

OCN LONDON

QUALIFICATION GUIDE

Level 2 and 3 Award in Leadership and Governance for Trustees



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OCNLR Level 2 Award in Leadership and Governance for Trustees
Qualification No: 601/6172/3

OCNLR Level 3 Award in Leadership and Governance for Trustees
Qualification No: 601/6173/5

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 2 and Level 3 Awards in Leadership and Governance for Trustees](#). 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 2 and Level 3 Awards in Leadership and Governance for Trustees](#) have been designed to provide a flexible range of learning opportunities for those people carrying out trustee and governance roles, serving on management committees, or performing similar roles within not-for-profit organisations.

The term ‘trustee’ is used as a generic term for people who in reality may have a range of different titles, but all will have an important role in overseeing or monitoring the running of charities, community or voluntary organisations. These organisations may range from small community-based organisations operating with limited resources and staffed largely by volunteers, through to larger organisations with formalised structures and salaried professional staff.

The qualifications are designed to meet the needs of trustees working in these varied roles and types of organisations. These may be people who have diverse interests and/or levels of commitment, including volunteers, people who have progressed from a small volunteering role to a more significant role in the organisation, or people who are paid employees.

For these reasons, the qualifications have been written in an ‘open’ and flexible way, so that they will be relevant to a variety of roles and are capable of being assessed in a wide range of different contexts.

The qualifications have been developed in accordance with the National Occupational Standards (NOS) for Trustees and Management Committee Members.

The [OCNLR Level 2 and Level 3 Awards in Leadership and Governance for Trustees](#) are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The [OCNLR Awards in Leadership and Governance for Trustees](#) can be achieved at Levels 2 and 3.

OCNLR Level 2 Award

- Qualification Number: 601/6172/3
- Qualification credit value: 6
- Operational start date: 1st June 2015
- Review date: 31st March 2024
- Guided Learning Hours (GLH): 48
- Total Qualification Time (TQT): 60 hours
- Assessment requirements: internally assessed, internally and externally moderated.

OCNLR Level 3 Award

- Qualification Number: 601/6173/5
- Qualification credit value: 6
- Operational start date: 1st June 2015
- Review date: 1st April 2024
- Guided Learning Hours (GLH): 42
- Total Qualification Time (TQT): 60 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Purpose of the qualifications

The **OCNLR Awards in Leadership and Governance for Trustees** have a primary purpose of updating and continuing professional development.

The sub-purpose is to develop knowledge and/or skills relevant to a particular specialisation within an occupation or set of occupations.

Who the qualifications are for

The qualifications are suitable for:

- individuals undertaking or intending to undertake trustee or governance roles within a variety of environments;
- individuals serving on management committees.

Entry guidance

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

Progression and related qualifications

Progression may be from the Level 2 Award to the Level 3 Award or to another related Level 3 qualification. Learners will gain the knowledge, skills and understanding to aid them in their role as a trustee.

Structure of the Qualification

Rules of combination for achievement

The **OCNLR Level 2 Award in Leadership and Governance for Trustees** comprises one mandatory unit and three optional units. Learners must achieve:

- 6 credits at Level 2;
- 3 credits must be taken from the mandatory;
- the remaining 3 credits must be taken from the choice of optional units.

The **OCNLR Level 3 Award in Leadership and Governance for Trustees** comprises one mandatory unit and four optional units. Learners must achieve:

- 6 credits at Level 3;
- 3 credits must be taken from the mandatory;
- the remaining 3 credits must be taken from the choice of optional units.

Qualification units

Level 2 Award

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
R/507/1741	AB8/2/LQ/004	Introduction to Leadership for Trustees	2	3	24
Optional Group					
R/507/1738	AB8/2/LQ/001	Evaluating Organisational Performance for Trustees	2	3	24
L/507/1740	AB8/2/LQ/002	Financial Management for Trustees	2	3	24
F/507/2108	AB8/2/LQ/003	Strategic Leadership for Trustees	2	3	24

For unit content please click the Ofqual Unit Reference Number

Level 3 Award

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
D/507/2102	AB8/3/LQ/001	Introduction to Leadership for Trustees	3	3	21
Optional Group					
Y/507/1739	AB8/3/LQ/002	Evaluating Organisational Performance for Trustees	3	3	21
T/507/2106	AB8/3/LQ/003	Organisational Structure and Role of Trustees	3	3	21
A/507/2107	AB8/3/LQ/004	Providing Financial Leadership for Trustees	3	3	21
J/507/2109	AB8/3/LQ/005	Strategic Leadership for Trustees	3	3	21

For unit content please click the Ofqual Unit Reference Number

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 Descriptor relevant to this qualification, please click on the links below.

[Level 2 Assessment Guidance and Ofqual's Level Descriptor](#)

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

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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