

OCN LONDON

QUALIFICATION GUIDE

Level 1 Award and Certificate in Skills for Professions in Public Services



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OCNLR Level 1 Award in Skills for Professions in Public Services
Qualification No: 603/2626/8

OCNLR Level 1 Certificate in Skills for Professions in Public Services
Qualification No: 601/8463/2

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 Award and Certificate in Skills for Professions in Public Services](#). 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 Award and Certificate in Skills for Professions in Public Services** have been developed to provide a flexible approach to study using a range of vocational units in public services combined with optional units in learning skills and 'green' units. The qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications have been designed to provide the study skills and introductory vocational knowledge to learners who wish to progress within the public services, but who may not yet be at a Level 2 standard. This may be because they have previously not achieved at Level 2, or because they have been out of education for some time. There are also a number of optional 'green' units, designed to enhance awareness of 'green' issues.

The **OCNLR Level 1 Award in Skills for Professions in Public Services** is a qualification for learners wishing to explore vocational study alongside learning skills. The size of the qualification makes it ideal for learners who are not yet ready to commit to a larger qualification.

The **OCNLR Level 1 Certificate in Skills for Professions in Public Services** has been designed to fit with the requirements of the Department for Education's 16-19 study programme initiative as the substantial core qualification element for learners who are not yet at a Level 2 standard. This means that the size of the qualification 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 see the DfE publication by clicking [here](#).

The **OCNLR Level 1 Award and Certificate in Skills for Professions in Public Services** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The **OCNLR Level 1 Award and Certificate in Skills for Professions in Public Services** can be achieved at Level 1 only.

Level 1 Award

- Qualification Number: 603/2626/8
- Qualification credit value: 9
- Operational start date: 1st December 2017
- Review date: 31st March 2024
- Guided Learning Hours (GLH): 57 hours
- Total Qualification Time (TQT): 90 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Certificate

- Qualification Number: 601/8463/2
- Qualification credit value: 32
- Operational start date: 1st March 2016
- Review date: 31st January 2024
- Total Qualification Time (TQT): 320 hours
- Guided Learning Hours (GLH): 282 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Purpose of the qualifications

The [OCNLR Level 1 Award and Certificate in Skills for Professions in Public Services](#) have been designed to provide learners with the underpinning skills and knowledge required to progress to further study in public services and ultimately to work in this or other related sectors.

Who the qualifications are for

The qualifications are for learners of all ages who wish to progress in public services. They offer an opportunity to develop essential study skills along with vocational units to create a firm foundation for successful progression to Level 2 qualifications. The Award is ideal for learners who are not yet ready to commit to a larger qualification.

Learners may be:

- 14–19 years old in full-time study;
- adults who wish to progress to higher level qualifications in public services;
- currently employed in a role in a public services setting and wish to progress;
- currently not in employment and looking to improve their future career prospects.

Entry guidance

There are no specific entry requirements for these qualifications, however, Centres must assess the suitability of units for younger learners before delivery.

Additional information

Indicative content, tutor guidance, schemes of work and assessment tasks have been developed for a number of units within these qualifications. These are available on request. For further information please contact your Curriculum and Relationship Development Manager.

Progression and related qualifications

On completion of the [OCNLR Level 1 Award and Certificate in Skills for Professions in Public Services](#) learners will have the required skills and knowledge to progress to qualifications at a higher level in a related subject. These qualifications represent the first step in a progression route through to vocational learning or higher education. Alternatively, learners may progress to employment in entry level roles within the public services.

Structure of the Qualifications

Rules of combination for achievement

The **OCNLR Level 1 Award in Skills for Professions in Public Services** 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 3 'Green' units;
- 6 credits from the vocational units in Group 1.

The **OCNLR Level 1 Certificate in Skills for Professions in Public Services** comprises mandatory and a number of optional units. Learners must achieve 32 credits in total:

- 5 credits must be taken from the mandatory units;
- 12 credits from vocational units in Group 1;
- 6 credits from learning units in Group 2;
- the remaining 9 credits may be taken from Groups 1, 2 or 3.

