# OCN LONDON

# QUALIFICATION GUIDE
## Level 1 Qualifications in Skills for Professions in Digital Industries and Technology

OCN

London

# OCN London Qualification Guide

OCNLR Level 1 Award in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4184/1

OCNLR Level 1 Extended Award in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4185/3

OCNLR Level 1 Certificate in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4186/5

OCNLR Level 1 Extended Certificate in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4187/7

OCNLR Level 1 Diploma in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4188/9

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

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# General Information

This qualification guide contains details of everything you need to know about the OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology. 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 Level 1 Qualifications in Skills for Professions in Digital Industries and Technology have been developed to provide a flexible approach to study using a range of subject-specific vocational units within digital industries and technology, combined with units in learning skills and employability and 'green' units. These qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications are available in five different sizes: Award, Extended Award, Certificate, Extended Certificate and Diploma.

The Award and Extended Award are qualifications for learners wishing to explore vocational study in digital industries and technology. The size of the qualifications makes them ideal for learners who are not yet ready to commit to a larger qualification, for short courses or CPD initiatives.

The Certificate, Extended Certificate and Diploma are more substantial qualifications which provide learners with the opportunity to study vocational areas and develop skills that may enhance their learning and employability, consolidating and extending their learning in preparation for further vocational learning, an apprenticeship or employment.

The OCNLR Level 1 Extended Certificate and Diploma in Skills for Professions in Digital Industries and Technology can be delivered as part of a Study Programme. The size of the qualifications allows for the other required elements of mathematics, English, work experience and enrichment activities to be taken simultaneously. For further information about 16 – 19 Study Programmes, please click here.

The OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

## Qualification details

The OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology are available at Level 1 and Level 2. See separate qualification guide for OCNLR Level 2 qualifications in Skills for Professions in Digital Industries and Technology.

### Level 1 Award

- Qualification Number: 603/4184/1
- Qualification credit value: 6
- Operational start date: 1st March 2019
- Review date: 28th February 2024
- Guided Learning Hours (GLH): 54
- Total Qualification Time (TQT): 60 hours
- Assessment requirements: internally assessed, internally and externally moderated.

### Level 1 Extended Award

- Qualification Number: 603/4185/3
- Qualification credit value: 9
- Operational start date: 1st March 2019
- Review date: 28th February 2024
- Guided Learning Hours (GLH): 81
- Total Qualification Time (TQT): 90 hours
- Assessment requirements: internally assessed, internally and externally moderated.

### Level 1 Certificate

- Qualification Number: 603/4186/5
- Qualification credit value: 18
- Operational start date: 1st March 2019
- Review date: 28th February 2024
- Guided Learning Hours (GLH): 162
- Total Qualification Time (TQT): 180 hours
- Assessment requirements: internally assessed, internally and externally moderated.

### Level 1 Extended Certificate

- Qualification Number: 603/4187/7
- Qualification credit value: 32
- Operational start date: 1st March 2019
- Review date: 28th February 2024
- Guided Learning Hours (GLH): 288
- Total Qualification Time (TQT): 320 hours
- Assessment requirements: internally assessed, internally and externally moderated.

### Level 1 Diploma

- Qualification Number: 603/4188/9
- Qualification credit value: 37
- Operational start date: 1st March 2019
- Review date: 28th February 2024
- Guided Learning Hours (GLH): 333
- Total Qualification Time (TQT): 370 hours
- Assessment requirements: internally assessed, internally and externally moderated.

## Purpose of the qualifications

The OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology have been designed to provide learners with the skills and knowledge required to enable progress to further study in digital industries and technology and ultimately to work in these or other related areas.

## Who the qualifications are for

The OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology are suitable for learners who:

- are new to, or would like to improve their digital skills set;
- may require a grounding in digital skills for further education or employment opportunities;
- want to take a qualification which emphasises the development of practical skills;
- want to improve their own efficiency in using IT applications and processes.

## Entry guidance

There are no specific requirements for the qualifications. The qualifications are suitable for learners of 14 and above.

## Progression and related qualifications

This suite of qualifications is available in five different sizes (Award to Diploma). Learners wishing to extend their learning at this level may wish to progress to one of the larger size qualifications within the suite.

For learners ready to progress to Level 2, a natural progression route would be on to the OCNLR Level 2 Qualifications in Skills for Professions in Digital Industries and Technology (available in four sizes, from Award to Diploma), the OCNLR Level 2 Digital Skills suite of qualifications, or other provision at Level 2 (i.e. BTECs, Technical Qualifications).

