

OCN LONDON

QUALIFICATION GUIDE

Level 1 Awards and Certificates in Language Skills



OCN London Qualification Guide

OCNLR Level 1 Award in Arabic Language Skills

Qualification Number: 600/9813/2

OCNLR Level 1 Award in French Language Skills

Qualification Number: 600/9814/4

OCNLR Level 1 Award in German Language Skills

Qualification Number: 600/9815/6

OCNLR Level 1 Award in Greek Language Skills

Qualification Number: 600/9816/8

OCNLR Level 1 Award in Italian Language Skills

Qualification Number: 600/9817/X

OCNLR Level 1 Award in Japanese Language Skills

Qualification Number: 600/9818/1

OCNLR Level 1 Award in Mandarin Chinese Language Skills

Qualification Number: 600/9820/X

OCNLR Level 1 Award in Polish Language Skills

Qualification Number: 600/9819/3

OCNLR Level 1 Award in Portuguese Language Skills

Qualification Number: 600/9821/1

OCNLR Level 1 Award in Spanish Language Skills

Qualification Number: 600/9823/5

OCNLR Level 1 Certificate in French Language Skills

Qualification Number: 600/9831/4

OCNLR Level 1 Certificate in German Language Skills

Qualification Number: 600/9833/8

OCNLR Level 1 Certificate in Italian Language Skills

Qualification Number: 600/9836/3

OCNLR Level 1 Certificate in Mandarin Chinese Language Skills

Qualification Number: 600/9835/1

OCNLR Level 1 Certificate in Polish Language Skills

Qualification Number: 600/9837/5

OCNLR Level 1 Certificate in Portuguese Language Skills

Qualification Number: 600/9842/9

OCNLR Level 1 Certificate in Spanish Language Skills

Qualification Number: 600/9847/8

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.

Contents

	Page
(Click on the heading to navigate to that section)	
General Information	5
Qualification Overview	6
Qualification details	6–7
Purpose of the qualifications	7
Who the qualifications are for	7
Entry guidance	7
Progression and related qualifications	8
Structure of the Qualifications	9
Rules of combination for achievement	9
Qualification units	9–11
Assessment and Moderation	12
Assessment process	12
Devising assessments	12
Marking assessment activities	12
Standardisation	13
Learning with particular requirements	13
Requirements for assessors	13
OCNLR Assessment Guidance and Ofqual Level Descriptors	14

General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 1 Awards and Certificates in Language Skills](#). It makes reference to the curriculum areas covered, identifies the learners for whom the qualification 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 these 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 the 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 this qualification, then please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The [OCNLR Level Awards and Certificates in Language Skills](#) provide a stepped opportunity for the accreditation of language skills in the target language. They offer the opportunity to understand intercultural communication and to accumulate the four communication skills of speaking, listening, reading and writing.

The suite of OCNLR Language Skills Qualifications at Entry 3, Level 1 and Level 2 offer a coherent strategy for learner progression.

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

The [OCNLR Level 1 Awards and Certificates in Language Skills](#) are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

Qualification	Qualification number	Credit value	Operational start date	Review date	TQT	GLH
Awards						
OCNLR Level 1 Award in Arabic Language Skills	600/9813/2	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in French Language Skills	600/9814/4	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in German Language Skills	600/9815/6	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in Greek Language Skills	600/9816/8	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in Italian Language Skills	600/9817/X	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in Japanese Language Skills	600/9818/1	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in Mandarin Chinese Language Skills	600/9820/X	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in Polish Language Skills	600/9819/3	6	1 July 2013	31 August 2021	60	54
OCNLR Level 1 Award in Spanish Language Skills	600/9823/5	6	1 July 2013	31 August 2021	60	54

Assessment requirements for all the above qualifications: internally assessed, internally and externally moderated.

Qualification	Qualification number	Credit value	Operational start date	Review date	TQT	GLH
Certificates						
OCNLR Level 1 Certificate in French Language Skills	600/9831/4	13	1 July 2013	31 August 2021	130	117
OCNLR Level 1 Certificate in German Language Skills	600/9833/8	13	1 July 2013	31 August 2021	130	117
OCNLR Level 1 Certificate in Italian Language Skills	600/9836/3	13	1 July 2013	31 August 2021	130	117
OCNLR Level 1 Certificate in Mandarin Chinese Language Skills	600/9835/1	13	1 July 2013	31 August 2021	130	117
OCNLR Level 1 Certificate in Polish Language Skills	600/9837/5	13	1 July 2013	31 August 2021	130	117
OCNLR Level 1 Certificate in Portuguese Language Skills	600/9842/9	13	1 July 2013	31 August 2021	130	117
OCNLR Level 1 Certificate in Spanish Language Skills	600/9847/8	13	1 July 2013	31 August 2021	130	117

Assessment requirements for all the above qualifications: internally assessed, internally and externally moderated.

Purpose of the qualification

The qualifications enable learners obtain Level 1 language skills in a target language. The content of the four communicative skills are offered separately aims to encourage the specific development of each skill in more detail. The opportunity to achieve separate skills units reflects the usefulness of the different skills in different environments. For example, in different work situations, within care environments and for business people interacting verbally at conferences and exhibitions or using writing skills for the completion of application forms.

Who the qualification is for

The [Level 1 Awards and Certificates in Language Skills](#) are intended for use by a wide variety of learners and are particularly suitable for:

- Adults in part-time provision
- Adults in the workplace
- Adults in full-time provision
- Learners in schools and colleges who wish to study a language alongside academic or vocational qualification.

