

# OCN LONDON

## QUALIFICATION GUIDE

Level 1 Award and Certificate in Personal Development and Employability



# OCN London Qualification Guide

OCNLR Level 1 Award in Personal Development and Employability  
Qualification No: 603/6332/0

OCNLR Level 1 Certificate in Personal Development and Employability  
Qualification No: 603/6333/2

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**

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

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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 Personal Development and Employability**. 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 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 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 Personal Development and Employability** qualifications are primarily aimed at helping learners to gain generic employability-based skills and knowledge. However, the climate crisis is likely to mean that future employees will either themselves be working in ‘green’, or ‘climate crisis’ related jobs, or otherwise be expected to have an awareness of ‘green issues’ and understand why this is important, in the world of work, as much as elsewhere.<sup>1</sup>

Therefore, included within these qualifications, are optional units that will help prepare learners to become effective workers in their chosen field, where awareness of ‘green’ or environmental issues is likely to be an increasingly significant essential or desirable characteristic supporting their recruitment.

The **OCNLR Level 1 Award and Certificate in Personal Development and Employability** 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 Personal Development and Employability** are available at Level 1 only.

#### Level 1 Award

- Qualification Number: 603/6332/0
- Qualification credit value: 9
- Operational start date: 1<sup>st</sup> September 2020
- Review date: 31<sup>st</sup> August 2025
- Guided Learning Hours (GLH): 78
- Total Qualification Time (TQT): 90 hours
- Assessment requirements: internally assessed, internally and externally moderated.

#### Level 1 Certificate

- Qualification Number: 603/6333/2
- Qualification credit value: 20
- Operational start date: 1<sup>st</sup> September 2020
- Review date: 31<sup>st</sup> August 2025
- Guided Learning Hours (GLH): 174
- Total Qualification Time (TQT): 200 hours
- Assessment requirements: internally assessed, internally and externally moderated.

<sup>1</sup> The proportion of workers spending any time doing green tasks is estimated to have increased from around a quarter between 1997 and 2005, to more than a third between 2012 and 2019. *Office for National Statistics 2021 research*

### **Purpose of the qualification**

The purpose of the qualifications is to help learners gain employability-based skills and knowledge.

### **Who the qualifications are for**

The [OCNLR Level 1 Award and Certificate in Personal Development and Employability](#) are suitable for learners preparing for employment.

### **Entry guidance**

The minimum age for access to the qualifications is 16 years.

### **Progression and related qualifications**

These qualifications will provide learners with employment-based skills and knowledge. On completion of the qualifications, successful learners may find employment, either paid or voluntary, or consider further study.

## Structure of the Qualification

### Rules of combination for achievement

The **OCNLR Level 1 Award in Personal Development and Employability** comprises of three mandatory units (5 credits) and a range of optional units. Learners must achieve 9 credits in total:

- 5 credits from the Mandatory units;
- A minimum of 2 credits from the Optional Group 1 units;
- The remaining 2 credits may be taken from Optional Group 1 units and/or Optional Group 2 Green units.

The **OCNLR Level 1 Certificate in Personal Development and Employability** comprises three mandatory units (5 credits). Learners must achieve 20 credits in total.

- 5 credits from the Mandatory units;
- A minimum of 9 credits from the Optional Group 1 units;
- The remaining 6 credits may be taken from Optional Group 1 units and/or Optional Group 2 Green units.



**Qualification units – Level 1 Award**

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory Units</b>					
<a href="#">K/618/3522</a>	HB1/1/LQ/069	Communicate Effectively with Colleagues	1	2	18
<a href="#">R/618/3496</a>	HB1/1/LQ/067	Develop and Maintain Timekeeping Skills	1	1	9
<a href="#">A/618/3511</a>	HB1/1/LQ/068	Maintain a Suitable Appearance at Work	1	2	18
<b>Optional Group 1 Units</b>					
<a href="#">J/618/3530</a>	HB1/1/LQ/071	Follow and Respond to Instructions	1	2	18
<a href="#">L/618/3559</a>	HB1/2/LQ/062	Health and Safety at Work	2	3	24
<a href="#">J/618/3558</a>	HB1/2/LQ/061	Identify and Resolve Problems	2	3	24
<a href="#">A/618/3542</a>	HB1/1/LQ/072	Maintain a Positive Attitude	1	2	18
<a href="#">A/618/3556</a>	HB1/1/LQ/074	Organised Working Practices	1	2	18
<a href="#">R/618/3529</a>	HB1/1/LQ/070	React Positively to Change	1	1	9
<a href="#">Y/618/3547</a>	HB1/1/LQ/073	Working in a Team	1	2	18
<b>Optional Group 2 Green Units</b>					
<a href="#">R/618/3370</a>	QA2/1/LQ/003	Environmental Issues	1	3	27
<a href="#">T/618/3376</a>	QA1/1/LQ/002	Exploring Careers in the Green Industries	1	1	9
<a href="#">F/618/3378</a>	QA1/1/LQ/004	Global Warming and Climate Change	1	2	18
<a href="#">R/618/3367</a>	QA2/1/LQ/001	Introduction to Sustainability	1	1	9
<a href="#">J/505/2040</a>	QA1/1/LQ/001	Project in Sustainability	1	3	30
<a href="#">F/650/2032</a>	AA3/1/LQ/007	Supporting Sustainability in an Office Environment	1	2	18

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

**Qualification units – Level 1 Certificate**

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory Units</b>					
<a href="#">K/618/3522</a>	HB1/1/LQ/069	Communicate Effectively with Colleagues	1	2	18
<a href="#">R/618/3496</a>	HB1/1/LQ/067	Develop and Maintain Timekeeping Skills	1	1	9
<a href="#">A/618/3511</a>	HB1/1/LQ/068	Maintain a Suitable Appearance at Work	1	2	18
<b>Optional Group 1 Units</b>					
<a href="#">J/618/3530</a>	HB1/1/LQ/071	Follow and Respond to Instructions	1	2	18
<a href="#">L/618/3559</a>	HB1/2/LQ/062	Health and Safety at Work	2	3	24
<a href="#">J/618/3558</a>	HB1/2/LQ/061	Identify and Resolve Problems	2	3	24
<a href="#">A/618/3542</a>	HB1/1/LQ/072	Maintain a Positive Attitude	1	2	18
<a href="#">A/618/3556</a>	HB1/1/LQ/074	Organised Working Practices	1	2	18
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<a href="#">R/618/3370</a>	QA2/1/LQ/003	Environmental Issues	1	3	27
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*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 qualification 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 this qualification, please contact our Curriculum Development Team on **020 7689 5867**.

For further information call **020 7278 5511**. E: [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)

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



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