# Structure of the Qualifications

## Rules of combination for achievement

The OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology are available as an Award, Extended Award, Certificate, Extended Certificate and Diploma.

### Level 1 Award

The Award comprises digital skills units.  Learners must achieve at least 6 credits in total from the specified range of digital skills units.  There are no mandatory units.

### Level 1 Extended Award

The Extended Award comprises the choice of one study skills unit or a range of optional 'green' units, and a number of optional vocational units.  Learners must achieve 9 credits in total:

- 3 credits from either the 'Introduction to Study Skills' unit OR 3 credits from the Group 2 'Green' units;
- 6 credits from the vocational units in Group 1.

### Level 1 Certificate

The Certificate comprises two mandatory units, an optional group of digital skills units, an optional group of learning and employability units and an optional group of 'green' units.  Learners must achieve 18 credits in total:

- 5 credits from the mandatory units;
- 10 credits from Optional Group 1 – Digital Skills Units;
- the remaining 3 credits from Optional Groups 2 and/or 3 – Learning and Employability Units and 'Green' Units.

### Level 1 Extended Certificate

The Extended Certificate comprises two mandatory units, an optional group of digital skills units and an optional group of learning and employability units.  Learners must achieve 32 credits in total:

- 5 credits from the mandatory units;
- 12 credits from Optional Group 1 – Digital Skills Units;
- 6 credits from Optional Groups 2 and/or 3 – Learning and Employability Units and 'Green' Units;
- the remaining 9 credits from any group.

### Level 1 Diploma

The Diploma comprises the mandatory unit, an optional group of digital skills units and an optional group of learning and employability units.  Learners must achieve 37 credits in total:

- 5 credits from the mandatory units;
- 16 credits from Optional Group 1 – Digital Skills Units;
- 8 credits from Optional Groups 2 and/or 3 – Learning and Employability Units and 'Green' Units;
- the remaining 8 credits from any group.

## Level 1 Award in Skills for Professions in Digital Industries and Technology

### Qualification units

| Ofqual Unit Reference Number | OCNLR Unit Code | Unit Title | Level | Credit Value | GLH |
|---|---|---|---|---|---|
| Optional Group 1 – Digital Skills Units | | | | | |
| M/617/4773 | KJ3/1/LQ/004 | Big Data Essentials | 1 | 3 | 27 |
| A/508/1941 | KJ3/1/LQ/002 | Developing Animation | 1 | 3 | 27 |
| F/508/1942 | KB2/1/LQ/003 | Developing Multimedia Products | 1 | 4 | 40 |
| J/508/1943 | CQ6/1/LQ/004 | Digital 3D Modelling for Creative Media Industries | 1 | 6 | 42 |
| L/508/1944 | CQ5/1/LQ/006 | Digital Graphics Editing | 1 | 4 | 30 |
| R/508/1945 | CQ5/1/LQ/007 | Digital Image Manipulation | 1 | 3 | 30 |
| A/508/1955 | CS0/1/LQ/001 | Game Engine Technologies for Creative Media Industries | 1 | 6 | 42 |
| T/617/4774 | KJ3/1/LQ/005 | Introduction to Communications Technology Solutions | 1 | 5 | 45 |
| A/617/4775 | KJ3/1/LQ/006 | Introduction to Cyber Security | 1 | 3 | 27 |
| F/617/4776 | KJ3/1/LQ/007 | Introduction to Data Analysis | 1 | 4 | 36 |
| J/617/4777 | KJ3/1/LQ/008 | Introduction to Emerging Technologies and the IoT | 1 | 5 | 45 |
| L/617/4778 | KJ3/1/LQ/009 | Introduction to Robotics | 1 | 3 | 27 |
| R/617/4779 | KJ3/1/LQ/010 | Introduction to Software Development | 1 | 3 | 27 |
| J/617/4780 | KJ3/1/LQ/011 | Introduction to Software Testing Principles | 1 | 4 | 36 |
| L/617/4781 | KJ3/1/LQ/012 | Introduction to User Interface (UI) and User Experience (UX) Design | 1 | 4 | 36 |
| R/617/4782 | KJ3/1/LQ/013 | Planning a Mobile App | 1 | 4 | 36 |

*For unit content please contact OCN London*

## Level 1 Extended Award in Skills for Professions in Digital Industries and Technology

### Qualification units

| Ofqual Unit Reference Number | OCNLR Unit Code | Unit Title | Level | Credit Value | GLH |
|---|---|---|---|---|---|
| Mandatory Unit | | | | | |
| H/508/0637 | HC7/1/LQ/013 | Introduction to Study Skills | 1 | 3 | 27 |
| Optional Group 1 – Digital Skills Units | | | | | |
| F/616/8248 | CN0/1/LQ/004 | Automation within Digital Design | 1 | 3 | 27 |
| J/616/8249 | CN0/1/LQ/005 | Automation within Spreadsheets | 1 | 3 | 27 |
| A/616/8250 | CN0/1/LQ/006 | Automations within Word Processing | 1 | 3 | 27 |
| M/617/4773 | KJ3/1/LQ/004 | Big Data Essentials | 1 | 3 | 27 |
| F/616/8251 | CN0/1/LQ/007 | Collaborative Working using Digital Technology | 1 | 3 | 27 |
| K/508/1935 | CR1/1/LQ/001 | Creating and Publishing Web Pages | 1 | 3 | 27 |
| A/508/1941 | KJ3/1/LQ/002 | Developing Animation | 1 | 3 | 27 |
| F/508/1942 | KB2/1/LQ/003 | Developing Multimedia Products | 1 | 4 | 40 |
| J/508/1943 | CQ6/1/LQ/004 | Digital 3D Modelling for Creative Media Industries | 1 | 6 | 42 |
| J/616/8252 | CN0/1/LQ/008 | Digital Communications Technology | 1 | 3 | 27 |
| L/616/8253 | CN0/1/LQ/009 | Digital Content Creation – Audio and Video | 1 | 4 | 36 |
| R/616/8254 | CN0/1/LQ/010 | Digital Content Creation – Text and Image | 1 | 3 | 27 |
| Y/616/8255 | CN0/1/LQ/011 | Digital Data | 1 | 2 | 18 |
| L/508/1944 | CQ5/1/LQ/006 | Digital Graphics Editing | 1 | 4 | 30 |
| R/508/1945 | CQ5/1/LQ/007 | Digital Image Manipulation | 1 | 3 | 30 |
| D/616/8256 | CN0/1/LQ/012 | Digital Safety and Security | 1 | 3 | 27 |
| A/508/1955 | CS0/1/LQ/001 | Game Engine Technologies for Creative Media Industries | 1 | 6 | 42 |
| H/616/8257 | CN0/1/LQ/014 | Improving Personal Productivity | 1 | 3 | 27 |

| | | | | | |
|---|---|---|---|---|---|
| T/617/4774 | KJ3/1/LQ/005 | Introduction to Communications Technology Solutions | 1 | 5 | 45 |
| A/617/4775 | KJ3/1/LQ/006 | Introduction to Cyber Security | 1 | 3 | 27 |
| F/617/4776 | KJ3/1/LQ/007 | Introduction to Data Analysis | 1 | 4 | 36 |
| J/617/4777 | KJ3/1/LQ/008 | Introduction to Emerging Technologies and the IoT | 1 | 5 | 45 |
| K/616/8258 | CN0/1/LQ/014 | Introduction to Programming | 1 | 3 | 27 |
| L/617/4778 | KJ3/1/LQ/009 | Introduction to Robotics | 1 | 3 | 27 |
| R/617/4779 | KJ3/1/LQ/010 | Introduction to Software Development | 1 | 3 | 27 |
| J/617/4780 | KJ3/1/LQ/011 | Introduction to Software Testing Principles | 1 | 4 | 36 |
| L/617/4781 | KJ3/1/LQ/012 | Introduction to User Interface (UI) and User Experience (UX) Design | 1 | 4 | 36 |
| R/617/4782 | KJ3/1/LQ/013 | Planning a Mobile App | 1 | 4 | 36 |
| M/616/8259 | CN0/1/LQ/015 | Search Engines and Online Research | 1 | 2 | 18 |
| H/616/8260 | CN0/1/LQ/016 | Set-Up and Maintain a Digital System | 1 | 3 | 27 |
| K/617/3783 | CN0/1/LQ/019 | Understanding Digital Data | 1 | 2 | 18 |
| K/616/8261 | CN0/1/LQ/017 | Using Mobile Apps within a Vocational Role | 1 | 2 | 18 |
| **Optional Group 2 – 'Green' Units** | | | | | |
| R/618/3370 | QA2/1/LQ/003 | Environmental Issues | 1 | 3 | 27 |
| A/618/3377 | QA1/1/LQ/003 | Ethical and Political Issues Relating to Land-Based Activities | 1 | 2 | 18 |
| T/618/3376 | QA1/1/LQ/002 | Exploring Careers in the Green Industries | 1 | 1 | 9 |
| F/618/3378 | QA1/1/LQ/004 | Global Warming and Climate Change | 1 | 2 | 18 |
| R/618/3367 | QA2/1/LQ/001 | Introduction to Sustainability | 1 | 1 | 9 |
| T/650/1987 | QA1/1/LQ/005 | Investigate an Environmental Issue | 1 | 3 | 27 |
| J/505/2040 | QA1/1/LQ/001 | Project in Sustainability | 1 | 3 | 30 |
| F/650/2032 | AA3/1/LQ/007 | Supporting Sustainability in an Office Environment | 1 | 2 | 18 |
| T/650/2010 | QA1/1/LQ/006 | Sustainability Issues in Industry | 1 | 2 | 18 |

