



Qualification Guide

OCNLR Entry Level Qualifications in English (Entry 3) (QCF)

OCN London Qualification Guide

OCNLR Entry Level Award in English: Reading (Entry 3) (QCF)
Qualification No: 601/6637/X

OCNLR Entry Level Award in English: Speaking and Listening (Entry 3) (QCF)
Qualification No: 601/6640/X

OCNLR Entry Level Award in English: Writing (Entry 3) (QCF)
Qualification No: 601/6643/5

OCNLR Entry Level Certificate in English (Entry 3) (QCF)
Qualification No: 601/7113/3

OCN London aims to support learning and widening opportunities by recognising achievement through credit based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing responsive, innovative learning solutions and qualifications for disadvantaged groups to meet the needs of learners not met by other Awarding Organisations.

At the heart of what OCN London offers is:

- A commitment to inclusive credit-based learning;
- Facilitating the creative use of credit with responsive, demand-led qualification development;
- Ensuring a robust business base through increasing learner registration/credit achievement and providing high quality service and support;
- Respect for and encouragement of diversity - in learners and learning approaches, partners and settings;
- Developing people, capacity and resources that will ensure effective business partnerships.

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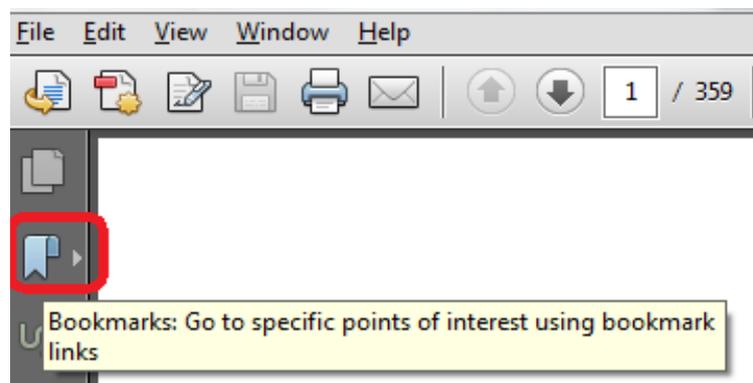
1 General Information

This qualification guide contains details of everything you need to know about the **OCNLR Entry Level Qualifications in English (Entry 3) (QCF)**. It makes reference to the curriculum areas covered, identifies the learners for whom these qualifications have been developed and specifies the rules of combination for achievement of the qualifications. The guide also covers any important aspects of assessment and verification that are particular to these qualifications. The guide should be used by all of those involved in the delivery and assessment of these qualifications.

The Curriculum Development Manager (CDM) for your centre will provide support and advice on how to seek approval to offer these qualifications. Please contact the main switchboard for the name of your CDM if you do not already know it. If you are not yet an OCN London Recognised Centre but wish to use any of these qualifications, then please contact the Administrative team at OCN London for details of the Centre Recognition Application process.

Helpful Hint for this Guide

The contents of this guide are bookmarked. The best way to use it is to download the PDF file then click on the ***Adobe** symbol to enable bookmarks and use them to navigate through the document:



Follow this link to enable bookmarks in [Adobe Reader](#)



2 Qualification Overview

The **OCNLR Entry Level Qualifications in English (Entry 3)** form part of a suite of qualifications at Entry Level 3 through to Level 1 designed to offer learners the opportunity to develop their core English skills by improving their confidence in learning and filling gaps in their knowledge. The qualifications provide a firm foundation for learners who require a clear progression route through the levels to Functional Skills or GCSE qualifications in English. The units used within the **OCNLR Entry Level Qualifications in English (Entry 3)** are based upon the National Standards and Core Curriculum for Adult Literacy.

The **OCNLR Entry Level Qualifications in English (Entry 3)** are accredited by the qualifications regulators for England, Wales and Northern Ireland and are part of the Qualifications and Credit Framework (QCF).

2.1 Qualification level

The **OCNLR Entry Level Qualifications in English (Entry 3)** can be achieved at Entry Level 3.

OCNLR Entry Level Award in English: Reading (Entry 3)

- Qualification Number: 601/6637/X
- Qualification credit value: 6
- Operational start date: 1st September 2015
- Review date: 31st May 2020
- Guided Learning Hours (GLH): 60
- Assessment requirements: Internally assessed, internally and externally verified

OCNLR Entry Level Award in English: Speaking and Listening (Entry 3)

- Qualification Number: 601/6640/X
- Qualification credit value: 6
- Operational start date: 1st September 2015
- Review date: 31st May 2020
- Guided Learning Hours (GLH): 60
- Assessment requirements: Internally assessed, internally and

externally verified

OCNLR Entry Level Award in English: Writing (Entry 3)

- Qualification Number: 601/6643/5
- Qualification credit value: 6
- Operational start date: 1st September 2015
- Review date: 31st May 2020
- Guided Learning Hours (GLH): 60
- Assessment requirements: Internally assessed, internally and externally verified

OCNLR Entry Level Certificate in English (Entry 3)

- Qualification Number: 601/7113/3
- Qualification credit value: 18
- Operational start date: 1st September 2015
- Review date: 31st May 2020
- Guided Learning Hours (GLH): 180
- Assessment requirements: Internally assessed, internally and externally verified

2.2 Purpose of the qualifications

The primary purpose of the qualifications is to prepare learners for further learning or training, but they are flexible and can be used in a variety of contexts including preparing learners for employment, supporting learners in the workplace or to encourage enthusiasm and develop confidence in learning.

2.3 Who the qualifications are for

The OCNLR Entry Level Qualifications in English (Entry 3) are flexible and may be taken by any learners who wish to improve their English skills, knowledge and understanding.

