

# OCN LONDON

## QUALIFICATION GUIDE

A suite of Level 1 qualifications relating to Health and Wellbeing



# OCN London Qualification Guide

OCNLR Level 1 Certificate in Health and Wellbeing  
Qualification No: 603/3134/3

OCNLR Level 1 Award in Awareness of Drugs and Substance Misuse  
Qualification No: 603/3123/9

OCNLR Level 1 Award in Awareness of Health and Wellbeing Qualification No:  
603/3116/1

OCNLR Level 1 Award in Awareness of Mental Health and Wellbeing  
Qualification No: 603/2570/7

OCNLR Level 1 Award in Body Image and the Media  
Qualification No: 603/3117/3

OCNLR Level 1 Award in Dementia Awareness  
Qualification No: 603/3118/5

OCNLR Level 1 Award in Developing Assertive Behaviour  
Qualification No: 603/3120/3

OCNLR Level 1 Award in Developing Emotional Resilience  
Qualification No: 603/3121/5

OCNLR Level 1 Award in Developing Healthy Relationships and Respect  
Qualification No: 603/3119/7

OCNLR Level 1 Award in Developing Personal Confidence and Self Awareness  
Qualification No: 603/3122/7

OCNLR Level 1 Award in Personal Safety Awareness  
Qualification No: 603/3124/0

OCNLR Level 1 Award in Planning a Healthy Diet  
Qualification No: 603/3125/2

OCNLR Level 1 Award in Social Media and Mental Wellbeing  
Qualification No: 603/3126/4

OCNLR Level 1 Award in Stress and Stress Management Techniques  
Qualification No: 603/3127/6

OCNLR Level 1 Award in Understanding Personal and Interpersonal Conflict  
Qualification No: 603/3130/6

OCNLR Level 1 Award in Understanding the Effects of Sleep on Health  
Qualification No: 603/3128/8

OCNLR Level 1 Award in Understanding the Importance of a Balanced Diet and  
Regular Exercise  
Qualification No: 603/3131/8

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 locate a section in this electronic guide, click on the heading in the table of contents, on page 5. 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.

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## General Information

This Qualification Guide contains details of everything you need to know about the OCNLR Level 1 suite of qualifications relating to health and wellbeing. 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 suite of qualifications relating to health and wellbeing aims to develop an understanding of lifestyle choices and other factors that relate to, and impact on, health and wellbeing. It provides learners with a greater awareness of the many facets of health and wellbeing whether in a personal, professional or voluntary capacity and may be applied in a variety of contexts such as work, education, leisure, and in the community.

The [OCNLR Level 1 Certificate in Health and Wellbeing](#) comprises a suite of units that are also available as individual Awards to give learners maximum flexibility appropriate to their circumstances, interests and preferences. The topics covered in the Certificate range from awareness of health and wellbeing, to ones that have a bearing on these, such as diet and exercise, sleep, stress management, personal safety, mental health, body image and social media, to name but a few.

These qualifications are intended to enhance the personal growth and employability of learners. They can be delivered to a broad range of learners, including those on full study programmes as part of an enrichment programme.

The Certificate and Awards are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

### Qualification details

The [OCNLR Level 1 Certificate in Health and Wellbeing](#) is available at Level 1 and its component units are available as 16 individual Awards. See the [Qualification details table](#) on page 12.

### Who the qualifications are for

The suite of qualifications relating to health and wellbeing is suitable for anyone who would like a better understanding of health in relation to their own and/or others' health and wellbeing whether in a personal, professional or voluntary capacity.

### Purpose of the qualifications

The purpose of the [Level 1 Certificate in Health and Wellbeing](#) is to develop an understanding of lifestyle choices and other factors that relate to, and impact on, health and wellbeing and to prepare learners for further learning or training in these areas. Below are the 16 single-unit Awards 'nested' in the Level 1 Certificate.

- **Level 1 Award in Awareness of Drugs and Substance Misuse**

The [OCNLR Level 1 Award in Awareness of Drugs and Substance Misuse](#) aims to provide learners with an understanding of the use and misuse of legal and illegal drugs and substances, and the risks involved.



