

# OCN LONDON

## QUALIFICATION GUIDE

Entry 3, Level 1 and Level 2 Awards in  
Equality, Diversity and Inclusion



# OCN London Qualification Guide

OCNLR Entry 3 Award in Equality, Diversity and Inclusion  
Qualification No: 600/5044/5

OCNLR Level 1 Award in Equality, Diversity and Inclusion  
Qualification No: 600/5066/4

OCNLR Level 2 Award in Equality, Diversity and Inclusion  
Qualification No: 600/4897/9

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

	Page
(Click on the heading to navigate to that section)	
<b>General Information</b>	<b>5</b>
<b>Qualification Overview</b>	<b>6</b>
Qualification levels	6
Purpose of the qualifications	7
Who the qualifications are for	7
Entry guidance	7
Additional Information	7
Progression and related qualifications	8
<b>Structure of the Qualifications</b>	<b>9</b>
Rules of combination for achievement	9
Qualification units	9
<b>Assessment and Moderation</b>	<b>10</b>
Assessment process	10
Devising assessments	10
Marking assessment activities	10
Standardisation	11
Learners with particular requirements	11
Requirements for tutor/assessors	11
<b>OCNLR Assessment Guidance and Ofqual Level Descriptors</b>	<b>12</b>

## General Information

This qualification guide contains details of everything you need to know about the [OCNLR Awards in Equality, Diversity and Inclusion](#). 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 Awards in Equality, Diversity and Inclusion](#) have been developed to support equality and diversity education and training in a broad range of contexts.

The qualifications provide a structure for the delivery of equality and diversity training where issues can be raised and solutions to combat these issues can be proposed. Its scope is broad enough to include situations of equality and diversity as reflected in ordinary daily life as well as ways in which equality and diversity can be reflected in the processes, systems and/or policies of an organisation.

The qualifications allow for discussion of the key issues around the subject of equality, diversity and inclusion and can be delivered to a broad spectrum of learners. It picks up on attitudes and beliefs that underlie stereotyping and allows for an exploration of the fundamental concepts.

In order to achieve the qualifications learners will learn some key definitions of the subject area such as 'equality', 'diversity', 'inclusion', 'respect' and 'rights'. Learners will consider the advantages of a diverse society; the areas where equal opportunities are important and the policies that protect these rights. Learners will discuss stereotyping, look at examples of stereotypical beliefs, attitudes and their effects.

The Awards at each level comprise one mandatory unit which has been designed to be open and generic in relation to issues surrounding equality and diversity in order that these qualifications can be usefully delivered in a range of settings.

These qualifications have been developed as a 'bite-sized' introduction to the subject and could be offered as taster courses on college induction days, in staff training programmes or embedded in larger vocational programmes or employability courses.

The [OCNLR Awards in Equality, Diversity and Inclusion](#) are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

## Qualification details

### OCNLR Entry 3 Award

- Qualification Number: 600/5044/5
- Qualification credit value: 1
- Operational start date: 1 April 2012
- Review date: 31 July 2024
- Guided Learning Hours (GLH): 10
- Total Qualification Time (TQT): 10 [hours](#)
- Assessment requirements: internally assessed, internally and externally moderated.

**OCNLR Level 1 Award**

- Qualification Number: 600/5066/4
- Qualification credit value: 1
- Operational start date: 1 May 2012
- Review date: 31 July 2024
- Guided Learning Hours (GLH): 8
- Total Qualification Time (TQT): 10 hours
- Assessment requirements: internally assessed, internally and externally moderated.

**OCNLR Level 2 Award**

- Qualification Number: 600/4897/9
- Qualification credit value: 1
- Operational start date: 1 April 2012
- Review date: 31 July 2024
- Guided Learning Hours (GLH): 6
- Total Qualification Time (TQT): 10 hours
- Assessment requirements: internally assessed, internally and externally moderated.

**Purpose of the qualifications**

The purpose of the qualifications is to provide the learner with a basic understanding of the meaning of equality and diversity, and its place in and value to society.

**Who the qualifications are for**

The [OCNLR Awards in Equality, Diversity and Inclusion](#) are suitable for:

learners in colleges and other educational environments:

- where a sound understanding of equality and diversity is essential for their personal social development. It supports the acquisition of good life skills necessary for a successful and positive educational experience as well as enhancing the opportunity for them to fulfil their ambitions;
- as necessary underpinning knowledge for a range of vocational courses;
- to enhance employment opportunities and prospects.

employers in a range of organisations:

- as a useful tool to structure equality and diversity training for the continuous professional development of their workforce at different levels;
- to provide staff with a recognised qualification.

**Entry guidance**

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

**Additional information**

The [OCNLR Awards in Equality, Diversity and Inclusion](#) are qualifications that centres can deliver to help meet the widening participation agenda. Equality is supported by legislation making it illegal to discriminate against people with protected characteristics.

Protected characteristics are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

Diversity refers to the differences based on the same categories but is wider, encompassing a range of individual characteristics which may include physical appearance, communication style and language.

### **Progression and related qualifications**

The qualifications provide a sound basis for learners to move onto the higher levels of the Award in Equality and Diversity as well as further study in a wide range of vocational areas where knowledge of this subject is imperative. For learners who choose to progress into the workplace the qualifications would improve their prospects of employability. Where the qualifications are taken as in service training it could enhance progression opportunities within the place of work.



## Structure of the Qualifications

### Rules of combination for achievement

The [OCNLR Awards in Equality, Diversity and Inclusion](#) each comprise one mandatory unit. Learners must achieve one credit by successfully completing the unit.

### Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">H/503/7495</a>	EC5/E3/LQ/001	Valuing Equality and Diversity in Society	Entry 3	1	10

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">K/503/7496</a>	EC5/1/LQ/001	Valuing Equality and Diversity in Society	One	1	8

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">M/503/7497</a>	EC5/2/LQ/001	Valuing Equality and Diversity in Society	Two	1	6

*For unit content please click the Ofqual Unit Reference Number*

## 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(s) below.

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

[Level 1 Assessment Guidance and Ofqual's Level Descriptors](#)

[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](mailto:enquiries@ocnlondon.org.uk)

Or visit our website: [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk)