OCN LONDON

QUALIFICATION GUIDE

Level 2 Qualifications in Skills for Professions in Applied Science and Technology

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OCN London Qualification Guide

OCNLR Level 2 Award in Skills for Professions in Applied Science
and Technology
Qualification No: 603/2968/3

OCNLR Level 2 Certificate in Skills for Professions in Applied Science and
Technology
Qualification No: 601/5811/6

OCNLR Level 2 Extended Certificate in Skills for Professions in Applied Science
and Technology
Qualification No: 601/6062/7

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 locate 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.

Contents

General Information

This qualification guide contains details of everything you need to know about the OCNLR Level 2 Qualifications in Skills for Professions in Applied Science and Technology. 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 important aspects of assessment and moderation that are particular to the qualifications. The guide should be used by all 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, please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The OCNLR Level 2 Qualifications in Skills for Professions in Applied Science and Technology have been developed to provide a flexible approach to study using a range of subject-specific, vocational units within applied science and technology, combined with units in employability and learning skills, and 'green' units. These qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications are available in three sizes: Award, Certificate and Extended Certificate.

The Award is a qualification for learners wishing to explore vocational study alongside units that may enhance their employability and learning skills, and awareness of 'green' issues. The size of the qualification makes it ideal for learners who are not yet ready to commit to a larger qualification.

The Certificate and Extended Certificate are more substantial qualifications which provide learners with the opportunity to consolidate and extend their learning in preparation for further vocational learning, into employment or on to an Apprenticeship.

The OCNLR Level 2 Qualifications in Skills for Professions in Applied Science and Technology are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The OCNLR Qualifications in Skills for Professions in Applied Science and Technology are available at Level 1 and Level 2. This qualification guide is for Level 2 only.

Level 2 Award
- Qualification Number: 603/2968/3
- Qualification credit value: 6
- Operational start date: 1st March 2018
- Review date: 28th February 2023
- Guided Learning Hours (GLH): 44
- Total Qualification Time (TQT): 60
- Assessment requirements: Internally assessed, internally and externally moderated.

Level 2 Certificate
- Qualification Number: 601/5811/6
- Qualification credit value: 18
- Operational start date: 1st April 2015
- Review date: 30th September 2025
- Guided Learning Hours (GLH): 130
- Total Qualification Time (TQT): 180
- Assessment requirements: Internally assessed, internally and externally moderated.

Level 2 Extended Certificate
- Qualification Number: 601/6062/7
- Qualification credit value: 26
- Operational start date: 1st May 2015
- Review date: 30th September 2025
- Guided Learning Hours (GLH): 190
- Total Qualification Time (TQT): 260
- Assessment requirements: Internally assessed, internally and externally moderated.

Purpose of the qualifications

The OCNLR Level 2 Qualifications in Skills for Professions in Applied Science and Technology have been designed to provide learners with the underpinning skills and knowledge required to enable progress to further study in applied science and technology and ultimately to work in this or other related sectors.

Who the qualifications are for

The OCNLR Level 2 Qualifications in Skills for Professions in Applied Science and Technology are suitable for learners who:
- want to progress to/within further education or higher education in applied science and technology;
- need to develop learning and employability skills;
- are seeking to take on increased responsibilities in life and 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 progress to Level 3 qualifications, including Access to Higher Education Diplomas in Applied Science and Technology subjects, Apprenticeships, or to enter employment.

Structure of the Qualification

Rules of combination for achievement

The OCNLR Level 2 Qualifications in Skills for Professions in Applied Science and Technology are available as an Award, Certificate and Extended Certificate. They comprise a wide range of vocational units relating to applied science and technology (Group 1) and a selection of employability and learning skills units (Group 2) and 'green' units (Group 3).

Level 2 Award

The Award comprises optional units only; there are no mandatory units. Learners must achieve 6 credits in total.

- A minimum of 3 credits must be taken from the Optional Group 1 vocational units
- The remaining 3 credits may be taken from Optional Groups 1, 2 or 3.

Level 2 Certificate

The Certificate comprises mandatory and optional units. Learners must achieve 18 credits in total.

- 6 credits from the units in the Mandatory Group
- 3 credits from Optional Group 1
- 9 further credits can be taken from any Group. A maximum of 6 credits can be achieved from Optional Groups 2 and 3.

Level 2 Extended Certificate

The Extended Certificate comprises mandatory and optional units. Learners must achieve 26 credits in total.

- 6 credits from the units in the Mandatory Group
- 9 credits from Optional Group 1
- 11 further credits taken from any Group.

