Qualification Guide

OCNLR Level 1 Qualifications in Personal Development and Employability

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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

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Qualifications in Personal Development and Employability.** 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 these qualifications, then please contact us on **enquiries@ocnlondon.org.uk** for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 1 Qualifications 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.

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 Qualifications in Personal Development and Employability.** are 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

- Qualification Number: 603/6332/0
- Qualification credit value: 9
- Operational start date: 01 September 2020
- Review date: 31 October 2029
- Total Qualification Time (TQT): 90 hours
- Guided Learning Hours (GLH): 78
- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Certificate

- Qualification Number: 603/6333/2
- Qualification credit value: 20
- Operational start date: 01 September 2020
- Review date: 31 October 2029
- Total Qualification Time (TQT): 200 hours
- Guided Learning Hours (GLH): 174
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 1 Qualifications in Personal Development and Employability** is to help learners gain employability-based skills and knowledge.

Who the qualifications are for

The **OCNLR Level 1 Qualifications 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 qualifications

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

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Units					
K/618/3522	HB1/1/LQ/069	Communicate Effectively with Colleagues	1	2	18
R/618/3496	HB1/1/LQ/067	Develop and Maintain Timekeeping Skills	1	1	9
A/618/3511	HB1/1/LQ/068	Maintain a Suitable Appearance at Work	1	2	18
Optional Group 1 Units					
J/618/3530	HB1/1/LQ/071	Follow and Respond to Instructions	1	2	18
L/618/3559	HB1/2/LQ/062	Health and Safety at Work	2	3	24
J/618/3558	HB1/2/LQ/061	Identify and Resolve Problems	2	3	24
A/618/3542	HB1/1/LQ/072	Maintain a Positive Attitude	1	2	18
A/618/3556	HB1/1/LQ/074	Organised Working Practices	1	2	18
R/618/3529	HB1/1/LQ/070	React Positively to Change	1	1	9
Y/618/3547	HB1/1/LQ/073	Working in a Team	1	2	18
Optional Group 2 Green Units					

R/618/3370	QA2/1/LQ/003	Environmental Issues	1	3	27
T/618/3376	QA1/1/LQ/002	Exploring Careers in the Green Industries	1	1	9
F/618/3378	QA1/1/LQ/004	Global Warming and Climate Change	1	2	18
R/618/3367	QA2/1/LQ/001	Introduction to Sustainability	1	1	9
J/505/2040	QA1/1/LQ/001	Project in Sustainability	1	3	30
F/650/2032	AA3/1/LQ/007	Supporting Sustainability in an Office Environment	1	2	18

Assessment and Moderation

Assessment process

The assessment process for these qualifications are 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 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 these qualifications are 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 these 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 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 these qualifications, please click on the link below.

Level 1 Assessment Guidance and Ofqual's Level Descriptors

OCN London

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