- **Level 1 Award in Awareness of Health and Wellbeing**  
The [OCNLR Level 1 Award in Awareness of Health and Wellbeing](#) aims to provide learners with an understanding of what is meant by 'health and wellbeing' and the lifestyle choices and factors that can affect it.
- **Level 1 Award in Awareness of Mental Health and Wellbeing**  
The [OCNLR Level 1 Award in Awareness of Mental Health and Wellbeing](#) aims to raise awareness of mental health issues and how to foster good mental health and wellbeing.
- **Level 1 Award in Body Image and the Media**  
The [OCNLR Level 1 Award in Body Image and the Media](#) aims to help learners understand how images of people are portrayed through the media, how the media can influence their own body image, and the cultural differences of how people are portrayed.
- **Level 1 Award in Dementia Awareness**  
The [OCNLR Level 1 Award in Dementia Awareness](#) aims to provide learners with knowledge about common types of dementia, the signs and symptoms of dementia, and good practice in caring for an individual with dementia.
- **Level 1 Award in Developing Assertive Behaviour**  
The [OCNLR Level 1 Award in Developing Assertive Behaviour](#) aims to help learners understand what assertive behaviour is, distinguish between assertive, passive and aggressive behaviour, understand how to be assertive and the need for self-control, and the benefits of assertiveness in achieving results.
- **Level 1 Award in Developing Emotional Resilience**  
The [OCNLR Level 1 Award in Developing Emotional Resilience](#) aims to help learners understand what is meant by 'emotional resilience', recognise their own personal responses to new social, environmental and emotional situations, and learn ways of developing emotional resilience.
- **Level 1 Award in Developing Healthy Relationships and Respect**  
The [OCNLR Level 1 Award in Developing Healthy Relationships and Respect](#) aims to help learners understand what is meant by 'healthy relationships', the factors that affect relationships, the key features of effective communication, and the values and attitudes which help develop healthy relationships and respect for others.
- **Level 1 Award in Developing Personal Confidence and Self Awareness**  
The [OCNLR Level 1 Award in Developing Personal Confidence and Self Awareness](#) aims to help learners understand the reasons for feeling confident or unsure of themselves, how to participate more effectively in social situations and manage stress, and how to set goals that increase their self-confidence.

- **Level 1 Award in Personal Safety Awareness**

The [OCNLR Level 1 Award in Personal Safety Awareness](#) aims to help learners recognise potential risks to their personal safety and possessions, know how to minimise these risks, know how to stay safe in conflict situations, and how to report incidents relating to personal safety.

- **Level 1 Award in Planning a Healthy Diet**

The [OCNLR Level 1 Award in Planning a Healthy Diet](#) aims to provide learners with knowledge about the principles and benefits of a healthy diet and the importance of understanding an individual's needs when planning their diet.

- **Level 1 Award in Social Media and Mental Wellbeing**

The [OCNLR Level 1 Award in Social Media and Mental Wellbeing](#) aims to provide learners with an understanding of the benefits and risks associated with forms of social media, knowledge of how to access support when mental health is affected by social media, and how to foster healthy social media practices that can improve mental health and wellbeing.

- **Level 1 Award in Stress and Stress Management Techniques**

The [OCNLR Level 1 Award in Stress and Stress Management Techniques](#) aims to help learners recognise the symptoms of stress, know about the possible causes of stress, the benefits of relaxation and how to practise relaxation techniques, and other coping strategies.

- **Level 1 Award in Understanding Personal and Interpersonal Conflict**

The [OCNLR Level 1 Award in Understanding Personal and Interpersonal Conflict](#) aims to help learners know about commonly occurring conflicts, the causes of conflict, negative and positive outcomes of conflict, understand the emotions and physical responses to conflict and be able to recognise behaviours that affect conflict.

- **Level 1 Award in Understanding the Effects of Sleep on Health**

The [OCNLR Level 1 Award in Understanding the Effects of Sleep on Health](#) aims to help learners understand the functions of sleep, the relationship between sleep and health and wellbeing, and the impact on sleep deprivation and how to address it.

- **Level 1 Award in Understanding the Importance of a Balanced Diet and Regular Exercise**

The [OCNLR Level 1 Award in Understanding the Importance of a Balanced Diet and Regular Exercise](#) aims to help learners understand the importance of a balanced diet and regular exercise to a healthy lifestyle.

## **Entry guidance**

There is no minimum age to access the qualifications. There are no entry requirements.

## **Progression and related qualifications**

On completion of individual Awards, learners may wish to study further Awards in the suite and/or progress to the Certificate, or related subjects at Level 2. Learners may wish to consider careers in health and related professions.

