

OCN LONDON

QUALIFICATION GUIDE

Entry Level Awards in Language Skills (Entry 3)



OCN London Qualification Guide

OCNLR Entry Level Award in French Language Skills (Entry 3)
Qualification Number: 600/9802/8

OCNLR Entry Level Award in Polish Language Skills (Entry 3)
Qualification Number: 600/9807/7

OCNLR Entry Level Award in Spanish Language Skills (Entry 3)
Qualification Number: 600/9810/7

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 Entry Level Awards in Language Skills \(Entry 3\)](#). 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 Entry Level Awards in Language Skills (Entry 3)** qualifications provide a stepped opportunity for the accreditation of language skills. It introduces the four communication skills in a defined combination of one unit for Speaking and Listening and one for Reading and Writing, for each of the languages in this suite.

The Entry 3 skills form a foundation for the separately accredited skills at Level 1 and the unit-based approach allows for flexibility by enabling learners to achieve the qualification in stages.

The Speaking and Listening unit is defined within commonly used contexts for beginners in the target language whilst also allowing for in the choice of vocabulary used.

The Reading and Writing unit is less content-specific, but common language skill standards are maintained.

The suite of OCNLR Language Skills Qualifications at Entry 3, Level 1 and Level 2 offer a coherent strategy for learner progression and are suitable for learners aged 14 plus.

The qualifications are mapped to the revised National Language Standards (2005) developed by the National Centre for Languages (CILT).

The **OCNLR Entry Level Awards in Language Skills (Entry 3)** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The **OCNLR Awards in Language Skills** can be achieved at Entry 3 Level and Level 1 and 2.

OCNLR Entry Level Awards in French Language Skills (Entry 3)

- Qualification Number: 600/9802/8
- Qualification credit value: 6
- Operational start date: 1 July 2013
- Review date: 31 August 2021
- Guided Learning Hours (GLH): 60
- Total Qualification Time (TQT): 60
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Entry Level Awards in Polish Language Skills (Entry 3)

- Qualification Number: 600/9807/7
- Qualification credit value: 6
- Operational start date: 1 July 2013
- Review date: 31 August 2021
- Guided Learning Hours (GLH): 60

- Total Qualification Time (TQT): 60
- Assessment requirements: Internally assessed, internally and externally moderated.

OCNLR Entry Level Awards in Spanish Language Skills (Entry 3)

- Qualification Number: 600/9810/7
- Qualification credit value: 6
- Operational start date: 1 July 2013
- Review date: 31 August 2021
- Guided Learning Hours (GLH): 60
- Total Qualification Time (TQT): 60
- Assessment requirements: Internally assessed, internally and externally moderated.

Purpose of the qualifications

The qualifications enable learners to obtain basic language skills in a target language through the combined skills of Speaking and Listening and Reading and Writing. These form a foundation for the separately accredited skills at Level 1 and therefore form a solid basis for learner progression.

Who the qualifications are for

The [OCNLR Entry Level Awards in Language Skills \(Entry 3\)](#) are aimed at a wide range of learners and are particularly suitable for:

- 16–19 learners in schools
- Adults in part-time provision
- Adults in the workplace
- Adults in full-time provision

Entry guidance

The minimum age for access to the qualification is 14 years. There are no other specific entry requirements for this qualification.

Progression and related qualifications

Achievement of these qualifications enable learners to progress to employment, further learning opportunities within employment or further study.

The qualifications encourage progression through the levels to the [OCNLR Level 1 Awards and Certificates in Language Skills](#) and onward to the [OCNLR Level 2 Awards and Certificates in Language Skills](#) in the target language. They also enable progression to other equivalent qualifications such as business or GCSEs.

Structure of the Qualification

Rules of combination for achievement

The **OCNLR Entry Level Awards in Language Skills (Entry 3)** comprise two mandatory units. In order to gain the Awards the learner must achieve 6 credits at Entry 3 Level from both mandatory units in the same target language.

The qualifications provide pathways in French, Polish and Spanish.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
French					
L/505/1388	FN3/E3/LQ/011	French – Reading and Writing	E3	3	30
J/505/1387	FN3/E3/LQ/001	French – Speaking and Listening	E3	3	30
Polish					
L/505/1424	FN3/E3/LQ/018	Polish – Reading and Writing	E3	3	30
J/505/1423	FN3/E3/LQ/010	Polish – Speaking and Listening	E3	3	30
Spanish					
M/505/1402	FN3/E3/LQ/012	Spanish – Reading and Writing	E3	3	30
J/505/1390	FN3/E3/LQ/002	Spanish – Speaking and Listening	E3	3	30

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 Descriptors relevant to these qualifications, please click on the link below.

[Entry Level 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



📍 **OCN London,**
15 Angel Gate, 326 City Road, London EC1V 2SF
💻 www.ocnlondon.org.uk
✉ enquiries@ocnlondon.org.uk
☎ 020 7278 5511