Qualification Specification for:

OCN NI Level 3 Award in Assessing Competence in the Work Environment
➢ **Qualification No: 610/3675/4**

OCN NI Level 3 Certificate in Assessing Vocational Achievement
➢ **Qualification No: 610/3674/2**

Qualification Regulation Information

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➢ Qualification No: 610/3675/4

OCN NI Level 3 Certificate in Assessing Vocational Achievement
➢ Qualification No: 610/3674/2

Operational start date:	15 January 2024
Operational end date:	01 January 2029
Certification end date:	01 January 2032

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

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

OCN NI Contact Details

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Foreword

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

→ OCN NI Level 3 Award in Assessing Competence in the Work Environment
→ OCN NI Level 3 Certificate in Assessing Vocational Achievement

This specification sets out:

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

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

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

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About Regulation

OCN NI

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

The Regulated Qualifications Framework: an overview

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

Qualification Level

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

Qualification Size

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

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Qualification Features

Sector Subject Area
13.1   Teaching and lecturing

NOS Standards
These qualifications have been developed with Sector representatives and subject matter experts and mapped to the following Learning and Development National Occupational Standards (NOS):

- CLDLD09 (Assess Learner Achievement)

Assess learner achievement - National Occupational Standards (ukstandards.org.uk)

UCAS Tariff
The OCN NI Level 3 Award in Assessing Competence in the Work Environment qualification is recognised by UCAS, with 8 points allocated.

Qualifications' Aim
The OCN NI Assessor qualifications have been designed for learners who are aspiring to or currently undertaking an assessor role.

The OCN NI Level 3 Award in Assessing Competence in the Work Environment is intended for assessors who assess occupational competence in an individual's work environment. The objective of the qualification is to support a role in the workplace.

The OCN NI Level 3 Certificate in Assessing Vocational Achievement will be appropriate for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment). The objective of the qualification is to support a role in the workplace.

Qualifications' Objectives
The objectives of the OCN NI Level 3 Award in Assessing Competence in the Work Environment include:

- understanding the principles and practices of assessment and
- assessing occupational competence in a work environment

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The objectives of the OCN NI Level 3 Certificate in Assessing Vocational Achievement include:

- understanding the principles and practices of assessment
- assessing vocational skills, knowledge and understanding and
- assessing occupational competence in the work environment

Grading
Grading for these qualifications is pass/fail.

Qualification Target Group
The OCN NI Level 3 Award in Assessing Competence in the Work Environment and the OCN NI Level 3 Certificate in Assessing Vocational Achievement qualifications are suitable for learners who work in or who intend to work in assessment roles including the assessment of competence in a workplace environment.

Progression Opportunities
The OCN NI Level 3 Award in Assessing Competence in the Work Environment and the OCN NI Level 3 Certificate in Assessing Vocational Achievement qualifications will enable learners to progress to the OCN NI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice and / or the OCN NI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.

Entry Requirements
Learners must be at least 18 years old and have a minimum of a level 2 qualification.

Qualification Support
A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (https://www.ocnni.org.uk/my-account/), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

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

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Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval
New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications 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
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for any evidence they have assessed.

Tutors/Assessors
These 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.

Please note that OCN NI requires that tutors/assessors can demonstrate relevant teaching experience and up-to-date working knowledge and experience of assessment and quality assurance. Assessors **Must Hold** the qualification they are assessing, or a recognised equivalent.

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Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained 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.

In addition to the above requirements OCN NI insist that internal verifiers who quality assure these qualifications **Must Hold** an internal quality assurance qualification, or a recognised equivalent, or a higher qualification in quality management.

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Structure and Content

The tables below summarise the structure of these qualifications.