*For unit content please contact OCN London or click on the link, where provided above*

## Level 1 Certificate, Extended Certificate and Diploma in Skills for Professions in Digital Industries and Technology

### Qualification units

| Ofqual Unit Reference Number | OCNLR Unit Code | Unit Title | Level | Credit Value | GLH |
|---|---|---|---|---|---|
| **Mandatory Unit** | | | | | |
| H/508/0637 | HC7/1/LQ/013 | Introduction to Study Skills | 1 | 3 | 27 |
| K/508/0638 | HC7/1/LQ/014 | Time Management Skills | 1 | 2 | 18 |
| **Optional Group 1 – Digital Skills Units** | | | | | |
| F/616/8248 | CN0/1/LQ/004 | Automation within Digital Design | 1 | 3 | 27 |
| J/616/8249 | CN0/1/LQ/005 | Automation within Spreadsheets | 1 | 3 | 27 |
| A/616/8250 | CN0/1/LQ/006 | Automations within Word Processing | 1 | 3 | 27 |
| M/617/4773 | KJ3/1/LQ/004 | Big Data Essentials | 1 | 3 | 27 |
| F/616/8251 | CN0/1/LQ/007 | Collaborative Working using Digital Technology | 1 | 1 | 3 |
| K/508/1935 | CR1/1/LQ/001 | Creating and Publishing Web Pages | 1 | 3 | 27 |
| A/508/1941 | KJ3/1/LQ/002 | Developing Animation | 1 | 3 | 27 |
| F/508/1942 | KB2/1/LQ/003 | Developing Multimedia Products | 1 | 4 | 40 |
| J/508/1943 | CQ6/1/LQ/004 | Digital 3D Modelling for Creative Media Industries | 1 | 6 | 42 |
| J/616/8252 | CN0/1/LQ/008 | Digital Communications Technology | 1 | 3 | 27 |
| L/616/8253 | CN0/1/LQ/009 | Digital Content Creation – Audio and Video | 1 | 4 | 36 |
| R/616/8254 | CN0/1/LQ/010 | Digital Content Creation – Text and Image | 1 | 3 | 27 |
| Y/616/8255 | CN0/1/LQ/011 | Digital Data | 1 | 2 | 18 |
| L/508/1944 | CQ5/1/LQ/006 | Digital Graphics Editing | 1 | 4 | 30 |
| R/508/1945 | CQ5/1/LQ/007 | Digital Image Manipulation | 1 | 3 | 30 |
| D/616/8256 | CN0/1/LQ/012 | Digital Safety and Security | 1 | 3 | 27 |
| A/508/1955 | CS0/1/LQ/001 | Game Engine Technologies for Creative Media Industries | 1 | 6 | 42 |