Entry guidance

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

There are no specific entry requirements for this qualification, but it would be expected that learners would be able to demonstrate that they have language skills equivalent to the Entry 3 Level standard.

Progression and related qualifications

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

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

Structure of the Qualification

Rules of combination for achievement

OCNLR Level 1 Award in Language Skills

The qualifications comprise 4 optional units in the communication skills of speaking, listening, reading and writing.

- Learners must achieve 6 credits from two optional units in their chosen language.

OCNLR Level 1 Certificate in Language Skills

The qualifications comprise 5 mandatory units: 4 units in the communication skills of speaking, listening, reading and writing, plus one a unit in understanding cultural communication.

- Learners must achieve 13 credits from the 5 mandatory units in their chosen language.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Arabic					
R/505/1635	FN7/1/LQ/013	Arabic – Reading	L1	3	27
Y/505/2379	FN7/1/LQ/019	Arabic – Writing	L1	3	27
D/505/1444	FN7/1/LQ/003	Arabic – Speaking	L1	3	27
T/505/1630	FN7/1/LQ/008	Arabic – Listening	L1	3	27
J/505/2393	FB1/1/LQ/010	Understanding Intercultural Communication in Arabic	L1	1	9
French					
H/505/1638	FN3/1/LQ/017	French – Reading	L1	3	27
D/505/2366	FN3/1/LQ/025	French – Writing	L1	3	27
T/505/1434	FN3/1/LQ/001	French – Speaking	L1	3	27
H/505/1607	FN3/1/LQ/009	French – Listening	L1	3	27
D/505/2383	FB1/1/LQ/001	Understanding Intercultural Communication in French	L1	1	9
German					
D/505/1640	FN3/1/LQ/019	German – Reading	L1	3	27
K/505/2368	FN3/1/LQ/027	German – Writing	L1	3	27
F/505/1436	FN3/1/LQ/003	German – Speaking	L1	3	27
R/505/1621	FN3/1/LQ/011	German – Listening	L1	3	27
M/505/2386	FB1/1/LQ/003	Understanding Intercultural Communication in German	L1	1	9

Greek					
T/505/1644	FN3/1/LQ/023	Greek – Reading	L1	3	27
T/505/2373	FN3/1/LQ/031	Greek – Writing	L1	3	27
J/505/1440	FN3/1/LQ/007	Greek – Speaking	L1	3	27
M/505/1626	FN3/1/LQ/015	Greek – Listening	L1	3	27
T/505/2390	FB1/1/LQ/007	Understanding Intercultural Communication in Greek	L1	1	9
Italian					
H/505/1641	FN3/1/LQ/020	Italian – Reading	L1	3	27
H/505/2370	FN3/1/LQ/028	Italian – Writing	L1	3	27
J/505/1437	FN3/1/LQ/004	Italian – Speaking	L1	3	27
Y/505/1622	FN3/1/LQ/012	Italian – Listening	L1	3	27
T/505/2387	FB1/1/LQ/004	Understanding Intercultural Communication in Italian	L1	1	9
Japanese					
D/505/1637	FN7/1/LQ/015	Japanese – Reading	L1	3	27
F/505/2375	FN7/1/LQ/016	Japanese – Writing	L1	3	27
L/505/1441	FN7/1/LQ/001	Japanese – Speaking	L1	3	27
A/505/1628	FN7/1/LQ/006	Japanese – Listening	L1	3	27
A/505/2391	FB1/1/LQ/008	Understanding Intercultural Communication in Japanese	L1	1	9
Mandarin Chinese					
Y/505/1636	FN7/1/LQ/014	Mandarin Chinese – Reading	L1	3	27
L/505/2377	FN7/1/LQ/017	Mandarin Chinese – Writing	L1	3	27
Y/505/1443	FN7/1/LQ/002	Mandarin Chinese – Speaking	L1	3	27
F/505/1629	FN7/1/LQ/007	Mandarin Chinese – Listening	L1	3	27
F/505/2392	FB1/1/LQ/009	Understanding Intercultural Communication in Mandarin Chinese	L1	1	9
Polish					
A/505/1645	FN3/1/LQ/024	Polish – Reading	L1	3	27
A/505/2374	FN3/1/LQ/032	Polish – Writing	L1	3	27
L/505/1441	FN3/1/LQ/008	Polish – Speaking	L1	3	27
T/505/1627	FN3/1/LQ/016	Polish – Listening	L1	3	27
R/505/2395	FB1/1/LQ/012	Understanding Intercultural Communication in Polish	L1	1	9

Portuguese					
K/505/1642	FN3/1/LQ/021	Portuguese – Reading	L1	3	27
K/505/2371	FN3/1/LQ/029	Portuguese – Writing	L1	3	27
L/505/1438	FN3/1/LQ/005	Portuguese – Speaking	L1	3	27
D/505/1623	FN3/1/LQ/013	Portuguese – Listening	L1	3	27
A/505/2388	FB1/1/LQ/005	Understanding Intercultural Communication in Portuguese	L1	1	9
Spanish					
K/505/1639	FN3/1/LQ/018	Spanish – Reading	L1	3	27
H/505/2367	FN3/1/LQ/026	Spanish – Writing	L1	3	27
A/505/1435	FN3/1/LQ/002	Spanish – Speaking	L1	3	27
L/505/1617	FN3/1/LQ/010	Spanish – Listening	L1	3	27
H/505/2384	FB1/1/LQ/002	Understanding Intercultural Communication in Spanish	L1	1	9

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.

[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