2.4 Entry guidance

There is no minimum age for access to these qualifications.

2.5 Additional information

There are no particular entry requirements, but all learners should undergo an initial assessment to determine the level at which they

are working and to map any gaps in their skills or knowledge.

2.6 Progression and related qualifications

Progression may be to larger or higher level qualifications in English. The qualifications may also be taken alongside others where English skills may need to be improved.

3 Structure of the Qualifications

3.1 Rules of combination for achieving the qualifications

The **OCNLR Entry Level Award in English: Reading (Entry 3) (QCF)** consists of 1 mandatory unit. In order to gain the Award the learner must achieve 6 credits from this unit.

Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
GB6/E3/LQ/001	T/507/3353	Read for Purpose, Meaning and Information	6	60

The **OCNLR Entry Level Award in English: Speaking and Listening (Entry 3) (QCF)** consists of 1 mandatory unit. In order to gain the Award the learner must achieve 6 credits from this unit.

Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
GB6/E3/LQ/002	L/507/3357	Speaking and Listening	6	60

The **OCNLR Entry Level Award in English: Writing (Entry 3) (QCF)** consists of 1 mandatory unit. In order to gain the Award the learner must achieve 6 credits from this unit.

Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
GB6/E3/LQ/003	L/507/3360	Handwritten Communication in English	6	60

The **OCNLR Entry Level Certificate in English (Entry 3) (QCF)** consists of 3 mandatory units. In order to gain the Certificate the learner must achieve 18 credits from these units.

Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
GB6/E3/LQ/003	L/507/3360	Handwritten Communication in English	6	60
GB6/E3/LQ/001	T/507/3353	Read for Purpose, Meaning and Information	6	60
GB6/E3/LQ/002	L/507/3357	Speaking and Listening	6	60

For Unit Content please click on the Ofqual Unit Reference Number

4 Assessment and verification

4.1 Assessment process

The assessment process for the **OCNLR Entry Level Qualifications in English (Entry 3)** is as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally verified at the Centre;
- The portfolios of assessed evidence will be externally verified by an OCN London Quality Reviewer.

OCN London has devised a set of benchmark assessments. Each unit within the qualification has its own assessment. It is not a mandatory requirement for centres to use these assessments, but those who wish to use them may do so.

If centres decide not to use the assessments devised by OCN London, they must demonstrate that their own assessments are to the same standard.

All assessments – whether using the benchmarks or otherwise must be internally assessed. OCN London does not offer an externally marked service for these.

4.2 Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as Optional) and/or must (indicated as Prescribed) be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

Extracts from the OCN London assessment guidance relevant to the units in this qualification are in the **Appendix A** of this qualification guide. The guidance includes a general description of

the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre devised assessments should be scrutinised by the Internal Verifier before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the external verifier to ensure reliability and validity of assessment.

4.3 Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

4.4 Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards, it:

- Establishes statements on the standard of evidence required to meet assessment criteria for units in OCN London qualifications;
- Identifies good practice in assessment;
- Makes recommendations on assessment practice.

It is a requirement of the Centre Recognition process that each centre offering the units from the qualification must contribute assessment materials and learners' evidence for standardisation if requested.

OCN London will notify centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by Quality Reviewers. Outcomes from standardisation will be made available to centres.

4.6 Learners with particular requirements

If you have learners with particular requirements you should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

4.7 Requirements for assessors

Assessors of the qualification are expected to be:

Sufficiently (occupationally) competent

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This occupational competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas.

Sufficiently (occupationally) knowledgeable

Each assessor should possess relevant knowledge and understanding, and be able to assess this in units designed to test specific knowledge and understanding, or in units where knowledge and understanding are components of competency.

Appendix A OCNLR Assessment Guidance

Oral question and answer

Specific, open or closed questions for immediate response. Can range from quite formal questions in, for example, an oral test, to a quick, fun way of finding out where learners are up to, for example, a quiz. Allows responses and questions from learners and immediate feedback from tutor.

Entry Level

Activity	Process should be informal and non-threatening and questions should cover a narrow range of areas. Learners should be supported in answering and given a number of opportunities to respond.
Assessed by	Assessed by tutor.
Evidence	Evidence could include tutor/record notes and or audio-visual record.

Practical demonstration

A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge.

Entry Level

Activity	Practical demonstrations should be simple with situations that the learner is familiar with. They should be short, structured and supervised.
Assessed by	Assessed through tutor/peer observation, one to one tutorial, discussion and self-assessment.
Evidence	Evidence could include tutor record of observation, learner notes, tutor lesson plan, tutorial notes, audio-visual/photographic record and learner log.

Written question and answer/test /exam

Specific, open and closed questions for immediate response from tutor. Can range from formal exams and tests, to a quick, fun way of finding out where learners are up to, for example, a quiz.

Entry Level

Activity	Process should be informal and non-threatening and questions should cover a narrow range of areas. Possible use of multi-choice questions.
Assessed by	Assessed by tutor.
Evidence	Evidence to include written responses and may also include learner responses and tutor feedback.

Appendix B QCF Descriptors

Summary Entry Level	Knowledge and understanding	Application and action	Autonomy and accountability
<p>Achievement at Entry Level reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks.</p> <p>It includes responsibility for completing tasks and procedures subject to direction or guidance.</p>	<p>Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks.</p> <p>Be aware of information relevant to the area of study or work.</p>	<p>Complete well-defined routine tasks.</p> <p>Use relevant skills and procedures.</p> <p>Select and use relevant information.</p> <p>Identify whether actions have been effective.</p>	<p>Take responsibility for completing tasks and procedures subject to direction or guidance as needed</p>



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