

# OCN LONDON

## QUALIFICATION GUIDE

### Level 1 Qualifications in Mathematics



# OCN London Qualification Guide

OCNLR Level 1 Award in Mathematics: Measure, Time and Temperature

Qualification No: 601/5988/1

OCNLR Level 1 Award in Mathematics: Data Handling and Probability

Qualification No: 601/5984/4

OCNLR Level 1 Award in Mathematics: Making Calculations

Qualification No: 601/5987/X

OCNLR Level 1 Award in Mathematics: Volume, Area and Perimeter

Qualification No: 601/5989/3

OCNLR Level 1 Award in Mathematics: Fractions, Decimals and Percentages

Qualification No: 601/5985/6

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.

### **To navigate within this Qualification Guide**

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## General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 1 Qualifications in Mathematics](#). 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 Level 1 Qualifications in Mathematics** form part of a suite of qualifications at Entry Level 1 through to Level 1 designed to offer learners the opportunity to develop their core mathematical 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 Maths.

The units used within the **OCNLR Level 1 Qualifications in Mathematics** are based upon the National Standards and Core Curriculum for Adult Numeracy.

### Qualification details

The **OCNLR Level 1 Qualifications in Mathematics** can be achieved at Level 1.

#### OCNLR Level 1 Award in Mathematics: Measure, Time and Temperature

- Qualification Number: 601/5988/1
- Qualification credit value: 3
- Operational start date: 1st May 2015
- Review date: 30<sup>th</sup> June 2020
- Total Qualification Time (TQT): 30
- Guided Learning Hours (GLH): 27
- Assessment requirements: Internally assessed, internally and externally moderated

#### OCNLR Level 1 Award in Mathematics: Data Handling and Probability

- Qualification Number: 601/5984/4
- Qualification credit value: 3
- Operational start date: 1st May 2015
- Review date: 30th June 2020
- Total Qualification Time (TQT): 30
- Guided Learning Hours (GLH): 27
- Assessment requirements: Internally assessed, internally and externally moderated

#### OCNLR Level 1 Award in Mathematics: Making Calculations

- Qualification Number: 601/5987/X
- Qualification credit value: 4
- Operational start date: 1st May 2015
- Review date: 30th June 2020
- Total Qualification Time (TQT): 40
- Guided Learning Hours (GLH): 36
- Assessment requirements: Internally assessed, internally and externally moderated



**OCNLR Level 1 Award in Mathematics: Volume, Area and Perimeter**

- Qualification Number: 601/5989/3
- Qualification credit value: 3
- Operational start date: 1st May 2015
- Review date: 30<sup>th</sup> June 2020
- Total Qualification Time (TQT): 30
- Guided Learning Hours (GLH): 27
- Assessment requirements: Internally assessed, internally and externally moderated

**OCNLR Level 1 Award in Mathematics: Decimals, Fractions and Percentages**

- Qualification Number: 601/5985/6
- Qualification credit value: 4
- Operational start date: 1st May 2015
- Review date: 30<sup>th</sup> June 2020
- Total Qualification Time (TQT): 40
- Guided Learning Hours (GLH): 36
- Assessment requirements: Internally assessed, internally and externally moderated

**OCNLR Level 1 Certificate in Mathematics**

- Qualification Number: 601/6031/7
- Qualification credit value: 13
- Operational start date: 1st May 2015
- Review date: 30<sup>th</sup> June 2020
- Total Qualification Time (TQT): 130
- Guided Learning Hours (GLH): 117
- Assessment requirements: Internally assessed, internally and externally moderated

**Purpose of the qualifications**

The primary purpose of these 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.

**Who the qualification is for**

The [OCNLR Level 1 Qualifications in Mathematics](#) are flexible and may be taken by any learners who wish to improve their mathematical skills, knowledge and understanding.

**Entry guidance**

There is no minimum age to access these qualifications.



### **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.

### **Progression and related qualifications**

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

## Structure of the Qualification

### Rules of combination and units

#### OCNLR Level 1 Award in Mathematics: Measure, Time and Temperature

The [OCNLR Level 1 Award in Mathematics: Measure, Time and Temperature](#) comprises two mandatory units. In order to gain the Award the learner must achieve 3 credits at Level 1.

#### Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
RB1/1/LQ/013	<a href="#">D/505/4022</a>	Measure: Time and Temperature	2	18
RB1/1/LQ/014	<a href="#">L/503/3277</a>	Understanding Length, Weight and Capacity	1	9

#### OCNLR Level 1 Award in Mathematics: Data Handling and Probability

The [OCNLR Level 1 Award in Mathematics: Data Handling and Probability](#) comprises three mandatory units. In order to gain the Award the learner must achieve 3 credits at Level 1.

#### Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
RB1/1/LQ/001	<a href="#">K/504/2942</a>	Data Handling	1	9
RB1/1/LQ/015	<a href="#">D/506/4792</a>	Calculations with Sets of Data	1	9
RB1/1/LQ/002	<a href="#">Y/503/3282</a>	Probability	1	9

#### OCNLR Level 1 Award in Mathematics: Making Calculations

The [OCNLR Level 1 Award in Mathematics: Making Calculations](#) comprises four mandatory units. In order to gain the Award the learner must achieve 4 credits at Level 1.

#### Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
RB1/1/LQ/007	<a href="#">H/504/2938</a>	Addition and Subtraction	1	9
RB1/1/LQ/008	<a href="#">D/504/2954</a>	Using Calculations: Multiplication of Whole Numbers	1	9
RB1/1/LQ/009	<a href="#">Y/504/2953</a>	Using Calculations: Division of Whole Numbers	1	9
RB1/1/LQ/010	<a href="#">J/504/2950</a>	Understanding Whole Numbers in Written and Numeric Form	1	9

**OCNLR Level 1 Award in Mathematics: Volume, Area and Perimeter**

The **OCNLR Level 1 Award in Mathematics: Volume, Area and Perimeter** comprises three mandatory units. In order to gain the Award the learner must achieve 3 credits at Level 1.

**Qualification units**

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
RB1/1/LQ/011	<a href="#">J/503/3276</a>	Understanding Perimeter and Area	1	9
RB1/1/LQ/012	<a href="#">F/503/3258</a>	Understanding Volume	1	9
TE5/1/LQ/001	<a href="#">H/503/3169</a>	Understanding and Using 2D Shapes	1	9

**OCNLR Level 1 Award in Mathematics: Fractions, Decimals and Percentages**

The **OCNLR Level 1 Award in Mathematics: Fractions, Decimals and Percentages** comprises four mandatory units. In order to gain the Award the learner must achieve 4 credits at Level 1.

**Qualification units**

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
RB1/1/LQ/003	<a href="#">M/504/2943</a>	Fractions	1	9
RB1/1/LQ/004	<a href="#">K/504/2939</a>	Calculating Using Decimals in Everyday Contexts	1	9
RB1/1/LQ/005	<a href="#">L/504/2951</a>	Understanding Place Value in Decimal Numbers	1	9
RB1/1/LQ/006	<a href="#">K/504/2973</a>	Calculating Using Percentages	1	9

**OCNLR Level 1 Certificate in Mathematics**

The **OCNLR Level 1 Certificate in Mathematics** comprises 16 optional units. In order to gain the Certificate the learner must achieve 13 credits at Level 1.

**Qualification units**

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Credit Value	GLH
RB1/1/LQ/001	<a href="#">K/504/2942</a>	Data Handling	1	9
RB1/1/LQ/015	<a href="#">D/506/4792</a>	Calculations with Sets of Data	1	9
RB1/1/LQ/002	<a href="#">Y/503/3282</a>	Probability	1	9
RB1/1/LQ/003	<a href="#">M/504/2943</a>	Fractions	1	9
RB1/1/LQ/004	<a href="#">K/504/2939</a>	Calculating Using Decimals in Everyday Contexts	1	9
RB1/1/LQ/005	<a href="#">L/504/2951</a>	Understanding Place Value in Decimal Numbers	1	9
RB1/1/LQ/006	<a href="#">K/504/2973</a>	Calculating Using Percentages	1	9
RB1/1/LQ/007	<a href="#">H/504/2938</a>	Addition and Subtraction	1	9

RB1/1/LQ/008	<a href="#">D/504/2954</a>	Using Calculations: Multiplication of Whole Numbers	1	9
RB1/1/LQ/009	<a href="#">Y/504/2953</a>	Using Calculations: Division of Whole Numbers	1	9
RB1/1/LQ/010	<a href="#">J/504/2950</a>	Understanding Whole Numbers in Written and Numeric Form	1	9
RB1/1/LQ/011	<a href="#">J/503/3276</a>	Understanding Perimeter and Area	1	9
RB1/1/LQ/012	<a href="#">F/503/3258</a>	Understanding Volume	1	9
TE5/1/LQ/001	<a href="#">H/503/3169</a>	Understanding and Using 2D Shapes	1	9
RB1/1/LQ/013	<a href="#">D/505/4022</a>	Measure: Time and Temperature	2	18
RB1/1/LQ/014	<a href="#">L/503/3277</a>	Understanding Length, Weight and Capacity	1	9

## 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:

- 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 link below.

[Level 1 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)



📍 **OCN London,**  
 15 Angel Gate, 326 City Road, London EC1V 2SF  
 🌐 [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk)  
 ✉ [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)  
 📞 020 7278 5511