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|---|---|---|---|---|---|
| H/616/8257 | CN0/1/LQ/013 | Improving Personal Productivity | 1 | 3 | 27 |
| T/617/4774 | KJ3/1/LQ/005 | Introduction to Communications Technology Solutions | 1 | 5 | 45 |
| A/617/4775 | KJ3/1/LQ/006 | Introduction to Cyber Security | 1 | 3 | 27 |
| F/617/4776 | KJ3/1/LQ/007 | Introduction to Data Analysis | 1 | 4 | 36 |
| J/617/4777 | KJ3/1/LQ/008 | Introduction to Emerging Technologies and the IoT | 1 | 5 | 45 |
| K/616/8258 | CN0/1/LQ/014 | Introduction to Programming | 1 | 3 | 27 |
| L/617/4778 | KJ3/1/LQ/009 | Introduction to Robotics | 1 | 3 | 27 |
| R/617/4779 | KJ3/1/LQ/010 | Introduction to Software Development | 1 | 3 | 27 |
| J/617/4780 | KJ3/1/LQ/011 | Introduction to Software Testing Principles | 1 | 4 | 36 |
| L/617/4781 | KJ3/1/LQ/012 | Introduction to User Interface (UI) and User Experience (UX) Design | 1 | 4 | 36 |
| R/617/4782 | KJ3/1/LQ/013 | Planning a Mobile App | 1 | 4 | 36 |
| M/616/8259 | CN0/1/LQ/015 | Search Engines and Online Research | 1 | 2 | 18 |
| H/616/8260 | CN0/1/LQ/016 | Set-Up and Maintain a Digital System | 1 | 3 | 27 |
| K/617/3783 | CN0/1/LQ/019 | Understanding Digital Data | 1 | 2 | 18 |
| K/616/8261 | CN0/1/LQ/017 | Using Mobile Apps within a Vocational Role | 1 | 2 | 18 |
| Optional Group 2 – Learning and Employability Units | | | | | |
| M/508/0687 | HB1/1/LQ/063 | Action Planning for own Development | 1 | 2 | 16 |
| A/508/5181 | HD4/1/LQ/028 | Action Planning to Improve Performance in Mathematics | 1 | 1 | 9 |
| K/616/6509 | PA9/1/LQ/012 | Awareness of Mental Health and Wellbeing | 1 | 1 | 8 |
| A/508/0689 | HB1/1/LQ/064 | Critical Thinking | 1 | 3 | 24 |
| K/503/0967 | HB1/1/LQ/031 | Developing Confidence and Self-Esteem | 1 | 1 | 9 |
| M/508/0690 | HC7/1/LQ/005 | Essay Writing | 1 | 3 | 21 |
| A/505/9129 | HC4/1/LQ/036 | Following Instructions | 1 | 1 | 9 |
| T/508/0691 | HC7/1/LQ/006 | Note Taking | 1 | 3 | 24 |
| A/508/0692 | HC7/1/LQ/007 | Organisational Skills | 1 | 3 | 27 |
| R/508/1542 | HC7/1/LQ/008 | Planning and Carrying Out Research | 1 | 2 | 10 |
| M/508/0639 | HC7/1/LQ/009 | Presentation Skills | 1 | 2 | 18 |
| J/508/0694 | HC7/1/LQ/010 | Problem Solving Skills | 1 | 3 | 24 |

| | | | | | |
|---|---|---|---|---|---|
| L/508/0695 | HD3/1/LQ/025 | Punctuation and Grammar | 1 | 2 | 16 |
| R/508/0696 | HD3/1/LQ/026 | Reading | 1 | 3 | 27 |
| Y/508/0697 | HB1/1/LQ/065 | Resilience Skills | 1 | 1 | 9 |
| D/508/0698 | HC7/1/LQ/011 | Revision and Exam Skills | 1 | 3 | 24 |
| H/508/0699 | HD2/1/LQ/001 | Speaking and Listening Skills | 1 | 3 | 27 |
| L/508/0700 | HD3/1/LQ/028 | Spelling | 1 | 3 | 24 |
| F/508/0709 | HC7/1/LQ/012 | Teamwork Skills | 1 | 3 | 27 |
| D/504/8866 | HC1/1/LQ/020 | Undertaking an Enterprise Project | 1 | 3 | 27 |
| J/508/0713 | HD3/1/LQ/027 | Writing | 1 | 3 | 27 |
| Optional Group 3 – 'Green' Units | | | | | |
| R/618/3370 | QA2/1/LQ/003 | Environmental Issues | 1 | 3 | 27 |
| A/618/3377 | QA1/1/LQ/003 | Ethical and Political Issues Relating to Land-Based Activities | 1 | 2 | 18 |
| T/618/3376 | QA1/1/LQ/002 | Exploring Careers in the Green Industries | 1 | 1 | 9 |
| F/618/3378 | QA1/1/LQ/004 | Global Warming and Climate Change | 1 | 2 | 18 |
| R/618/3367 | QA2/1/LQ/001 | Introduction to Sustainability | 1 | 1 | 9 |
| T/650/1987 | QA1/1/LQ/005 | Investigate an Environmental Issue | 1 | 3 | 27 |
| J/505/2040 | QA1/1/LQ/001 | Project in Sustainability | 1 | 3 | 30 |
| F/650/2032 | AA3/1/LQ/007 | Supporting Sustainability in an Office Environment | 1 | 2 | 18 |
| T/650/2010 | QA1/1/LQ/006 | Sustainability Issues in Industry | 1 | 2 | 18 |

*For unit content please contact OCN London or click on the link, where provided above*

# 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.

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 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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