

OCN LONDON

QUALIFICATION GUIDE

Level 3 and Level 4 Awards in Assessment and Internal Quality Assurance of



OCN London Qualification Guide

OCNLR Level 3 Award in Understanding the Principles and Practices of Assessment
Qualification No: 601/0424/7

OCNLR Level 3 Award in Assessing Competence in the Work Environment
Qualification No: 601/0423/5

OCNLR Level 3 Award in Assessing Vocationally Related Achievement
Qualification No: 601/0425/9

OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
Qualification No: 601/0327/9

OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Qualification No: 601/0328/0

OCNLR Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Qualification No: 601/0507/0

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 Qualifications in Assessment and Internal Quality Assurance of Assessment](#). 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 Qualifications in Assessment and Internal Quality Assurance of Assessment](#) are based on the specifications for Assessment and Quality Assurance of Assessment originally developed by LLUK after extensive consultations on the proposed qualifications structures, evidence requirements, assessment strategy and units of assessment, and also feedback from workshops with relevant awarding organisations, Sector Skills Councils and learning and development experts.

The qualifications are also closely related to the National Occupational Standards developed by LLUK and enable learners to acquire and hone the knowledge, skills and understanding required to achieve competence in Assessment and Internal Quality Assurance of Assessment practices.

Qualification details

The [OCNLR Qualifications in Assessment and Internal Quality Assurance of Assessment](#) can be achieved at Level 3 and Level 4.

Assessor Qualifications

OCNLR Level 3 Award in Understanding the Principles and Practices of Assessment

- Qualification Number: 601/0424/7
- Qualification credit value: 3
- Operational start date: 1 August 2013
- Review date: 31 May 2020
- Guided Learning Hours (GLH): 24
- Total Qualification Time (TQT): 30
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Level 3 Award in Assessing Competence in the Work Environment

- Qualification Number: 601/0423/5
- Qualification credit value: 9
- Operational start date: 1 August 2013
- Review date: 31 May 2020
- Guided Learning Hours (GLH): 54
- Total Qualification Time (TQT): 90
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Level 3 Award in Assessing Vocationally Related Achievement

- Qualification Number: 601/0425/9
- Qualification credit value: 9
- Operational start date: 1 August 2013
- Review date: 31 May 2020
- Guided Learning Hours (GLH): 54
- Total Qualification Time (TQT): 90
- Assessment requirements: Internally assessed, internally and externally moderated.

Internal Quality Assurance Qualifications**OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice**

- Qualification Number: 601/0327/9
- Qualification credit value: 6
- Operational start date: 1 August 2013
- Review date: 31 May 2020
- Guided Learning Hours (GLH): 45
- Total Qualification Time (TQT): 60
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

- Qualification Number: 601/0328/0
- Qualification credit value: 12
- Operational start date: 1 August 2013
- Review date: 31 May 2020
- Guided Learning Hours (GLH): 90
- Total Qualification Time (TQT): 120
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

- Qualification Number: 600/0507/0
- Qualification credit value: 17
- Operational start date: 1 August 2013
- Review date: 31 May 2020
- Guided Learning Hours (GLH): 115
- Total Qualification Time (TQT): 170
- Assessment requirements: Internally assessed, internally and externally moderated.

Purpose of the qualifications

The [OCNLR Qualifications in Assessment and Internal Quality Assurance of Assessment](#) have been designed to provide the understanding and skills necessary for the development of good assessment practice in all types of learning situations. They have been specifically developed in such a way as to enable people to access the kind of learning appropriate and relevant to their level of involvement in assessment and the type of learning being assessed.

Who the qualifications are for

Assessor Qualifications

The [OCNLR Level 3 Award in Understanding the Principles and Practices of Assessment](#) is for those who wish to gain an understanding of the principles and practice of assessment but who will not necessarily be undertaking any work as assessors.

The [OCNLR Level 3 Award in Assessing Vocationally Related Achievement](#) is valuable to ensure that staff assessing non-competence-based vocational meet agreed standards of assessment.

The [OCNLR Level 3 Award in Assessing Competence in the Work Environment](#) is for assessors who deliver competency based qualifications and for other staff who are assessing and quality assuring qualifications whose purpose is to 'Confirm occupational competence'.

Internal Quality Assurance Qualifications

The [OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice](#) is appropriate for those whose role involves the assessment of both occupational competence and vocationally related achievement.

The [OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice](#) is intended for those who maintain the quality of assessment from within an organisation or assessment centre.

The [OCNLR Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice](#) is intended for those who lead a team of internal quality assurance staff.

Entry guidance

The minimum age for access to the qualifications is 16 years.

Progression and related qualifications

The [OCNLR Assessment and Internal Quality Assurance of Assessors](#) qualifications enable progression to employment, further learning opportunities within employment, or further study.

Learners can progress from assessing into quality assurance roles, and from internal quality assurance roles to lead quality assurer and quality systems management. Learners may also wish to add these qualifications to their teaching qualifications and/or learning and development qualifications.

Structure of the Qualification

Rules of combination for achievement and units qualification units

OCNLR Level 3 Award in Understanding the Principles and Practices of Assessment

The learner must achieve 3 credits from the mandatory unit.

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
D/601/5313	GA9/3/LQ/001	Understanding the principles and practices of assessment	3	3	24

OCNLR Level 3 Award in Assessing Competence in the Work Environment

The learner must achieve 9 credits from the 2 mandatory units.

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
H/601/5314	GA9/3/QQ/002	Assess occupational competence in the work environment	3	6	30
D/601/5313	GA9/3/LQ/001	Understanding the principles and practices of assessment	3	3	24

OCNLR Level 3 Award in Assessing Vocationally Related Achievement

The learner must achieve 9 credits from the 2 mandatory units.

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
F/601/5319	GA9/3/LQ/003	Assess vocational skills, knowledge and understanding	3	6	30
D/601/5313	GA9/3/LQ/001	Understanding the principles and practices of assessment	3	3	24

OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

The learner must achieve 6 credits from the mandatory unit.

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
T/601/5320	GA9/4/LQ/001	Understanding the principles and practices of internally assuring the quality of assessment	3	6	45

OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

The learner must achieve 12 credits from the 2 mandatory units.

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
T/601/5320	GA9/4/LQ/001	Understanding the principles and practices of internally assuring the quality of assessment	4	6	45
A/601/5321	GA9/4/LQ/002	Internally assure the quality of assessment	4	6	45

OCNLR Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

The learner must achieve 17 credits from the 3 mandatory units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
T/601/5320	GA9/4/LQ/001	Understanding the principles and practices of internally assuring the quality of assessment	4	6	45
A/601/5321	GA9/4/LQ/002	Internally assure the quality of assessment	4	6	45
H/600/9674	GA9/4/LQ/003	Plan, allocate and monitor work in own area of responsibility	4	5	25

Dual/Multiple Awarding of Qualifications

Due to the nature of the Rules of Combination of the Assessor and Internal Quality Assurance of Assessment suites of qualifications, learners may automatically be awarded two to four qualifications in the achievement of a single qualification.

For example a learner achieving the [OCNLR Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice](#) will also achieve the [OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice](#) and [OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice](#) by default, as there is overlap in the units. However, where learners achieve the Certificate in one continuous session of study, they will generally be awarded the higher qualification only (i.e. the Certificate).

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 Descriptor relevant to these qualifications, please click on the links below.

[Level 3 Assessment Guidance and Ofqual's Level Descriptors](#)

[Level 4 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