

OCN LONDON

QUALIFICATION GUIDE

Level 3 Award and Level 4 Certificate in Education and Training



OCN London Qualification Guide

OCNLR Level 3 Award in Education and Training
Qualification No: 601/5774/4

OCNLR Level 4 Certificate in Education and Training
Qualification No: 601/5775/6

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 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.

Contents

	Page
(Click on the heading to navigate to that section)	
General Information	5
Qualification Overview	6
Qualification details	6
Purpose of the qualifications	7
Who the qualifications are for	7
Entry guidance	7
Additional information	8
Progression and related qualifications	8
Structure of the Qualifications	9
Rules of combination for achievement	9
Level 3 Award qualification units	10
Level 4 Certificate qualification units	11–13
Assessment and Moderation	14
Assessment process	14
Devising assessments	14
Marking assessment activities	14
Standardisation	15
Learning with particular requirements	15
Requirements for assessors	15
OCNLR Assessment Guidance and Ofqual Level Descriptors	16

General Information

This qualification guide contains details of everything you need to know about the [OCNLR Level 3 Award and Level 4 Certificate in Education and Training](#). 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 3 Award in Education and Training](#) is a replacement qualification for the Level 3 and 4 Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS) and provides a knowledge-based introduction to teaching and training.

The [OCNLR Level 4 Certificate in Education and Training](#) is a replacement qualification for the Level 4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS). It is a first-stage teaching qualification that has been designed for individuals working or intending to work as teachers or trainers in England.

The [OCNLR Qualifications in Education and Training](#) are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The [OCNLR Qualifications in Education and Training](#) can be achieved at Award size at Level 3, and Certificate size at Level 4.

Level 3 Award

- Qualification Number: 601/5774/4
- Qualification credit value: 12
- Operational start date: 1st April 2015
- Review date: 31st March 2024
- Guided Learning Hours (GLH): 48
- Total Qualification Time (TQT): 120
- Assessment requirements: internally assessed, internally and externally moderated

Level 4 Certificate

- Qualification Number: 601/5775/6
- Qualification credit value: 36
- Operational start date: 1st April 2015
- Review date: 31st March 2024
- Guided Learning Hours (GLH): 140
- Total Qualification Time (TQT): 360
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

[OCNLR Level 3 Award in Education and Training](#)

The Level 3 Award is intended as an introduction to teaching and training in a variety of contexts. It provides the knowledge required by teachers or trainers in the further education and training environment. The Level 3 Award has no teaching or training practice

requirement, but does have an assessment requirement of an observed microteaching session or an assessed practice in a work environment.

The Level 3 Award provides the knowledge and understanding of the roles and responsibilities of teachers or trainers related to equality and diversity, legislation and meeting the needs of learners. It covers the planning and delivery of sessions, motivating learners within a learning environment, assessment methods and record-keeping.

Learners who achieve the Level 3 Award can progress to the Level 4 Certificate through the study of a common mandatory unit.

OCNLR Level 4 Certificate in Education and Training

The Level 4 Certificate has a clear focus on practical teaching skills and has a minimum requirement of 30 hours' teaching practice.

The qualification provides the practical skills and knowledge required by teachers and trainers in the further education and skills sector.

Who the qualifications are for

Level 3 Award

The Level 3 Award is suitable for individuals who:

- are currently teaching or training in any learning environment;
- are not currently teaching, but want to work as teachers or trainers;
- wish to progress to the Level 4 Certificate in Education and Training.

Level 4 Certificate

The Level 4 Certificate is suitable for individuals who:

- are currently teaching or training in any learning environment and wish to have their experience and skills formally recognised in the form of a qualification;
- are not currently teaching, but want to work as teachers or trainers and can meet the 30 hours' observed and assessed practice requirements;
- have achieved the Level 3 Award in Education and Training;
- are currently working as assessors who wish to achieve a teaching qualification.

Entry guidance

The minimum age for access to the qualifications is 19 years. Learners should have appropriate levels of literacy, numeracy and ICT skills. There are no other formal requirements for entry to the qualifications, but learners must have suitable qualifications or experience in the subject they wish to teach.

Additional information

For the Level 4 Certificate, learners must undertake an initial assessment of their skills in English, Mathematics and ICT. Development needs should be recorded and, if required, an action plan should be put in place to address them.

Progression and related qualifications

The OCNLR Education and Training qualifications allow learners to progress into employment as teachers or trainers, or to higher level Education and Training qualifications, including specialist Level 5 teaching qualifications such as ESOL, Functional Skills or teaching learners with disabilities.

Structure of the Qualification

Rules of combination for achievement

In order to achieve the [Level 3 Award in Education and Training](#), learners must complete 12 credits at Level 3:

- 3 credits from the mandatory unit A;
- 6 credits from Optional Group B; and
- 3 credits from Optional Group C.

In order to achieve the [Level 4 Certificate in Education and Training](#), learners must complete 36 credits:

- 21 credits from Mandatory Group A; and
- 15 credits from Optional Group B;
- A minimum of 21 credits must be at Level 4 or above.