OCN NI Level 3 Award in Assessing Competence in the Work Environment

In order to achieve the OCN NI Level 3 Award in Assessing Competence in the Work Environment, the learner must complete both units below – 9 credits:

Total Qualification Time (TQT) for this qualification: 90 hours
Guided Learning Hours (GLH) for this qualification: 54 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
J/650/9589	CBG535	Understanding the Principles and Practices of Assessment	3	24	Three
M/650/9590	CBG536	Assess Occupational Competence in the Work Environment	6	30	Three

OCN NI Level 3 Certificate in Assessing Vocational Achievement

In order to achieve the OCN NI Level 3 Certificate in Assessing Vocational Achievement the learner must complete all three units below – 15 credits:

Total Qualification Time (TQT) for this qualification: 150 hours
Guided Learning Hours (GLH) for this qualification: 84 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
J/650/9589	CBG535	Understanding the Principles and Practices of Assessment	3	24	Three
R/650/9591	CBG537	Assess Vocational Skills, Knowledge and Understanding	6	30	Three
M/650/9590	CBG536	Assess Occupational Competence in the Work Environment	6	30	Three

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Unit Details

Title	Understanding the Principles and Practices of Assessment
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBG535
Unit Reference No	J/650/9589
Learn Direct No	GB8

Unit purpose and aim(s): This unit will enable the learner to understand and apply the principles and practices of assessment processes.

Learning Outcomes	Assessment Criteria
1. Understand the principles and requirements of assessment.	1.1. Explain the function of assessment in learning and development. 1.2. Define the key concepts and principles of assessment. 1.3. Explain the responsibilities of the assessor. 1.4. Identify the regulations and requirements relevant to the assessment in own area of practice.
2. Understand different types of assessment methods.	2.1. Compare the strengths and limitations of three different assessment methods with reference to the needs of individual learners.
3. Understand how to plan assessment.	3.1. Summarise key factors to consider when planning assessment. 3.2. Evaluate the benefits of using a holistic approach to assessment. 3.3. Explain how to plan a holistic approach to assessment. 3.4. Summarise the types of risks that may be involved in assessment in own area of responsibility. 3.5. Explain how to minimise risks through the planning process.
4. Understand how to involve learners and others in assessment.	4.1. Explain the importance of involving the learner and others in the assessment process 4.2. Summarise types of information that should be made available to learners and others involved in the assessment process. 4.3. Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning. 4.4. Explain how assessment arrangements can be adapted to meet the needs of individual learners.

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5. Understand how to make assessment decisions.	5.1. Explain how to determine whether evidence is: a) sufficient b) authentic c) current 5.2. Explain how to ensure that assessment decisions are: a) made against specified criteria b) valid c) reliable d) fair
6. Understand quality assurance of the assessment process.	6.1. Evaluate the importance of quality assurance in the assessment process. 6.2. Summarise quality assurance and standardisation procedures in own area of practice. 6.3. Summarise the procedures to follow when there are disputes concerning assessment in own area of practice.
7. Understand how to manage information relating to assessment.	7.1. Explain the importance of following procedures for the management of information relating to assessment. 7.2. Explain how feedback and questioning contribute to the assessment process.
8. Understand the legal and good practice requirements in relation to assessment.	8.1. Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare. 8.2. Explain the contribution that technology can make to the assessment process. 8.3. Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment. 8.4. Explain the value of reflective practice and continuing professional development in the assessment process.

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	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

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	skills and/or knowledge gained throughout the course	
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	Assess Occupational Competence in the Work Environment
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBG536
Unit Reference No	M/650/9590
Learn Direct Code	GB8

Unit purpose and aim(s): This unit will enable the learner to understand how to plan, implement and record the assessment of occupational competence in the work environment. The learner will also understand legal requirements and good practice in relation to the assessment of competence.

