Non-Disclosure Agreement)	
3. Be able to research and evaluate sources of support.	3.1. Research and evaluate at least two potential sources of support for developing and implementing the idea, product, service or process identified in AC 1.1.	
<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
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	Understanding Social Enterprise	
Level	Four	
Credit Value	2	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBF913	
Unit Reference No	M/650/4008	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the purpose and features of a social enterprise, and to develop an idea for a social enterprise.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the purpose and characteristics of a social enterprise.	1.1. Research and explain the following types of business structures: a) for-profit business b) not-for-profit c) social enterprise d) charity 1.2. Summarise the common legal structures used by social enterprises. 1.3. Explain the characteristics of the following in relation to a given social enterprise: a) business product or service provided b) social purpose	
2. Be able to research and develop an idea for a social enterprise	2.1. Research a given social or environmental issue and associated causes. 2.2. Develop an idea for a social enterprise which addresses the issue in AC 2.1, outlining: a) the social purpose b) an appropriate legal structure	
<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	Project Management	
Level	Four	
Credit Value	2	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBF914	
Unit Reference No	R/650/4009	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to plan, implement and evaluate a project.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan a project.	1.1. Research and select with justification a project planning model or tool for a given project. 1.2. Develop a project plan in line with project model or tool selected in AC 1.1 to include the following: a) intended outcomes and impact b) project activities and timelines c) resources, information required and budget d) monitoring and iteration e) evaluation	
2. Be able to implement a project plan.	2.1. Implement the project plan developed in AC 1.2.	
3. Be able to evaluate a project.	3.1. Evaluate the project implemented in AC 2.1 identifying possible areas for improvement. 3.2. Report outcomes of evaluation undertaken in AC 3.1 in an appropriate format to a given audience.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

## Quality Assurance of Centre Performance

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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 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.

## Administration

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### 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.

### 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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**Qualification Number: 610/1467/9**

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Operational start date: 15 September 2022  
Operational end date: 31 August 2027  
Certification end date: 31 August 2031

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