Qualification Guide

OCNLR Level 1 Award in Preparing to Work in Schools

©OCN London 2026

Back to contents

OCN London Qualification Guide

OCNLR Level 1 Award in Preparing to Work in Schools
Qualification No: 603/4398/9

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.

Back to contents

Contents

	Page
General Information	5
Qualification Overview	6
Qualification details	6
Purpose of the qualification	6
Who the qualification is for	7
Entry guidance	7
Progression and related qualifications	7
Structure of the qualification	8
Rules of Combination	8
Qualification units	8
Assessment and Moderation	9
Assessment process	9
Devising assessments	9
Marking assessment activities	9
Standardisation	10
Learning with particular requirements	10
Requirements for tutor/assessors	10
Assessment Guidance and Ofqual Level Descriptors	12

General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Award in Preparing to Work in Schools.** It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use this qualification, then please contact us on **enquiries@ocnlondon.org.uk** for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 1 Award in Preparing to Work in Schools** qualification has been developed to provide an introduction to key issues for people who are new to working in a school, or learning centre for young people, in a non-teaching capacity, or for people who hope to start doing so soon. The key issues are covered, with safeguarding being the subject of a mandatory unit, and with a choice of optional units including: 'how schools work as organisations', 'communicating with children and young people', 'conflict in the classroom', 'craft activities', 'supporting learners for whom English is not their first language', and 'awareness of mental health and wellbeing'.

Please note this qualification does not provide a 'licence to practice' and does not qualify people to teach or act as a learning assistant.

This qualification is available as an Award and its size makes it ideal for learners who are not able to commit to extensive training.

The **OCNLR Level 1 Award in Preparing to Work in Schools** qualification is regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

Qualification details

This Qualification is available at this level only.

Level 1 Award in Preparing to Work in Schools

- Qualification Number: 603/4398/9
- Qualification credit value: 6
- Operational start date: 01 May 2019
- Review date: 31 October 2029
- Total Qualification Time (TQT): 60 hours
- Guided Learning Hours (GLH): 46
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualification

The **OCNLR Level 1 Award in Preparing to Work in Schools** has been designed to provide learners with the skills and knowledge required to be prepared for work in schools or other learning centres in a non-teaching capacity.

Who the qualification is for

The **OCNLR Level 1 Award in Preparing to Work in Schools** qualification is suitable for learners who:

- have recently started, or wish to work in a school or learning centre for young people in a non-teaching capacity, either as a paid employee or as a volunteer,
- would like to improve their existing skills set and knowledge relevant to their role within a school or other learning centre for pupils or young people.

Entry guidance

There are no specific requirements for the qualification beyond a functional ability to communicate verbally and in writing in English. The qualification is suitable for learners of 16 years of age and above and who are otherwise legally eligible for employment, or for work in a voluntary capacity, within a school or learning centre for young people. (NB DBS checks may be required to ensure this is the case.)

Progression and related qualifications

Learners wishing to extend their learning at this level may wish to progress to higher level and / or more extensive training related to their role or perhaps training to become a fully qualified teacher.

Structure of the qualification

Rules of combination for achievement

The **OCNLR Level 1 Award in Preparing to Work in Schools qualification** comprises one mandatory unit and optional units. Learners must achieve at least 6 credits in total:

- 1 credit from the mandatory unit;
- 5 credits from the optional group of units.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Unit					
L/617/5557	GB3/1/LQ/001	Understanding Safeguarding of Children and Young People in a Learning Environment	1	1	8
Optional Group Units					
K/616/6509	PA9/1/LQ/012	Awareness of Mental Health and Wellbeing	1	1	8
R/617/5558	GB3/1/LQ/002	Communicating with Children and Young People in a Learning Environment	1	1	8
D/617/5854	GB3/1/LQ/005	Craft Activities in a Learning Environment	1	1	8
L/617/5767	GB3/1/LQ/004	Employment Opportunities in Children and Young People's Educational Settings	1	1	8
H/617/5855	GB3/1/LQ/006	Supporting Learners for Whom English is not their First Language	1	1	6
F/617/5586	GB3/1/LQ/003	Understanding Conflict in the Classroom	1	1	8
K/617/5856	GB3/1/LQ/007	Understanding How Schools Work as Organisations	1	1	8

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 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 this 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 tutor/assessors

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.

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.

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 1 Assessment Guidance and Ofqual's Level Descriptors

OCN London

OCN London
24 Angel Gate, 326 City Road, London EC1V 2PT
www.ocnlondon.org.uk
enquiries@ocnlondon.org.uk
020 7278 5511