



# OCN London Qualification Guide

OCNLR Entry Level Award in Skills for Vocational Studies (Entry 3)  
Qualification No: 603/0689/0

OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3)  
Qualification No: 603/0691/9

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;
- The creative use of credit with responsive, demand-led qualification development;
- High quality service and support;
- Respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- The development of people, capacity and resources that will ensure effective business partnerships.

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## General Information

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

The Curriculum and Relationship Development Manager (CRDM) for your Centre will provide support and advice on how to seek approval to offer this qualification. Please contact the main switchboard for the name of your CRDM if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use this qualification, then please contact the administrative team at OCN London for details of the Centre Approval application process.

## Qualification Overview

The OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) have been designed to provide flexible routes for learners to develop essential learning and employability skills, alongside knowledge and skills from a wide range of vocational areas.

The OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3) (32 credits) enables learners to develop their learning and employability skills, while exploring one or more vocational area. This makes the qualification ideal for engaging learners who may be undecided on their choice of vocational area, and one of its benefits is that it can be delivered as part of a Study Programme.

The OCNLR Entry Level Award in Skills for Vocational Studies (Entry 3) is a smaller qualification (9 credits), ideal for delivery as a ‘taster’. Containing the same range of units as the Certificate, this ‘bite-size’ qualification is suitable for those learners who may have not decided on a specific vocational area or are not yet ready to commit to a larger qualification.

As well as being useful ‘stand-alone’ qualifications, the OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) also enable learners to develop a firm foundation for successful progression to Level 1, and include a selection of optional learning and employability units at that level.

The vocational units are grouped into the following sectors:

- Agriculture, Environmental and Animal Care
- Building and Construction
- Business and Administration
- Catering and Hospitality
- Creative and Digital
- Early Years and Social Care
- Hair and Beauty
- Health and Science
- ICT
- Public Services
- Retail and Customer Service
- Sport

The OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) are accredited by Ofqual, the qualifications regulators for England, and are registered on the Regulated Qualifications Framework (RQF).

## Qualification levels

The OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) can be achieved at Entry Level 3.

### Entry Level 3 Award

- Qualification Number: 603/0689//0
- Qualification credit value: 9

- Operational start date: 1 November 2016
- Review date: 1 November 2020
- Total Qualification Time (TQT): 90
- Guided Learning Hours (GLH): 65 min – 90 max
- Assessment requirements: Internally assessed, internally and externally moderated.

### Entry Level 3 Certificate

- Qualification Number: 603/0691/9
- Qualification credit value: 32
- Operational start date: 1 November 2016
- Review date: 1 November 2020
- Total Qualification Time (TQT): 320
- Guided Learning Hours (GLH): 250 min – 320 max
- Assessment requirements: Internally assessed, internally and externally moderated.

## Purpose of the qualification

The purpose of OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) is to enable learners to develop a firm foundation for successful progression to Level 1 vocational study.

By using these qualifications to prepare thoroughly for Level 1 provision, the learner is more likely to be successful in their future higher level studies/employment roles.

## Who the qualification is for

The OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) are for learners aged 14+ who wish to progress to Level 1 vocational study.

Learners may be:

- on a full-time or part-time programme of study;
- wishing to progress to higher level vocational qualifications;
- currently employed and would like to update or refresh their skills;
- currently not in employment and looking to improve their future career prospects

## Entry guidance

There are no specific entry requirements for these qualifications. The minimum age for access to the qualification is 14 years.

## Additional information

The OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3) qualification has been designed to fit with the requirements of the Department for Education's (DfE) 16 – 19 Study Programme initiative as the substantial core qualification element for learners

who are not yet at a Level 1 standard. This means that the size of the qualification allows for the other required elements of maths, English, work experience and enrichment activities to be taken simultaneously. For further information about 16 – 19 Study Programmes, please see the DfE publication by clicking here

## Progression and related qualifications

On completion of the OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) learners will have developed the required skills and knowledge in learning, employability and vocational areas to progress to:

OCNLR Level 1 Qualifications in Skills for Professions in a vocational area of their choice;  
OCNLR Level 1 Qualifications in Skills for Vocational Studies;  
or any other vocational qualification at Level 1.

The qualifications form the first step in a clear progression route through to vocational learning at a higher level.

Alternatively, learners may progress to employment in entry level roles.