Qualification units

Level 3 Award in Education and Training

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Level	Credit Value	GLH
Mandatory – A					
GB1/3/LQ/007	H/505/0053	Understanding roles, responsibilities and relationships in education and training	3	3	12
Optional Group B					
GB2/3/LQ/005	J/502/9549	Facilitate learning and development for individuals	3	6	25
GB2/3/LQ/004	F/502/9548	Facilitate learning and development in groups	3	6	25
GB1/3/LQ/002	D/505/0052	Understanding and using inclusive teaching and learning approaches in education and training	3	6	24
Optional Group C					
GB1/3/LQ/005	R/505/0050	Understand assessment in education and training	3	3	12
GA9/3/LQ/001	D/601/5313	Understanding the principles and practices of assessment	3	3	24

For unit content please click the Ofqual Unit Reference Number

Level 4 Certificate in Education and Training

OCNLR Unit Code	Ofqual Unit Reference Number	Unit Title	Level	Credit Value	GLH
Mandatory Group A					
GB1/4/LQ/003	F/505/0125	Assessing learners in education and training	4	6	24
GB1/4/LQ/001	M/505/0122	Delivering education and training	4	6	24
GB1/4/LQ/004	A/505/1189	Planning to meet the needs of learners in education and training	4	3	15
GB1/3/LQ/007	H/505/0053	Understanding roles, responsibilities and relationships in education and training	3	3	12
GB1/4/LQ/002	L/505/0127	Using resources for education and training	4	3	15
Optional Group B					
GB1/5/LQ/001	M/503/5376	Action learning to support development of subject specific pedagogy	5	15	50
GB1/5/LQ/002	T/503/5380	Action research	5	15	50
GB1/3/LQ/013	J/503/4850	Analysing English language for literacy and language teaching	3	3	15
GA9/3/LQ/002	H/601/5314	Assess occupational competence in the work environment	3	6	30
GA9/3/LQ/003	F/601/5319	Assess vocational skills, knowledge and understanding	3	6	30
GB1/3/LQ/020	F/505/0187	Assessment and support for the recognition of prior learning through the accreditation of learning outcomes	3	6	30
GB1/4/LQ/013	M/505/1089	Delivering employability skills	4	6	20
GB1/4/LQ/005	A/502/9547	Develop and prepare resources for learning and development	4	6	25
GB1/4/LQ/006	M/502/9545	Develop learning and development programmes	4	6	30
GB1/5/LQ/003	H/505/1090	Developing, using and organising resources in a specialist area	5	15	50

GB1/4/LQ/014	Y/503/5310	Effective partnership working in the learning and teaching context	4	15	50
GB1/3/LQ/010	F/502/9551	Engage learners in the learning and development process	3	6	30
GB1/3/LQ/011	Y/502/9555	Engage with employers to develop and support learning provision	3	6	25
GB1/4/LQ/007	D/502/9556	Engage with employers to facilitate workforce development	4	6	30
GB1/4/LQ/015	Y/503/5789	Equality and diversity	4	6	25
GB1/4/LQ/016	K/505/1091	Evaluating learning programmes	4	3	15
GB1/3/LQ/012	K/502/9544	Identify individual learning and development needs	3	3	24
GB1/4/LQ/008	H/502/9543	Identify the learning needs of organisations	4	6	30
GB1/4/LQ/017	L/503/5384	Inclusive practice	4	15	50
GA9/4/LQ/002	A/601/5321	Internally assure the quality of assessment	4	6	45
GB2/4/LQ/004	A/502/9550	Manage learning and development in groups	4	6	30
GB1/5/LQ/004	M/505/3912	Managing behaviours in a learning environment	5	6	20
GB1/4/LQ/018	J/505/0188	Preparing for the coaching role	4	3	15
GB1/4/LQ/019	L/505/0189	Preparing for the mentoring role	4	3	15
GB1/4/LQ/020	T/505/1093	Preparing for the personal tutoring role	4	3	15
GB1/4/LQ/021	L/504/0231	Principles and practice of lipreading teaching	4	12	48
GB1/3/LQ/014	R/503/4852	Reading skills for literacy and language teaching	3	3	15
GB1/3/LQ/015	D/503/4854	Speaking and listening skills for literacy and language teaching	3	3	15
GB1/4/LQ/022	R/504/0229	Specialist delivery techniques and activities	4	9	30
GB1/4/LQ/023	J/505/1096	Teaching in a specialist area	4	15	50

GB1/4/LQ/024	Y/505/1099	Understanding and managing behaviours in a learning environment	4	6	20
GB1/4/LQ/011	F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	6	45
GA9/4/LQ/001	T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	6	45
GB1/3/LQ/019	T/503/4861	Using mathematics: academic subjects	3	6	30
GB1/3/LQ/017	A/503/4859	Using mathematics: personal and public life	3	6	30
GB1/3/LQ/018	L/503/4863	Using mathematics: professional and vocational contexts	3	6	30
GB1/4/LQ/025	D/505/1105	Working with the 14-19 age range in education and training	4	9	30
GB1/3/LQ/016	K/503/4856	Writing skills for literacy and language teaching	3	3	15

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 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 qualifications 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 links below.

[Level 3 Assessment Guidance and Ofqual's Level Descriptors](#)

[Level 4 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



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