

OCN LONDON

QUALIFICATION GUIDE

Level 2 Qualifications in Skills for Professions in the Creative and Digital Industries



OCN London Qualification Guide

OCNLR Level 2 Award in Skills for Professions in the Creative and Digital Industries

Qualification No: 603/2979/8

OCNLR Level 2 Certificate in Skills for Professions in the Creative and Digital Industries

Qualification No: 601/6174/7

OCNLR Level 2 Extended Certificate in Skills for Professions in the Creative and Digital Industries

Qualification No: 601/6272/7

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

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General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 2 Qualifications in Skills for Professions in the Creative and Digital Industries](#). 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 2 Qualifications in Skills for Professions in the Creative and Digital Industries](#) have been developed to provide a flexible approach to study using a range of vocational units within the creative and digital industries: music and performing arts, art and design, creative media and digital media, combined with optional units in employability and learning skills.

These qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes. They are available in three sizes: Award, Certificate and Extended Certificate.

The Award is for learners wishing to explore vocational study alongside units that may enhance their employability and learning skills. 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 the Creative and Digital Industries](#) 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 the Creative and Digital Industries](#) are available at Level 1 and Level 2. This qualification guide is for Level 2 only.

Level 2 Award

- Qualification Number: 603/2979/8
- 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: 601/6174/7
- Qualification credit value: 18
- Operational start date: 1st June 2015
- Review date: 30th September 2022
- Guided Learning Hours (GLH): 121
- Total Qualification Time (TQT): 180
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Extended Certificate

- Qualification Number: 601/6272/7
- Qualification credit value: 27
- Operational start date: 1st June 2015
- Review date: 30th September 2022
- Guided Learning Hours (GLH): 187
- Total Qualification Time (TQT): 270
- Assessment requirements: internally assessed, internally and externally moderated.

Purpose of the qualifications

The [OCNLR Level 2 Qualifications in Skills for Professions in the Creative and Digital Industries](#) have been designed to provide learners with the underpinning skills and knowledge required to enable progress to further study in the creative and digital industries and ultimately to work in this sector.

Who the qualifications are for

The [Level 2 Qualifications in Skills for Professions in the Creative and Digital Industries](#) are suitable for learners who:

- want to progress to/within further education or higher education in the creative and digital industries ;
- 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 qualification is 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 Level 3 qualifications, including Access to Higher Education Diplomas, in subject related to the creative and digital industries, apprenticeships, or to enter employment.

Structure of the Qualification

Rules of combination for achievement

The **OCNLR Level 2 Qualifications in Skills for Professions in the Creative and Digital Industries** are available as an Award, Certificate and Extended Certificate. They comprise a wide range of vocational units relating to the creative and digital industries and a selection of employability and learning skills units.

The vocational units within these qualifications are divided into four sub-groups:

- A. Music and Performing Arts
- B. Art and Design
- C. Creative Media
- D. Digital Media

Learners must select **one** vocational sub-group.

Level 2 Award

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

- A minimum of 3 credits must be taken from **one** of the vocational sub-groups in Optional Group 1 (A, B, C or D);
- The remaining 3 credits may be taken from the same sub-group or Optional Group 2.
- The unit named immediately below is **not** available for the Award. (This unit is only available for the 'Certificate' and 'Extended Certificate' qualifications).

DD/617/4753	KJ3/2/LQ/012	Computer Game Development
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Level 2 Certificate

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

- 3 credits from the unit in the Mandatory Group, 'Preparation for Employment in the Creative and Digital Industries';
- 6 credits from **one** of the vocational sub-groups in Optional Group 1 (A, B, C or D);
- The remaining 9 credits may be taken from the same vocational sub-group and/or Optional Group 2.

Level 2 Extended Certificate

The Extended Certificate comprises mandatory and optional units. Learners must achieve at least 27 credits in total.

- 3 credits from the unit in the Mandatory Group, 'Preparation for Employment in the Creative and Digital Industries';
- 12 credits from **one** of the vocational sub-groups in Optional Group 1 (A, B, C or D);
- The remaining 12 credits may be taken from the same vocational sub-group and/or Optional Group 2.

Qualification units

For unit content please click the Ofqual Unit Reference Number

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
H/507/2019	JC1/2/LQ/001	Preparation for Employment in the Creative and Digital Industries	2	3	24
Optional Group 1 – Sub-Group A: Music and Performing Arts					
A/507/2026	LC1/2/LQ/008	Acting Methodologies	2	6	48
T/505/3362	LC1/2/LQ/007	Acting Skills	2	3	24
J/507/2028	LC1/2/LQ/009	Audition Techniques	2	6	48
L/504/7129	LB4/2/LQ/001	Choreographing Dance	2	6	30
H/507/2036	LK4/2/LQ/003	DJ Skills and Demo Production	2	3	24
H/504/7136	LB5/2/LQ/002	Dance Leadership Skills	2	3	27
F/505/3364	LB5/2/LQ/003	Develop Varied Dance Pieces	2	3	24
M/504/7138	LC4/2/LQ/011	Devising Drama	2	3	24
K/507/2037	LK2/2/LQ/001	Introduction to Sampling	2	3	24
L/505/3366	LB5/2/LQ/001	Making Dance	2	3	24
R/505/3367	LH8/2/LQ/001	Multi-Track Audio Recording	2	3	24
Y/505/5220	LF4/2/LQ/003	Music Analysis	2	3	24
R/505/3370	LK3/2/LQ/003	Music Marketing and Promotion	2	3	24
T/507/2039	LK3/2/LQ/005	Music and Sound for Visual Media	2	6	48
T/504/7156	LH1/2/LQ/003	Music for Performance	2	3	24
A/504/7157	HB1/2/LQ/038	Oral Storytelling for Performance	2	3	24
D/507/2035	LC1/2/LQ/015	Performance Improvisation Techniques	2	3	24
R/507/2033	LC1/2/LQ/013	Performance Planning Skills	2	6	48
Y/507/2034	LC1/2/LQ/014	Performance Realisation Skills	2	6	48
M/505/4803	LC1/2/LQ/005	Performing Physical Theatre	2	3	24
L/507/2029	LC1/2/LQ/010	Performing Text	2	3	24
T/505/3376	LC4/2/LQ/008	Rehearsal Skills	2	3	24
J/507/2031	LC1/2/LQ/012	Set Design	2	6	48
A/505/3377	LF5/2/LQ/010	Song Writing Skills	2	3	24
F/505/3378	LK3/2/LQ/004	Sound and Music Production	2	3	24

T/505/8741	LC4/2/LQ/009	Technical Skills for Performance in the Arts	2	3	24
F/505/8841	LK1/2/LQ/008	Using Sequencing Technology in Composition	2	3	24
F/507/2030	LC1/2/LQ/011	Voice Skills for Actors	2	3	24
Optional Group 1 – Sub-Group B: Art and Design					
A/504/9121	JA1/2/LQ/001	Art Appreciation	2	3	24
F/504/9122	JA2/2/LQ/001	Art Design Style	2	3	24
J/504/9123	JA2/2/LQ/002	Art Project	2	3	20
J/504/7730	JR1/2/LQ/001	Ceramics	2	3	26
R/504/7732	JA8/2/LQ/001	Craft Design Project	2	3	22
Y/504/7733	JA8/2/LQ/002	Craft Design Style	2	3	24
F/507/2058	JB6/2/LQ/001	Digital Animation	2	6	48
A/507/2060	JB6/2/LQ/002	Digital Illustration - Editorial	2	3	24
R/504/9125	KJ1/2/LQ/001	Digital Photography	2	3	21
M/507/2041	JA1/2/LQ/003	Discovering Art Design and Cultural Movements	2	3	24
Y/504/9126	JB2/2/LQ/001	Drawing	2	3	24
F/507/2061	JB2/2/LQ/002	Fashion Drawing	2	3	24
H/504/9128	JC3/2/LQ/001	Graphic Design	2	3	21
J/507/2062	JK1/2/LQ/002	Introduction to Fashion Design	2	3	24
F/507/2190	KH3/2/LQ/001	Introduction to Typography	2	6	48
D/504/9130	JA2/2/LQ/003	Materials Exploration for Art and Design	2	3	17
T/504/9134	JA1/2/LQ/002	Presenting Visual Art Work	2	3	24
A/504/9135	JB8/2/LQ/001	Printmaking	2	3	27
Y/507/2051	DE1/2/LQ/001	Process in the Development and Realisation of Ideas	2	6	48
H/505/3261	JA8/2/LQ/003	Produce Craft Work	2	3	20
J/504/9137	JA2/2/LQ/004	Research Techniques in Visual Art	2	3	22
K/507/2054	JA1/2/LQ/004	Site-Specific Art Practice	2	3	24
R/504/7746	JK1/2/LQ/001	Textiles	2	3	27
A/506/8493	KJ1/2/LQ/002	Use Materials and Resources to Develop Photography Techniques	2	3	20
L/504/9141	JA2/2/LQ/005	Working to a Visual Arts Brief	2	3	20