## Structure of the Qualification

### Rules of combination for achievement

The OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) consist of two groups of optional units:

- Group 1: Learning and Employability Skills
- Group 2: Vocational

To achieve the OCNLR Entry Level Award in Skills for Vocational Studies (Entry 3) learners must achieve 9 credits:

- 3 credits from Group 1 – Learning and Employability Skills
- 3 credits from Group 2 – Vocational
- A further 3 credits from either Group 1 or Group 2
- There is no requirement to achieve Level 1 units, but if these are selected, there is a maximum of 4 credits at Level 1

To achieve the OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3) learners must achieve 32 credits:

- 12 credits from Group 1 – Learning and Employability Skills
- 12 credits from Group 2 – Vocational
- A further 8 credits from either Group 1 or Group 2
- There is no requirement to achieve Level 1 units, but if these are selected, there is a maximum of 12 credits at Level 1



Where there is the same unit at both Entry Level 3 and Level 1, the unit can only be used at one level, i.e. this is a barred combination.

## Qualification units

### Group 1: Learning and Employability Skills

*For Unit Content please click the Ofqual Unit Reference Number*

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Credit Value	Level	GLH
<b>Entry Level 3 Learning and Employability Skills</b>					
<a href="#">L/504/8538</a>	HD4/E3/LQ/021	Assertiveness and Decision Making Skills	3	E3	30
<a href="#">J/504/8425</a>	HE4/E3/LQ/001	Aspects of Citizenship	3	E3	30
<a href="#">D/504/8124</a>	HB1/E3/LQ/003	College Induction	3	E3	30
<a href="#">F/504/8519</a>	HC6/E3/LQ/004	Developing Skills for Gaining Employment	3	E3	30
<a href="#">T/504/8565</a>	HB7/E3/LQ/005	Diversity in Society	3	E3	30
<a href="#">R/504/8864</a>	HC4/E3/LQ/035	Employment Contract and Payslip Basics	1	E3	10
<a href="#">R/504/8489</a>	HC4/E3/LQ/003	Health and Safety Awareness in the Workplace	1	E3	10
<a href="#">M/504/8497</a>	HC1/E3/LQ/001	Introduction to Career Preparation	1	E3	10
<a href="#">T/504/8498</a>	HB1/E3/LQ/027	Introduction to Developing a Personal Learning Programme	3	E3	30
<a href="#">H/507/6412</a>	HB1/E3/LQ/051	Participate in an Activity	3	E3	30
<a href="#">A/505/8787</a>	HB1/E3/LQ/043	Personal Learning Goals	3	E3	30
<a href="#">A/504/8289</a>	HC7/E3/LQ/002	Personal Study Skills	3	E3	30
<a href="#">H/504/8528</a>	HC6/E3/LQ/009	Preparation for a Recruitment Interview	2	E3	20
<a href="#">K/504/8529</a>	HC4/E3/LQ/031	Recognising Employment Opportunities	1	E3	10
<a href="#">D/505/8958</a>	HB1/E3/LQ/045	Recognising Own Skills for Personal Development	3	E3	30
<a href="#">A/615/3201</a>	HB1/E3/LQ/052	Resilience Skills	1	E3	9
<a href="#">J/504/8537</a>	HE4/E3/LQ/003	Rights and Responsibilities of Citizenship	3	E3	30
<a href="#">F/505/8788</a>	HC4/E3/LQ/032	Skills for Employability	3	E3	30
<a href="#">T/504/8713</a>	HB1/E3/LQ/046	Take Part in an Activity	1	E3	10
<a href="#">J/506/0798</a>	HC4/E3/LQ/034	Understanding a Work Experience Placement	3	E3	30
<b>English</b>					
<a href="#">F/503/3048</a>	HD3/E3/LQ/001	Engage in Discussion	1	E3	10
<a href="#">T/506/0893</a>	HD3/E3/LQ/017	Grammar and Punctuation in Practical Use	1	E3	10
<a href="#">A/503/3050</a>	HD3/E3/LQ/003	Grammar Skills	1	E3	10
<a href="#">F/503/3051</a>	HD3/E3/LQ/004	Improving own Spelling	1	E3	10
<a href="#">D/503/3154</a>	HD3/E3/LQ/005	Reading Comprehension	1	E3	10
<a href="#">H/503/3155</a>	HD3/E3/LQ/006	Reading Grammar and	1	E3	10

