

OCN LONDON

QUALIFICATION GUIDE

Level 1 Qualifications in Progression



OCN London Qualification Guide

OCNLR Level 1 Award in Progression
Qualification No: 600/8657/9

OCNLR Level 1 Certificate in Progression
Qualification No: 600/8679/8

OCNLR Level 1 Diploma in Progression
Qualification No: 600/8973/8

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, innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

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.

To navigate within this Qualification Guide

To get to a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

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General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 1 Qualifications in Progression](#). It makes reference to the curriculum areas covered, identifies the learners for whom the 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 moderation that are particular to the qualifications. The guide should be used by all of those involved in the delivery and assessment of the qualifications.

The Curriculum and Relationship Development Manager (CRDM) 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 CRDM if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The OCNLR Level 1 Qualifications in Progression are part of a suite of OCNLR Progression qualifications that have been developed to provide a flexible, responsive and graduated range of pre-vocational and vocationally relevant qualifications. They are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

These Level 1 qualifications have been developed to provide learners with the opportunity to consolidate and extend their learning in preparation for further learning in further or higher education settings and/or employment. These qualifications therefore include a large number of units spanning a wide range of vocational areas and skills sets, offering opportunities for alternative programmes of learning to be developed, that while engaging with learners' interests, will also present a reasonable degree of challenge.

The OCNLR Level 1 Qualifications in Progression are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The [OCNLR Qualifications in Progression](#) are available at Entry Level and Levels 1, 2 and 3. However, this guide relates to the [OCNLR Level 1 Qualifications in Progression](#) only.

OCNLR Level 1 Award in Progression

- Qualification Number: 600/8657/9
- Qualification credit value: 6
- Operational start date: 1 April 2013
- Review date: 31 December 2019
- Guided Learning Hours (GLH): 41
- Total Qualification Time (TQT): 60
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Level 1 Certificate in Progression

- Qualification Number: 600/8679/8
- Qualification credit value: 21
- Operational start date: 1 April 2013
- Review date: 31 December 2019
- Guided Learning Hours (GLH): 141
- Total Qualification Time (TQT): 210
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Level 1 Diploma in Progression

- Qualification Number: 600/8973/8
- Qualification credit value: 42
- Operational start date: 1 May 2013
- Review date: 31 December 2019
- Guided Learning Hours (GLH): 297
- Total Qualification Time (TQT): 420
- Assessment requirements: Internally assessed, internally and externally moderated.

Purpose of the qualifications

The purpose of these qualifications is to provide a flexible and alternative range of learning opportunities that will stretch learners and enable them to consolidate and extend their learning.

The qualifications incorporate a large bundle of over 400 units that can be combined in many different ways to produce substantial learning pathways that meet learner needs and reflect learners' differing interests and aspirations.

There are Core and Optional units.

The Core units provide the essential learning required to enable learners to progress to further study and sustain and develop career opportunities.

The Optional units are grouped into a number of specific occupational areas and will afford learners opportunities to develop and extend vocational skills and knowledge relevant to current work and future career aspirations.

Using combinations of these units, centres will be able to design courses that enable learners to follow a programme tailored to their learning needs, whilst at the same time achieving a nationally recognised qualification. These Level 1 qualifications contain Level E3 units in many areas, to accommodate the learning needs of learners with 'spiky profiles'.

The qualification structure also allows for flexibility in delivery and assessment, enabling assessment evidence to be generated in a range of different ways thus facilitating the development of learner centred practice.

Who the qualifications are for

The [OCNLR Level 1 Qualifications in Progression](#) are suitable for learners who:

- want to explore and develop their knowledge and skills in particular vocational areas;
- want to progress within further education
- need to develop learning skills;
- are seeking to take on increased responsibilities at work;
- are seeking to enter new work areas and are looking to update and/or add to their employment skills and knowledge.

Entry guidance

The qualifications are suitable for learners of all ages. However, centres must determine the suitability of units when delivering the qualification to learners aged pre-16.

Progression and related qualifications

The qualifications provide a sound basis for learners to move on to the Level 2 qualifications in this suite or other sector specific Level 2 qualifications, or to directly enter employment.

Structure of the Qualification

Rules of combination for achievement

The [OCNLR Level 1 Qualifications in Progression](#) are available at Level 1 as an Award, Certificate or Diploma. They contain a range of Core and Optional units.

- To achieve the [OCNLR Level 1 Award in Progression](#) learners must achieve 6 credits, at level 1. A maximum of 3 credits can be achieved from the 'IT for Users' group of units.
- To achieve the [OCNLR Level 1 Certificate in Progression](#) learners must achieve 21 credits, of which 6 must come from the Core unit groups and at least 15 credits from the remaining Core and Optional groups. Learners can achieve a maximum of 6 credits from the 'IT for Users' unit group. Learners can achieve no more than 6 credits from E3 level units.
- To achieve the [OCNLR Level 1 Diploma in Progression](#) learners must achieve 42 credits, of which 9 must come from the Core unit groups and at least 33 credits from the remaining Core and Optional unit groups. Learners can achieve a maximum of 6 credits from the 'IT for Users' unit group. Learners can achieve no more than 12 credits from E3 level units.

Qualification units and groups

The areas of learning covered by the range of units are listed below. Centres wishing to discuss ways of putting together different combinations of units that meet learner needs and fulfil the Rules of Combination should contact their OCN London Curriculum Development Manager.

As there are so many units, a detailed list and the unit specifications are accessible through separate 'Unit Books', available at the OCN London web page for that qualification. (Click on the name of the qualification above, in blue, on this page, to link to the web page, or go to www.ocnlondon.org.uk and search for the qualification.)

Qualification unit groups

Core unit groups

Core level 1 units
Core level E3 units

Optional unit groups

Animal Care
Building and Construction
Business and Administration
Creative Arts and Performing Arts
Hair and Beauty
Health and Social Care
Horticulture and Forestry
Hospitality and Catering

IT for Users
Retail
Sport Leisure and Recreation
Vehicle Maintenance

For Unit Content please access the [Level 1 Qualifications in Progression 'Unit Book'](#), available from the qualification web page for the Award, Certificate or Diploma. (See links to these web pages within the 'Rules of Combination' text on page 9.)

Assessment and Moderation

Assessment process

The assessment process for these qualifications 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 these qualifications.

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 the qualifications 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 in relation to assessment. It:

- Compares assessment judgements from different assessors
- Promotes consistent judgements by different assessors;
- Identifies good practice in assessment;
- Promotes the sharing of good practice in assessment between Centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering 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 Descriptors relevant to these qualifications, please click on the links below.

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

[Level 1 Assessment Guidance and Ofqual's Level Descriptors](#)

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 who have not previously benefitted from education.

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

Or visit our website: www.ocnlondon.org.uk



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