Optional Group 1 – Sub-Group C: Creative Media					
M/504/9780	BA7/2/LQ/002	Advertising Practice	2	3	24
Y/600/8506	KA2/2/LQ/003	Awareness of Converging Digital Technology in the Creative Media Sector	2	5	40
K/506/7422	KD1/2/LQ/001	Broadcast Journalism	2	8	65
Y/507/2079	LF5/2/LQ/011	Creating a Digital Sound Sequence	2	5	40
R/507/2078	KJ2/2/LQ/007	Creating a Digital Video Sequence	2	5	40
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
M/505/8706	LC4/2/LQ/006	Creative Writing Skills	2	3	24
A/505/0222	KJ2/2/LQ/002	Film Project	2	3	24
M/507/2072	BA1/2/LQ/010	Introduction to Social Media Channels	2	6	48
R/507/2064	KD1/2/LQ/002	Journalistic Interviewing Skills	2	2	16
M/600/6471	KA2/2/LQ/002	Media Audiences and Products	2	5	30
Y/507/2065	KD1/2/LQ/003	News Reporting	2	3	24
Y/507/2020	KJ2/2/LQ/006	Pre-Production Skills	2	4	30
L/506/7445	KB2/2/LQ/001	Producing Radio Broadcasts	2	8	65
H/507/2067	KJ2/2/LQ/005	Producing a TV Package	2	3	24
H/507/2070	KA2/2/LQ/005	Research for Creative Media Production	2	3	24
F/505/3378	LK3/2/LQ/004	Sound and Music Production	2	3	24
T/507/2073	BA1/2/LQ/011	Using Social Media for Promotion	2	4	30
R/504/9139	KJ2/2/LQ/001	Using Video	2	3	30
M/507/2069	KJ3/2/LQ/002	Using a Digital Video Camera	2	2	16
K/505/6422	KJ2/2/LQ/003	Video Software	2	2	15
R/504/9142	KJ1/2/LQ/003	Working with Digital Images	2	3	24
Y/504/9143	KA2/2/LQ/001	Working with Mixed Media	2	3	24
L/507/2063	KA2/2/LQ/004	Writing for Radio	2	4	32

Optional Group 1 – Sub-Group D: Digital Media					
A/507/2074	CQ5/2/LQ/006	3D Computer Graphics	2	3	24
R/507/2100	CJ4/2/LQ/002	Adobe Rich Media Communication Using Flash Professional	2	3	25
Y/507/2101	CQ6/2/LQ/006	Adobe Video Communication Using Adobe Premiere Pro	2	3	25
M/507/2086	CQ5/2/LQ/008	Adobe Visual Communication Using Photoshop	2	3	25
L/507/2080	CL4/2/LQ/005	Adobe Web Communication Using Dreamweaver	2	3	25
Y/600/8506	KA2/2/LQ/003	Awareness of Converging Digital Technology in the Creative Media Sector	2	5	40
J/507/2076	CQ5/2/LQ/007	Computer Graphics	2	3	24
Y/507/2079	LF5/2/LQ/011	Creating a Digital Sound Sequence	2	5	40
R/507/2078	KJ2/2/LQ/007	Creating a Digital Video Sequence	2	5	40
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
F/507/2058	JB6/2/LQ/001	Digital Animation	2	6	48
A/507/2060	JB6/2/LQ/002	Digital Illustration - Editorial	2	3	24
R/504/9125	KJ1/2/LQ/001	Digital Photography	2	3	21
J/507/2014	KJ3/2/LQ/003	Game Design Concepts	2	4	30
L/507/2077	CQ6/2/LQ/007	Interactive Multimedia Concepts	2	5	40
D/507/2018	KD1/2/LQ/004	Internet Broadcasting	2	8	65
J/503/9837	CL4/2/LQ/001	Mobile Application Design	2	4	30
R/503/9839	CL4/2/LQ/002	Mobile Device Application Production	2	4	30
Y/507/2020	KJ2/2/LQ/006	Pre-Production Skills	2	4	30
L/503/9838	CL4/2/LQ/003	Producing Visual Assets for Mobile Device Operating System Applications	2	4	30
R/504/9139	KJ2/2/LQ/001	Using Video	2	3	30
M/507/2069	KJ3/2/LQ/002	Using a Digital Video Camera	2	2	16
K/505/6422	KJ2/2/LQ/003	Video Software	2	2	15
R/504/9142	KJ1/2/LQ/003	Working with Digital Images	2	3	24
Y/504/9143	KA2/2/LQ/001	Working with Mixed Media	2	3	24
DD/617/4753	KJ3/2/LQ/012	*Computer Game Development	2	10	80

*Unit not available for the Award.

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
F/507/2013	JC1/2/LQ/002	Effective Learning in the Creative Industries	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
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
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
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
F/504/8763	FN2/2/LQ/004	Oral Communication Skills	2	3	24
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
H/507/2019	JC1/2/LQ/001	Preparation for Employment in the Creative and Digital Industries	2	3	24

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
T/503/9901	AB1/2/LQ/007	Understanding How to Sell a Product or Service	2	2	14
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

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

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 these qualifications, please click on the link below.

[Level 2 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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