		Punctuation			
<a href="#">F/506/0671</a>	HD5/E3/LQ/011	Speaking to Communicate	1	E3	10
<a href="#">A/503/3159</a>	HD3/E3/LQ/009	Spelling and Handwriting Skills	1	E3	10
<a href="#">A/503/3162</a>	HD3/E3/LQ/010	Spelling in Practice	1	E3	10
<a href="#">T/503/3287</a>	HD3/E3/LQ/011	Using Listening and Responding Skills	1	E3	10
<a href="#">F/503/3289</a>	HD3/E3/LQ/012	Using Punctuation	1	E3	10
<a href="#">K/506/0910</a>	HD3/E3/LQ/019	Writing Composition Skills	1	E3	10

**ICT**

<a href="#">A/505/3217</a>	CQ5/E3/LQ/004	Presentation Software	2	E3	20
<a href="#">L/505/3223</a>	CP3/E3/LQ/002	Spreadsheet Software	2	E3	15
<a href="#">Y/505/3225</a>	CR3/E3/LQ/005	Using Email	1	E3	10
<a href="#">F/503/3289</a>	HD3/E3/LQ/012	Using Punctuation	1	E3	10
<a href="#">H/505/3227</a>	CR3/E3/LQ/006	Using the Internet	1	E3	10
<a href="#">M/505/3229</a>	CQ1/E3/LQ/002	Word Processing Software	2	E3	15

**Mathematics**

Y/505/4004	HD4/E3/LQ/021	Applying Number Skills	1	E3	10
F/506/0914	HD4/E3/LQ/019	Developing and Applying Addition and Subtraction Skills	1	E3	10
J/506/0915	HD4/E3/LQ/020	Developing and Applying Fraction Skills	1	E3	10
L/506/0916	HD4/E3/LQ/022	Developing and Applying Shape and Space Skills	1	E3	10
K/505/4010	HD4/E3/LQ/023	Division of Whole Numbers	1	E3	10
Y/506/0918	HD4/E3/LQ/024	Measure: Capacity and Temperature	1	E3	10
D/506/0919	HD4/E3/LQ/025	Measure: Distance and Length	1	E3	10
D/503/3378	HD4/E3/LQ/009	Measure: Weight	1	E3	10
D/506/0922	HD4/E3/LQ/026	Money: Adding and Subtracting	1	E3	10
T/505/5645	HD4/E3/LQ/027	Multiplication of Whole Numbers	1	E3	10
F/503/3275	HD4/E3/LQ/013	Using Addition and Subtraction	1	E3	10

**Level 1 Learning and Employability Skills**

M/508/0687	HB1/1/LQ/063	Action Planning for Own Development	2	1	16
A/508/0689	HB1/1/LQ/064	Critical Thinking	3	1	24
M/508/0690	HC7/1/LQ/005	Essay Writing	3	1	21
A/505/9129	HC4/1/LQ/036	Following Instructions	1	1	9
H/508/0637	HC7/1/LQ/013	Introduction to Study Skills	3	1	27
T/508/0691	HC7/1/LQ/006	Note Taking	3	1	24
A/508/0692	HC7/1/LQ/007	Organisational Skills	3	1	27
R/508/1542	HC7/1/LQ/008	Planning and Carrying Out Research	2	1	10
T/504/8131	HB1/1/LQ/041	Presentation Skills	2	1	18
J/508/0694	HC7/1/LQ/010	Problem Solving Skills	3	1	24
Y/508/0697	HB1/1/LQ/065	Resilience Skills	1	1	9
D/508/0698	HC7/1/LQ/011	Revision and Exam Skills	3	1	24
H/508/0699	HD2/1/LQ/001	Speaking and Listening Skills	3	1	27
T/508/0710	CP3/1/LQ/002	Spreadsheets	3	1	24
F/508/0709	HC7/1/LQ/012	Teamwork Skills	3	1	27
K/508/0638	HC7/1/LQ/014	Time Management Skills	2	1	18
F/508/0712	CP0/1/LQ/003	Word Processing	2	1	15

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Credit Value	Level	GLH
<b>Agriculture, Environmental and Animal Care</b>					
K/505/8929	SE2/E3/LQ/013	Amenity Horticulture Skills	3	E3	30
F/615/3202	SP5/E3/LQ/001	Check the Health of an Animal	3	E3	30
F/506/0475	SP2/E3/LQ/004	Developing Confidence Working with Animals	3	E3	30
D/505/6465	SE2/E3/LQ/012	Developing Skills for Using and Maintaining Garden Tools	3	E3	30
K/600/6484	HB1/E3/LQ/015	Environmental Issues	2	E3	20
H/505/6466	SE2/E3/LQ/015	Garden Horticulture	3	E3	30
K/505/6467	SE2/E3/LQ/016	Garden Maintenance Skills	3	E3	30
J/615/3203	SP5/E3/LQ/002	Introduction to the Care of Animals	3	E3	30
A/505/6084	SP2/E3/LQ/002	Recognising Small Animals	2	E3	20
T/504/9280	SE7/E3/LQ/003	Practical Floristry Skills	3	E3	30
K/505/3195	SE2/E3/LQ/011	Sowing and Growing Plants	3	E3	30
T/505/6083	SP2/E3/LQ/003	Understand the Grooming of Small Animals	2	E3	20
K/505/8705	SE7/E3/LQ/004	Understanding the Skills Required for Floristry	1	E3	10