Qualification units

| Ofqual Unit Reference Number | OCNLR Unit Code | Unit Title | Level | Credit Value | GLH |
|------------------------------|-----------------|---|-------|--------------|-----|
| Mandatory | | | | | |
| 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 | | | | | |
| D/508/1222 | QH5/1/LQ/001 | Assisting the Public | 1 | 3 | 24 |
| Y/508/1221 | QH5/1/LQ/002 | Career Planning for the Public Services | 1 | 3 | 27 |
| M/616/6950 | QH1/1/LQ/001 | Carrying out Security Searches | 1 | 4 | 40 |
| M/508/1225 | QH5/1/LQ/003 | Citizenship, the Individual and Society | 1 | 6 | 48 |
| A/508/1230 | QH5/1/LQ/004 | Community and Cultural Awareness | 1 | 6 | 48 |
| K/615/6773 | EC1/1/LQ/002 | Introduction to Criminal Law | 1 | 3 | 30 |
| T/615/6775 | EC1/1/LQ/004 | Introduction to the English Legal System | 1 | 4 | 40 |
| L/508/1233 | QH5/1/LQ/005 | Introduction to Security Work in the Public Services | 1 | 4 | 35 |
| F/508/1570 | QH5/1/LQ/006 | Personal Skills for the Public Services | 1 | 4 | 40 |
| H/508/1271 | MA1/1/LQ/015 | Planning own Fitness Programme | 1 | 4 | 30 |
| J/508/1246 | QH5/1/LQ/007 | Practical Teamwork in the Public Services | 1 | 4 | 38 |
| L/508/1250 | QH5/1/LQ/008 | Public Service Incidents | 1 | 3 | 24 |
| R/508/1251 | QH5/1/LQ/012 | Public Service Project | 1 | 3 | 30 |
| M/508/1287 | MA1/1/LQ/019 | Taking Part in Sport | 1 | 3 | 27 |
| Y/508/1252 | QH5/1/LQ/009 | Understanding Crime and its Effects | 1 | 3 | 18 |
| A/508/1258 | QH5/1/LQ/010 | Volunteering in the Public Services | 1 | 6 | 30 |
| F/508/1259 | QH5/1/LQ/011 | Working in Public Services | 1 | 3 | 27 |
| Optional Group 2 | | | | | |
| 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 |
| 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/508/0689 | HB1/1/LQ/064 | Critical Thinking | 1 | 3 | 24 |
| K/503/0967 | HB1/1/LQ/031 | Developing Confidence and Self-Esteem | 1 | 1 | 9 |
| 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 |
| M/508/0690 | HC7/1/LQ/005 | Essay Writing | 1 | 3 | 21 |
| A/505/9129 | HC4/1/LQ/036 | Following Instructions | 1 | 1 | 9 |
| H/616/8257 | CN0/1/LQ/013 | Improving Personal Productivity | 1 | 3 | 27 |
| A/615/6776 | CN0/1/LQ/003 | Internet Safety for IT users | 1 | 3 | 20 |
| K/616/8258 | CN0/1/LQ/014 | Introduction to Programming | 1 | 3 | 27 |
| 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 |
| T/508/0710 | CP3/1/LQ/002 | Spreadsheets | 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 |
| F/508/0712 | CP0/1/LQ/003 | Word Processing | 1 | 3 | 24 |
| 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 click the Ofqual Unit Reference Number

Barred combinations

The following units cannot be taken together

| Unit Title | Ofqual Unit Reference Number | | Unit Title | Ofqual Unit Reference Number |
|---|------------------------------|-----------------------|-----------------|------------------------------|
| Digital Content Creation – Text and Image | R/616/8254 | May not be taken with | Word Processing | F/508/0712 |

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 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 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 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 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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