Level 2 Award in Skills for Professions in Applied Science and Technology

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Optional Group 1 – Vocational Units					
Y/505/5363	RA1/2/LQ/020	Applications of Chemical Substances	2	5	30
D/505/5364	RA1/2/LQ/021	Applications of Physical Science	2	5	40
Y/504/8767	RA1/2/LQ/032	Aspects of Energy	2	3	24
K/505/5352	RA1/2/LQ/009	Biology and our Environment	2	6	48
L/505/5361	RA1/2/LQ/019	Carrying out a Science or Technology Project	2	6	48
F/505/5387	RD1/2/LQ/004	Chemical Analysis and Detection	2	5	40
D/505/5350	RA1/2/LQ/007	Chemistry and Our Earth	2	6	48
L/505/4761	RA1/2/LQ/033	Electricity and Heat	2	3	24
F/505/6071	RA1/2/LQ/025	Electronic Devices and Communication Applications	2	6	48
M/505/5353	RA1/2/LQ/010	Electronics in Action	2	6	48
H/505/5351	RA1/2/LQ/008	Energy and our Universe	2	6	48
F/505/5356	RA1/2/LQ/015	Environmental Science	2	6	48
Y/507/0834	RA1/2/LQ/014	Ethical Issues in Applied Science and Technology	2	3	24
H/505/4765	RA1/2/LQ/028	Exploring our Universe	2	3	24
K/505/4766	RA1/2/LQ/026	Forensic Science	2	3	24
R/505/5362	RA1/2/LQ/018	Healthy Living	2	3	24
J/505/4774	RA1/2/LQ/031	Infection and Immunity	2	3	24
D/507/0835	RA1/2/LQ/024	Investigating Human Behaviour	2	3	24
Y/505/4780	RA1/2/LQ/027	Investigating Space	2	3	24
K/507/0837	RA1/2/LQ/030	Medical Imaging	2	3	24
R/505/5359	RA1/2/LQ/017	Science in Medicine	2	4	36
A/505/5355	RA1/2/LQ/013	Science in the World	2	5	40
T/504/9229	RA1/2/LQ/005	The Investigative Process, Principles and Practical Skills	2	3	24
J/505/5357	RA1/2/LQ/016	The Living Body	2	6	48
H/507/0836	RA1/2/LQ/029	Using Laboratory Instruments and Apparatus	2	3	24
J/505/5360	RA1/2/LQ/011	Using Mathematical Tools in Science & Technology	2	3	24

T/505/5354	RA1/2/LQ/012	Working in Science and Technology	2	3	24
Optional Group 2 – Employability and Learning Units					
M/505/1481	PA1/2/LQ/045	Applying for a Job	2	2	16
A/505/1225	PA1/2/LQ/030	Career Planning	2	3	20
M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
A/505/1970	CP2/2/LQ/002	Databases	2	3	24
A/616/8894	CN0/2/LQ/006	Digital Content Creation – Audio and Video	2	4	32
F/616/8895	CN0/2/LQ/007	Digital Content Creation – Text and Image	2	3	24
H/504/6312	RA1/2/LQ/034	Effective Communication in the Workplace	2	3	30
R/507/0833	RA1/2/LQ/035	Effective Learning in Applied Sciences and Technology	2	3	24
T/505/1482	PA1/2/LQ/049	Effectiveness at Work	2	2	16
A/503/9897	AB1/2/LQ/004	Generating and Assessing a Business Idea	2	2	14
A/505/1483	PA1/2/LQ/031	Health and Safety in the Workplace	2	2	16
D/506/1052	HB1/2/LQ/045	Improving own Learning and Performance	2	3	24
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/505/1486	PA1/2/LQ/041	Interview Skills	2	1	8
H/504/6326	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
R/507/0590	PA1/2/LQ/065	IT Communication Fundamentals in the Workplace	2	2	15
H/507/0593	PA1/2/LQ/064	IT Software Fundamentals in the Workplace	2	3	20
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
A/505/1497	PA1/2/LQ/032	Preparing for an Interview	2	1	8
M/505/1500	PA1/2/LQ/046	Preparing for Work Placement	2	1	8
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32

F/505/1503	PA1/2/LQ/036	Searching for a Job	2	1	8
R/505/1506	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18
A/505/2150	CP3/2/LQ/002	Spreadsheets	2	3	24
D/507/0592	PA1/2/LQ/063	Teambuilding Skills	2	3	24
M/504/6328	PA1/2/LQ/043	Time Management	2	2	20
F/504/9377	PA1/2/LQ/053	Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8
L/503/9905	AB1/2/LQ/009	Understanding the Uses of Social Media for Business	2	2	16
T/505/2163	CP0/2/LQ/003	Word Processing	2	3	24
D/505/1508	PA1/2/LQ/034	Working in a Team	2	3	24
Y/505/1510	PA1/2/LQ/051	Working with Colleagues	2	2	16
Optional Group 3 – 'Green' Units					
A/650/2012	QA2/2/LQ/003	Environmental Issues	2	3	24
A/617/3528	SA1/2/LQ/001	Ethical and Political Issues Relating to Land-Based Activities	2	2	16
M/650/1985	QA1/2/LQ/002	Exploring Careers in the Green Industries	2	1	8
F/650/2014	QA1/2/LQ/005	Global Warming and Climate Change	2	2	16
M/650/2019	QA2/2/LQ/004	Introduction to Sustainability	2	1	8
Y/650/1988	QA1/2/LQ/003	Investigate an Environmental Issue	2	3	24
F/650/1980	QA1/2/LQ/001	Project in Sustainability	2	3	27
M/504/7849	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
Y/650/2011	QA1/2/LQ/004	Sustainability Issues in Industry	2	3	24

For unit content please click the Ofqual Unit Reference Number

Barred combinations

The following units cannot be taken together

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	F/616/8895	May not be taken with	Word Processing	T/505/2163

Level 2 Certificate/Extended Certificate in Skills for Professions in Applied Science and Technology

Qualification units – Certificate and Extended Certificate

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
K/505/5352	RA1/2/LQ/009	Biology and our Environment	2	6	48
D/505/5350	RA1/2/LQ/007	Chemistry and Our Earth	2	6	48
M/505/5353	RA1/2/LQ/010	Electronics in Action	2	6	48
H/505/5351	RA1/2/LQ/008	Energy and our Universe	2	6	48
Optional Group 1 – Vocational Units					
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For unit content please click the Ofqual Unit Reference Number

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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 suggestions for the types of assessment activities that can be used to assess learners against the unit. Tutor/assessors should 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.

Tutor/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 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 tutor/assessors
- promotes consistent judgements by different tutor/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 qualifications 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/assessor 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 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 tutor/assessors

To be sufficiently competent

In addition to being qualified to make assessment decisions, each tutor/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 tutor/assessor.

To be sufficiently knowledgeable

Each tutor/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 this qualification, please click on the link below.

Level 3 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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