<b>Building and Construction</b>					
D/505/3856	TG2/E3/LQ/008	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	3	E3	30
D/505/0309	TG2/E3/LQ/009	Building a Three Brick Square Hollow Pillar	3	E3	30
F/505/0626	TG8/E3/LQ/006	Cutting and Hanging Wall Coverings	3	E3	30
H/615/3211	XL5/E3/LQ/001	Electronics in Action	3	E3	27
K/506/0518	PL5/E3/LQ/002	Health and Safety: Construction	3	E3	30
Y/505/3192	TG7/E3/LQ/001	Introduction to Carpentry and Joinery	3	E3	30
J/505/3897	TG8/E3/LQ/005	Introduction to Painting and Decorating	3	E3	30

<b>Business and Administration</b>					
D/506/069	HD4/E3/LQ/017	Data Handling: Extracting and Interpreting Data	1	E3	10
H/506/0694	HD4/E3/LQ/018	Data Handling: Recording and Representing Data	1	E3	10
H/600/9867	HC4/E3/LQ/011	Understanding Financial Services	1	E3	10
H/505/3194	AY7/E3/LQ/002	Reception and Filing Skills	3	E3	30

A/505/8790	AY8/E3/LQ/002	Using the Telephone and Photocopier	3	E3	30
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<b>Catering and Hospitality</b>					
K/505/3181	HD8/E3/LQ/014	Basic Cooking	2	E3	20
M/505/3182	NF4/E3/LQ/002	Basic Food Preparation	2	E3	20
J/505/8646	HD8/E3/LQ/015	Food Safety and Storage	3	E3	30
Y/504/8509	HJ1/E3/LQ/006	Introduction to Food, Drink and Cooking	3	E3	30
A/502/4834	NA1/E3/LQ/001	Introduction to the Hospitality Industry	1	E3	10

<b>Creative and Digital</b>					
Y/505/6366	CQ6/E3/LQ/003	Audio and Video Software	2	E3	15
D/504/9967	JK1/E3/LQ/002	Clothing Design	3	E3	30
L/506/0527	JA8/E3/LQ/003	Core Skills for Art and Craft	3	E3	30
D/506/0533	JB2/E3/LQ/002	Mixed Media in 2D	3	E3	30
H/506/0534	JA8/E3/LQ/004	Needle/Textile Crafts	3	E3	30

<b>Early Years and Social Care</b>					
T/504/8517	HJ2/E3/LQ/001	Developing Skills for Listening to Children	3	E3	30
A/505/1578	HF1/E3/LQ/007	Food and Nutrition for Children	3	E3	30
F/615/3216	PA1/E3/LQ/001	Introduction to Health and Social Care	1	E3	9
J/505/8713	HF1/E3/LQ/008	Introduction to Preparing, Presenting and Keeping Food for Children and Young People	3	E3	30
J/615/3217	PA1/E3/LQ/002	Job Opportunities in Health and Social Care	3	E3	20
L/615/3204	PA1/E3/LQ/003	Person-Centred Support in Health, Social Care and Children's and Young People's Settings	2	E3	18
R/504/8184	HF1/E3/LQ/004	Planning Physical Care Needs of Young Children	3	E3	30
Y/504/8185	HF1/E3/LQ/005	Respecting Children as Individuals	3	E3	30
D/505/8572	HB1/E3/LQ/047	Understanding How and Why to Support Children in Family Learning	3	E3	30
R/615/3219	PA1/E3/LQ/004	Understand Principles and Values in Health and Social Care	3	E3	26

