

# OCN LONDON

## QUALIFICATION GUIDE

### Level 2 Qualifications in Skills for Learning Support Practitioners



# OCN London Qualification Guide

OCNLR Level 2 Award in Skills for Learning Support Practitioners  
Qualification No: 601/6454/2

OCNLR Level 2 Extended Award in Skills for Learning Support  
Practitioners  
Qualification No: 601/6455/4

OCNLR Level 2 Certificate in Skills for Learning Support  
Practitioners  
Qualification No: 601/6456/6

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 responsive, innovative learning solutions and qualifications for disadvantaged groups to meet the needs of learners not met by other Awarding Organisations.

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

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

## General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 2 Qualifications in Skills for Learning Support Practitioners](#). It makes reference to the curriculum areas covered, identifies the learners for whom the qualification has been developed and specifies the rules of combination for achievement of the qualification. The guide also covers any important aspects of assessment and moderation that are particular to this qualification. The guide should be used by all of those involved in the delivery and assessment of the qualification.

The Curriculum and Relationship Development Manager (CRDM) for your Centre will provide support and advice on how to seek approval to offer this qualification. 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.

## Qualifications Overview

The **OCNLR Level 2 Qualifications in Skills for Learning Support Practitioners** have been developed in conjunction with specialist practitioners and through consultation with a range of learning providers working with learners with learning disabilities.

The content of the qualifications will enable learning support practitioners to understand and support a range of learning difficulties and/or disabilities such as:

- ADHD
- autism spectrum conditions
- learning disabilities
- mental ill health
- profound and multiple learning disabilities
- sight loss (partially sighted or blind)
- dyslexia
- deafness or hearing loss

The qualifications also enable learning support practitioners to understand their role in the classroom, and to develop their skills and knowledge in areas such as:

- positive behaviour management in the classroom
- safeguarding learners

The **OCNLR Level 2 Qualifications in Skills for Learning Support Practitioners** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

## Qualification details

### OCNLR Level 2 Award in Skills for Learning Support Practitioners

- Qualification Number: 601/6454/2
- Qualification credit value: 6
- Operational start date: 1st July 2015
- Review date: 30<sup>th</sup> June 2020
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 48
- Assessment requirements: Internally assessed, internally and externally moderated

### OCNLR Level 2 Extended Award in Skills for Learning Support Practitioners

- Qualification Number: 601/6455/4
- Qualification credit value: 10
- Operational start date: 1st July 2015
- Review date: 30<sup>th</sup> June 2020
- Guided Learning Hours (GLH): 80
- Total Qualification Time (TQT): 100
- Assessment requirements: Internally assessed, internally and externally moderated

**OCNLR Level 2 Certificate in Skills for Learning Support Practitioners**

- Qualification Number: 601/6456/6
- Qualification credit value: 14
- Operational start date: 1st July 2015
- Review date: 30<sup>th</sup> June 2020
- Guided Learning Hours (GLH): 112
- Total Qualification Time (TQT): 140
- Assessment requirements: Internally assessed, internally and externally moderated

**Purpose of the qualifications**

The **OCNLR Qualifications in Skills for Learning Support Practitioners** aim to improve services within the education sector for learners with special educational needs. The focus of the qualifications is to enable the development of strategies that learning support practitioners can use to make the service they offer more effective by understanding the needs of these learners and adapting services to address those needs.

**Who the qualifications are for**

The qualifications are particularly suitable for learning support practitioners who already work in the field or for people wishing to move into this area of work.

**Entry guidance**

The minimum age for access to the qualification is 19 years.

**Additional information**

Tutors delivering these qualifications must be able to demonstrate that they meet the following occupational competence requirements. They should:

- Be technically competent in understanding the special educational needs of learners and/or have experience of providing training within the subject area; this experience must be, as a minimum, at the level above the training being delivered.
- Be occupationally knowledgeable in the subject area for which they are delivering training; this knowledge must be, as a minimum, at the level above the training being delivered.
- Hold a recognised teaching qualification or, for new tutors, undertake and complete initial teacher training minimum Level 3 within 12 months of taking up the tutor role.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal moderator, but they cannot carry out any moderation on work that they have previously assessed.

Additional support for delivering the qualifications is available in the form of a Train the Trainer course that covers issues related to content, delivery and assessment. For details of this course please contact your CDM at OCN London.

**Progression and related qualifications**

Learners who gain these qualifications will be able work more effectively with people with special educational needs and develop appropriate strategies to support the needs of these groups within the mainstream education sector.



## Structure of the Qualification

### Rules of combination for achievement

The **OCNLR Level 2 Qualifications in Skills for Learning Support Practitioners** are available as an Award, Extended Award and Certificate. Each qualification comprises of one mandatory unit and 10 optional units.

To gain the **OCNLR Level 2 Award in Skills for Learning Support Practitioners**, learners must achieve 6 credits:

- 2 credits from the mandatory unit
- 4 further credits from the units in Optional Group

To gain the **OCNLR Level 2 Extended Award in Skills for Learning Support Practitioners**, learners must achieve 10 credits:

- 2 credits from the mandatory unit
- 8 further credits from the units in Optional Group

To gain the **OCNLR Level 2 Certificate in Skills for Learning Support Practitioners**, learners must achieve 14 credits:

- 2 credits from the mandatory unit
- 12 further credits from the units in Optional Group

### Qualification units

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Mandatory or Optional	Credit Value	Level	GLH
GD8/2/LQ/011	<a href="#">Y/507/3314</a>	The Role of the Learning Support Practitioner in the Classroom	Mandatory	2	2	16
GD8/2/LQ/001	<a href="#">R/507/3294</a>	Positive Behaviour Management in the Classroom	Optional	2	2	16
GD8/2/LQ/002	<a href="#">Y/507/3295</a>	Safeguarding Learners	Optional	2	2	16
GD8/2/LQ/004	<a href="#">Y/507/3300</a>	Supporting Learners who are Partially Sighted or Blind	Optional	2	2	16
GD8/2/LQ/003	<a href="#">H/507/3297</a>	Supporting Learners who are Deaf or deaf	Optional	2	2	16
GD8/2/LQ/005	<a href="#">F/507/3307</a>	Supporting Learners with Attention Deficit Hyperactivity Disorder	Optional	2	2	16
GD8/2/LQ/006	<a href="#">J/507/3308</a>	Supporting Learners with Autistic Spectrum Conditions	Optional	2	2	16

GD8/2/LQ/007	<a href="#">L/507/3309</a>	Supporting Learners with Dyslexia	Optional	2	2	16
GD8/2/LQ/008	<a href="#">F/507/3310</a>	Supporting Learners with Learning Disabilities	Optional	2	2	16
GD8/2/LQ/009	<a href="#">L/507/3312</a>	Supporting Learners with Mental Ill Health	Optional	2	2	16
GD8/2/LQ/010	<a href="#">R/507/3313</a>	Supporting Learners with Profound and Multiple Learning Disabilities	Optional	2	2	16

*For unit content please click the Ofqual unit reference number*

## Assessment and Moderation

### Assessment process

The assessment process for this qualification 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 this qualification.

### 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 this 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.

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, it:

- Establishes statements on the standard of evidence required to meet assessment criteria for units in OCN London qualifications;
- Identifies good practice in assessment;
- Makes recommendations on assessment practice.

It is a requirement of the Centre Approval process that each Centre offering the 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 Descriptor relevant to this qualification, please click on the link below.

[Level 2 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 from disadvantaged backgrounds.

### 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](mailto:enquiries@ocnlondon.org.uk)

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



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