Learning Outcomes	Assessment Criteria
1. Be able to plan the assessment of occupational competence.	1.1. Plan assessment of occupational competence using the following methods: a) observation of performance in the work environment b) examining products of work c) questioning the learner d) discussing with the learner e) use of evidence from others (witness testimony) f) reviewing at learner statements g) recognising prior learning 1.2. Communicate effectively the purpose, requirements and processes of assessing occupational competence to the learner. 1.3. Plan the assessment of occupational competence to address learner needs and current achievements. 1.4. Identify opportunities for holistic assessment.
2. Be able to make assessment decisions about occupational competence.	2.1. Use valid, fair and reliable assessment methods including: a) observation of performance in the work environment b) examining products of work c) questioning the learner d) discussing with the learner e) use of evidence from others (witness testimony) f) reviewing at learner statements g) recognising prior learning 2.2. Make assessment decisions of occupational competence against specified criteria. 2.3. Follow appropriate standardisation procedures. 2.4. Provide feedback to learners that affirms achievement and identifies implications for learning, assessment and progression.
3. Be able to provide required information following the assessment of occupational competence.	3.1. Maintain records of the assessment of occupational competence, its outcomes and learner progress. 3.2. Make assessment information available to authorised colleagues. 3.3. Follow procedures to maintain the confidentiality of assessment information.

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4. Be able to maintain legal and good practice requirements when assessing occupational competence.	4.1. Follow relevant policies, procedures and legislation for the assessment of occupational competence, including those for health, safety and welfare. 4.2. Apply requirements for equality and diversity and, where appropriate, bilingualism, when assessing occupational competence. 4.3. Evaluate own work in carrying out assessments of occupational competence. 4.4. Maintain the currency of own expertise and competence as relevant to own role in assessing occupational competence.

Additional assessment advice: Evidence for all learning outcomes must come from carrying out assessments in a work environment. As a minimum, there must be performance evidence for the following assessment methods:
- observation of performance in the work environment (the assessor and the trainee assessor must be in the same location at the same time when observations are being carried out)
- examining products of work
- questioning the learner

Simulations are not allowed.

Other forms of evidence will be acceptable for the remaining assessment methods:
- discussing with the learner
- use of evidence from others (witness testimony)
- looking at learner statements
- recognising prior learning

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

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Title	Assess Vocational Skills, Knowledge and Understanding
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBG537
Unit Reference No	R/650/9591
Learn Direct No	GB8

Unit purpose and aim(s): This unit will enable the learner to understand and apply the principles and practices of assessment processes.

Learning Outcomes	Assessment Criteria
1. Be able to prepare assessments of vocational skills, knowledge and understanding.	1.1. Select appropriate methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements, including: a) assessments of the learner in simulated environments b) skills tests c) oral and written questions d) assignments e) projects f) case studies g) recognising prior learning 1.2. Prepare resources and conditions for the assessment of vocational skills, knowledge and understanding. 1.3. Communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners.
2. Be able to carry out assessments of vocational skills, knowledge and understanding.	2.1. Manage assessments of vocational skills, knowledge and understanding to meet assessment requirements. 2.2. Demonstrate how to support learners within agreed limitations. 2.3. Analyse evidence of learner achievement. 2.4. Make assessment decisions relating to vocational skills, knowledge and understanding against specified criteria. 2.5. Follow standardisation procedures. 2.6. Provide feedback to the learner that affirms achievement and identifies any further implications for learning, assessment and progression.
3. Be able to provide required information following the assessment of vocational skills, knowledge and understanding.	3.1. Maintain records of the assessment of vocational skills, knowledge and understanding, its outcomes and learner progress. 3.2. Make assessment information available to authorised colleagues as required. 3.3. Follow procedures to maintain the confidentiality of assessment information.
4. Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding.	4.1. Follow relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and

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	understanding, including those for health, safety and welfare.
	4.2. Apply requirements for equality and diversity and, where appropriate, bilingualism.
	4.3. Evaluate own work in carrying out assessments of vocational skills, knowledge and understanding.
	4.4. Engage in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and understanding.

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

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Quality Assurance of Centre Performance

External Verification

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

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

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

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

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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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