

OCN LONDON

QUALIFICATION GUIDE

Level 1 Award in Preparing to Work in Adult Social Care



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OCNLR Level 1 Award in Preparing to Work in Adult Social Care
Qualification No: 601/1749/7

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.

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General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 1 Award in Preparing to Work in Adult Social Care](#). 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 important aspects of assessment and moderation that are particular to this qualification. The guide should be used by all 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, please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 1 Award in Preparing to Work in Adult Social Care** has been developed in partnership with Skills for Care and Development in consultation with employers within the health and social care sectors. The qualifications aim to support government strategies to develop knowledge, understanding and skills to prepare individuals for working in the Adult Social Care Sector.

The **OCNLR Level 1 Award in Preparing to Work in Adult Social Care** is aimed at learners interested in a career in health and adult social care. This may include young people in school or college, or people who are unemployed and looking for a career in health and/or social care and undergoing pre-employment training. The units will allow learners to gain relevant basic knowledge and understanding of working in the health and social care sector and will allow for progression to future Level 2 qualifications.

The qualification also supports the changes in relation to regulatory requirements set by the Care Quality Commission's (CQC) National Minimum Standards in relation to the health, safety and welfare of service users and staff.

The **OCNLR Level 1 Award in Preparing to Work in Adult Social Care** is regulated by Ofqual, the qualifications regulator for England, and is registered on the Regulated Qualifications Framework (RQF).

Qualification details

The **OCNLR Level 1 Award in Preparing to Work in Adult Social Care** can be achieved as an Award at Level 1 only.

Level 1 Award in Preparing to Work in Adult Social Care

- Qualification Number: 601/1749/7
- Qualification credit value: 6
- Operational start date: 01 November 2013
- Review date: 31st December 2022
- Guided Learning Hours (GLH): 53
- Total Qualification Time (TQT): 60 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Purpose of the qualification

The purpose of the **OCNLR Level 1 Award in Preparing to Work in Adult Social Care** is to enable individuals to acquire and develop knowledge and/or skills in health and social care and to prepare them for employment in that sector.

The **OCNLR Level 1 Award in Preparing for Work in Adult Social Care** is related to the National Occupational Standards developed by Skills for Care and Development. It provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in Health and Social Care. The Skills for Care knowledge also sets common induction standards and General Social Care Council (GSCC) codes of practice.

However, completion of these units and qualification will not confirm occupational competence for regulation or registration purposes.

Who the qualification is for

The [OCNLR Level 1 Award in Preparing to Work in Adult Social Care](#) has been designed for learners aged 14+, especially:

- Young people learning at school, college or in alternative provision.
- Young people leaving school.
- Adult returners and the unemployed.

In the delivery of OCN London units to younger learners (14-16), centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification guide for the unit offered to learners, and avail themselves of the OCN London external verifier provision of further advice and guidance in the delivery of units, where clarification is required; centres should consult the OCN London document Access to Fair Assessment Policy and Procedure which is available on the OCN London website;
- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate specialist knowledge should be consulted where the possibility of any precipitate harm for learners or learners with particular characteristics is identified; OCN London may instigate consultation with the appropriate specialist where centres have not considered it necessary to do so or where it considers further specialist review is required;
- the centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

Entry guidance

The minimum age for access to the qualification is 14 years.

Additional information

There are no specific recommendations for prior learning for this qualification. It is expected that comprehensive information, advice and guidance is provided for all learners.

Progression and related qualifications

The [OCNLR Level 1 Award in Preparing to Work Adult Social Care](#) enables progression to employment, further learning opportunities within employment, or further study.

Structure of the Qualification

Rules of combination for achievement

The **OCNLR Level 1 Award in Preparing to Work in Adult Social Care** comprises 5 mandatory units. Learners must achieve 6 credits in total.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
F/502/9579	PT1/1/LQ/007	Introduction to the Adult Social Care Sector	1	1	10
M/502/9660	PT1/1/LQ/006	Awareness of the skills and attitudes needed to work in adult social care	1	1	8
D/502/9590	PT1/1/LQ/008	Introduction to the Values and Principles of Adult Social Care	1	1	10
A/502/9662	PT1/1/LQ/004	Awareness of communication in adult social care	1	2	15
F/502/9727	PT1/1/LQ/005	Awareness of the role and responsibilities of the adult social care worker	1	1	10

For unit content please click the Ofqual Unit Reference Number

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 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 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.

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 tutor/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 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/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 links below.

[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 secure 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 this qualification, 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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