## Qualification details table

Qualification	Ofqual number	Operational start date	Review date	Credit value	GLH	TQT
<b>Level 1</b>						
OCNLR Level 1 Certificate in Health and Wellbeing	603/3134/3	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	13	104	130
OCNLR Level 1 Award in Awareness of Drugs and Substance Misuse	603/3123/9	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	1	9	10
OCNLR Level 1 Award in Awareness of Health and Wellbeing	603/3116/1	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	1	8	10
OCNLR Level 1 Award in Awareness of Mental Health and Wellbeing	603/2570/7	1 <sup>st</sup> November 2017	31 <sup>st</sup> October 2022	1	8	10
OCNLR Level 1 Award in Body Image and the Media	603/3117/3	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	1	8	10
OCNLR Level 1 Award in Dementia Awareness	603/3118/5	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	3	30	30
OCNLR Level 1 Award in Developing Assertive Behaviour	603/3120/3	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	2	16	20
OCNLR Level 1 Award in Developing Emotional Resilience	603/3121/5	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	1	8	10
OCNLR Level 1 Award in Developing Healthy Relationships and Respect	603/3119/7	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	2	16	20
OCNLR Level 1 Award in Developing Personal Confidence and Self Awareness	603/3122/7	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	3	27	30
OCNLR Level 1 Award in Personal Safety Awareness	603/3124/0	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	2	16	20
OCNLR Level 1 Award in Planning a Healthy Diet	603/3125/2	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	3	30	30
OCNLR Level 1 Award in Social Media and Mental Wellbeing	603/3126/4	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	2	16	20
OCNLR Level 1 Award in Stress and Stress Management Techniques	603/3127/6	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	3	27	30
OCNLR Level 1 Award in Understanding Personal and Interpersonal Conflict	603/3130/6	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	3	27	30
OCNLR Level 1 Award in Understanding the Effects of Sleep on Health	603/3128/8	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	1	8	10
OCNLR Level 1 Award in Understanding the Importance of a Balanced Diet and Regular Exercise	603/3131/8	1 <sup>st</sup> April 2018	31 <sup>st</sup> October 2022	1	9	10

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

## Structure of the Qualifications

### Rules of combination for achievement

#### Level 1 Certificate in Health and Wellbeing

To achieve the [OCNLR Level 1 Certificate in Health and Wellbeing](#) learners must complete 13 credits in total from the optional units.

#### Qualification units – Level 1 Certificate

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Optional units</b>					
<a href="#">M/616/9542</a>	PA1/1/LQ/026	Awareness of Health and Wellbeing	1	1	8
<a href="#">K/616/6509</a>	PA9/1/LQ/012	Awareness of Mental Health and Wellbeing	1	1	8
<a href="#">H/616/9568</a>	PA1/1/LQ/033	Body Image and the Media	1	1	8
<a href="#">J/508/1313</a>	PA1/1/LQ/011	Dementia Awareness	1	3	30
<a href="#">L/616/9564</a>	PA1/1/LQ/029	Developing Assertive Behaviour	1	2	16
<a href="#">R/616/9565</a>	PA1/1/LQ/030	Developing Emotional Resilience	1	1	8
<a href="#">T/616/9543</a>	PA1/1/LQ/027	Developing Healthy Relationships and Respect	1	2	16
<a href="#">D/504/8432</a>	HB1/1/LQ/001	Developing Personal Confidence and Self Awareness	1	3	27
<a href="#">T/503/0969</a>	PS2/1/LQ/001	Drugs and Substance Misuse	1	1	9
<a href="#">A/504/8826</a>	HB1/1/LQ/053	Personal and Interpersonal Conflict	1	3	27
<a href="#">Y/616/9566</a>	PA1/1/LQ/031	Personal Safety Awareness	1	2	16
<a href="#">A/508/1423</a>	PA1/1/LQ/022	Planning a Healthy Diet	1	3	30
<a href="#">D/616/9567</a>	PA1/1/LQ/032	Social Media and Mental Wellbeing	1	2	16
<a href="#">Y/504/8817</a>	HB3/1/LQ/002	Stress and Stress Management Techniques	1	3	27
<a href="#">J/616/9546</a>	PA1/1/LQ/028	Understanding the Effects of Sleep on Health	1	1	8
<a href="#">Y/506/0613</a>	HB1/1/LQ/057	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9

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

### Level 1 Award in Awareness of Drugs and Substance Misuse

To achieve the [OCNLR Level 1 Award in Awareness of Drugs and Substance Misuse](#) learners must complete 1 credit from the mandatory unit.

#### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory unit</b>					
<a href="#">T/503/0969</a>	PS2/1/LQ/001	Drugs and Substance Misuse	1	1	9

### Level 1 Award in Awareness of Health and Wellbeing

To achieve the [OCNLR Level 1 Award in Awareness of Health and Wellbeing](#) learners must complete 1 credit from the mandatory unit.

#### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory unit</b>					
<a href="#">M/616/9542</a>	PA1/1/LQ/026	Awareness of Health and Wellbeing	1	1	8

### Level 1 Award in Awareness of Mental Health and Wellbeing

To achieve the [OCNLR Level 1 Award in Awareness of Mental Health and Wellbeing](#) learners must complete 1 credit from the mandatory unit.

#### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">K/616/6509</a>	PA9/1/LQ/012	Awareness of Mental Health and Wellbeing	1	1	8

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

## Level 1 Award in Body Image and the Media

To achieve the [OCNLR Level 1 Award in Body Image and the Media](#) learners must complete 1 credit from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">H/616/9568</a>	PA1/1/LQ/033	Body Image and the Media	1	1	8

## Level 1 Award in Dementia Awareness

To achieve the [OCNLR Level 1 Award in Dementia Awareness](#) learners must complete 3 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">J/508/1313</a>	PA1/1/LQ/011	Dementia Awareness	1	3	30

## Level 1 Award in Developing Assertive Behaviour

To achieve the [OCNLR Level 1 Award in Developing Assertive Behaviour](#) learners must complete 2 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">L/616/9564</a>	PA1/1/LQ/029	Developing Assertive Behaviour	1	2	16

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

## Level 1 Award in Developing Emotional Resilience

To achieve the [OCNLR Level 1 Award in Developing Emotional Resilience](#) learners must complete 1 credit from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">R/616/9565</a>	PA1/1/LQ/030	Developing Emotional Resilience	1	1	8

## Level 1 Award in Developing Healthy Relationships and Respect

To achieve the [OCNLR Level 1 Award in Developing Healthy Relationships and Respect](#) learners must complete 2 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">T/616/9543</a>	PA1/1/LQ/027	Developing Healthy Relationships and Respect	1	2	16

## Level 1 Award in Developing Personal Confidence and Self Awareness

To achieve the [OCNLR Level 1 Award in Developing Personal Confidence and Self Awareness](#) learners must complete 3 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">D/504/8432</a>	HB1/1/LQ/001	Developing Personal Confidence and Self Awareness	1	3	27

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



## Level 1 Award in Personal Safety Awareness

To achieve the [OCNLR Level 1 Award in Personal Safety Awareness](#) learners must complete 2 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">Y/616/9566</a>	PA1/1/LQ/031	Personal Safety Awareness	1	2	16

## Level 1 Award in Planning a Healthy Diet

To achieve the [OCNLR Level 1 Award in Planning Healthy Diet](#) learners must complete 3 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">A/508/1423</a>	PA1/1/LQ/022	Planning a Healthy Diet	1	3	30

## Level 1 Award in Social Media and Mental Wellbeing

To achieve the [OCNLR Level 1 Award in Social Media and Mental Wellbeing](#) learners must complete 2 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">D/616/9567</a>	PA1/1/LQ/032	Social Media and Mental Wellbeing	1	2	16

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

## Level 1 Award in Stress and Stress Management Techniques

To achieve the [OCNLR Level 1 Award in Stress and Stress Management Techniques](#) learners must complete 3 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">Y/504/8817</a>	HB3/1/LQ/002	Stress and Stress Management Techniques	1	3	27

## Level 1 Award in Understanding the Effects of Sleep on Health

To achieve the [OCNLR Level 1 Award in Understanding the Effects of Sleep on Health](#) learners must complete 1 credit from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">J/616/9546</a>	PA1/1/LQ/028	Understanding the Effects of Sleep on Health	1	1	8

## Level 1 Award in Understanding Personal and Interpersonal Conflict

To achieve the [OCNLR Level 1 Award in Understanding Personal and Interpersonal Conflict](#) learners must complete 3 credits from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">A/504/8826</a>	HB1/1/LQ/053	Personal and Interpersonal Conflict	1	3	27

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

## Level 1 Award in Understanding the Importance of a Balanced Diet and Regular Exercise

To achieve the [OCNLR Level 1 Award in Understanding the Importance of a Balanced Diet and Regular Exercise](#) learners must complete 1 credit from the mandatory unit.

### Qualification unit

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">Y/506/0613</a>	HB1/1/LQ/057	Understanding the Importance of a Balanced Diet and Regular Exercise	1	1	9

*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 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 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 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 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 the 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 believe 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)

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