<b>Hair and Beauty</b>					
A/506/9708	HL7/E3/LQ/009	Hair Plaiting	3	E3	30
L/505/3187	HL7/E3/LQ/006	Hairdressing: Introduction to Assisting a Stylist	3	E3	30
A/504/9345	HL7/E3/LQ/007	Hairdressing: Introduction to Health and Safety	3	E3	30
J/504/9347	HL1/E3/LQ/003	Hand Care	3	E3	30
F/506/8799	HL1/E3/LQ/004	Introduction to the Hair and Beauty Sector	2	E3	20
T/505/3927	HL1/E3/LQ/005	Skin Care	3	E3	30

<b>Health and Science</b>					
J/504/8490	HJ1/E3/LQ/004	Developing Skills for a Healthy Lifestyle	3	E3	30
M/615/3213	RA1/E3/LQ/001	Forensic Science	3	E3	27
T/615/3214	RA1/E3/LQ/002	Science in the World	3	E3	27
R/615/3205	HJ1/E3/LQ/015	The importance of Healthy Eating and Drinking	3	E3	27
L/505/1620	HF1/E3/LQ/009	Understanding Human Growth and Development	3	E3	30
A/615/3215	RA1/E3/LQ/003	Working in Science and Technology	3	E3	27

<b>ICT</b>					
F/506/9757	CN1/E3/LQ/004	Computer Basics	1	E3	5
L/505/8535	CN0/E3/LQ/004	Computer Security and Privacy	1	E3	10
K/505/6369	CP2/E3/LQ/002	Database Software	2	E3	15
H/505/6371	CQ5/E3/LQ/003	Design and Imaging Software	2	E3	15
F/505/3185	CQ2/E3/LQ/002	Desktop Publishing Software	2	E3	15
K/505/3214	CN0/E3/LQ/005	IT User Fundamentals	2	E3	20

<b>Public Services</b>					
Y/615/3206	QH4/E3/LQ/001	Assisting the Public	3	E3	24
D/615/3207	QH4/E3/LQ/002	Career Planning for the Public Services	3	E3	27
H/615/3208	QH4/E3/LQ/003	Public Service Incidents	3	E3	24
K/615/3209	QH4/E3/LQ/004	Understanding Crime and its Effects	3	E3	24
K/506/0647	HH3/E3/LQ/005	Understanding Young People, Law and Order	3	E3	30
D/615/3210	QH4/E3/LQ/005	Working in Public Services	3	E3	27

<b>Retail and Customer Service</b>					
<a href="#">A/504/8177</a>	BC3/E3/LQ/001	Handling Stock in a Retail Environment	3	E3	30
<a href="#">L/505/8597</a>	HC4/E3/LQ/030	Introduction to Customer Service Skills	3	E3	30
<a href="#">F/504/8178</a>	BC3/E3/LQ/002	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	3	E3	30
<a href="#">J/504/8179</a>	BC3/E3/LQ/003	Looking After Customers in a Retail Environment	3	E3	30

<b>Sport</b>					
<a href="#">H/505/0425</a>	MA4/E3/LQ/001	Assist in Sports Coaching	3	E3	30
<a href="#">Y/505/9123</a>	HJ5/E3/LQ/003	Health and Fitness	3	E3	30
<a href="#">L/505/8549</a>	HJ1/E3/LQ/014	Improving own fitness	3	E3	30
<a href="#">A/505/8644</a>	MA3/E3/LQ/002	Indoor Team Games	3	E3	30
<a href="#">D/505/1007</a>	LC1/E3/LQ/004	Basic Performance Skills	3	E3	30
<a href="#">F/505/0996</a>	LC1/E3/LQ/003	Physical Performance Skills	3	E3	30

## Assessment and Moderation

### Assessment process

The assessment process for this qualification 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 moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for this qualification.

### Devising assessments

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

OCN London assessment guidance relevant to the units in this qualification is in the 'OCNLR Assessment Guidance and Ofqual Level Descriptors' section 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 Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.



## 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.

## 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 Approval 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 External Moderators.

## Learners with particular requirements

If learners have particular requirements the Centre 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.

## Requirements for assessors

Assessors of the qualification are expected to be:

### Sufficiently 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 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. The use of expert witnesses should be determined and agreed by the assessor.

### Sufficiently knowledgeable

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

## **OCNLR Assessment Guidance and Ofqual Level Descriptors**

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to this qualification, please click on the link below.

[Entry Level Assessment Guidance and Ofqual's Level Descriptor](#)

## About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London we work with Centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those from disadvantaged backgrounds.

### Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with Centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

If you would like to deliver any of these qualifications please contact our Curriculum Development Team on **020 7689 5867**.

For further information call 020 7278 5511. E: [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)

Or visit our website: [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk)



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