

Qualification Guide

OCNLR Level 1 Qualifications in Skills for Vocational Studies

OCN London Qualification Guide

OCNLR Level 1 Award in Skills for Vocational Studies

Qualification No: 601/8937/X

OCNLR Level 1 Certificate in Skills for Vocational Studies

Qualification No: 601/8933/2

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

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
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	7
Progression and related qualifications	8
Structure of the qualifications	9
Rules of Combination	9
Qualification units	10
Assessment and Moderation	26
Assessment process	26
Devising assessments	26
Marking assessment activities	26
Standardisation	27
Learning with particular requirements	27
Requirements for tutor/assessors	27
Assessment Guidance and Ofqual Level Descriptors	29

General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Qualifications in Skills for Vocational Studies**. 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 Skills for Vocational Studies** have been developed to provide a flexible approach to study, combining units from across several vocational areas alongside learning skills and 'green' units.

The **OCNLR Level 1 Award in Skills for Vocational Studies** can act as a 'taster' qualification. It contains the same range of units as the **Certificate** and is a 'bite-sized' qualification for those learners who may have not decided on a specific vocational area or are not yet ready to commit to a larger qualification.

Both qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The **OCNLR Level 1 Certificate in Skills for Vocational Studies** qualification has been designed to fit with the requirements of the Department for Education's (DfE) 16 – 19 Study Programme initiative as the substantial core qualification element for learners who are not yet at a Level 2 standard. This means that the size of the qualification allows for the other required elements of mathematics, English, work experience and enrichment activities to be taken simultaneously. For further information about 16 – 19 Study Programmes, please see the DfE publication by clicking [here](#).

The **OCNLR Level 1 Qualifications in Skills for Vocational Studies** 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 also available at Entry Level 3.

Level 1 Award in Skills for Vocational Studies

- Qualification Number: 601/8937/X
- Qualification credit value: 9
- Operational start date: 1st June 2016
- Review date: 31st October 2027
- Total Qualification Time (TQT): 90 hours
- Guided Learning Hours (GLH): 81
- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Certificate in Skills for Vocational Studies

- Qualification Number: 601/8933/2
- Qualification credit value: 32
- Operational start date: 1st June 2016
- Review date: 31st October 2027
- Total Qualification Time (TQT): 320
- Guided Learning Hours (GLH): 283 hours
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The **OCNLR Level 1 Award in Skills for Vocational Studies** acts as a 'taster' qualification for learners wishing to explore vocational study alongside essential learning skills. The size of the qualification makes it ideal for learners who may not have decided on a specific area or are not yet ready to commit to a larger qualification.

The **OCNLR Level 1 Certificate in Skills for Vocational Studies** has been designed to provide learners with the skills and knowledge required to progress to vocational study, in any sector. It offers an opportunity to develop essential learning skills along with vocational units from one or more sectors. This enables learners to develop a firm foundation for successful progression to Level 2 vocational qualifications.

Who the qualifications are for

The **OCNLR Level 1 Qualifications in Skills for Vocational Studies** are for learners aged 14+ who wish to progress to vocational study.

Learners may be:

- on a full-time or part-time study programme;
- wishing to progress to higher level vocational qualifications;
- currently employed and would like to update or refresh their skills;
- currently not in employment and looking to improve their future career prospects

Entry guidance

There are no specific entry requirements for this qualification; however, centres must assess the suitability of units for younger learners before delivery.

The minimum age to access this qualification is 14 years.

Additional information

Resources and support materials have been developed for a number of units within these qualifications. These are available on request. For further information please contact your Curriculum and Relationship Development Manager.

Progression and related qualifications

On completion of the **OCNLR Level 1 Qualifications in Skills for Vocational Studies** learners will have the required skills and knowledge in learning and vocational areas to progress to the **OCNLR Level 2 Qualifications in Skills for Professions**, in a vocational area of their choice, or any other vocational qualification at Level 2.

The qualifications form the first step in a clear progression route through to vocational learning or higher education.

Alternatively, learners may progress to employment in entry level roles.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 1 Qualifications in Skills for Vocational Studies** comprise three groups of optional units; Group 1 consists of learning skills units, Group 2 consists of vocational units and Group 3 consists of 'green' units.

To achieve the **OCNLR Level 1 Award in Skills for Vocational Studies qualification** learners must achieve 9 credits in total.

- a minimum of 3 credits must be taken from Group 1 (learning skills units);
- a minimum of 3 credits must be taken from Group 2 (vocational units);
- the remaining 3 credits may be taken from Groups 1,2 or 3.

The **OCNLR Level 1 Certificate in Skills for Vocational Studies qualification** learners must achieve 32 credits in total.

- a minimum of 11 credits must be taken from Group 1 (learning units);
- a minimum of 12 credits must be taken from Group 2 (vocational units);
- the remaining 9 credits may be taken from Groups 1,2 or 3.

It should be noted that some units appear in more than one group, for example, green units may also be in the vocational group of units for 'The Environment and Conservation'. Where this is the case, the learner may only undertake the unit once.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Learning Skills Units					
M/508/0687	HB1/1/LQ/063	Action Planning for own Development	1	2	16
A/508/5181	HD4/1/LQ/028	Action Planning to Improve Performance in Mathematics	1	1	9
F/616/8251	CN0/1/LQ/007	Collaborative Working Using Digital Technology	1	3	27
K/508/1935	CR1/1/LQ/001	Creating and Publishing Web Pages	1	3	27
A/508/0689	HB1/1/LQ/064	Critical Thinking	1	3	24
L/616/8253	CN0/1/LQ/009	Digital Content Creation – Audio and Video	1	4	36
R/616/8254	CN0/1/LQ/010	Digital Content Creation – Text and Image	1	3	27
M/508/0690	HC7/1/LQ/005	Essay Writing	1	3	21
A/505/9129	HC4/1/LQ/036	Following Instructions	1	1	9
H/616/8257	CN0/1/LQ/013	Improving Personal Productivity	1	3	27
A/615/6776	CN0/1/LQ/003	Internet Safety for IT Users	1	3	20
K/616/8258	CN0/1/LQ/014	Introduction to Programming	1	3	27
H/508/0637	HC7/1/LQ/013	Introduction to Study Skills	1	3	27
T/508/0691	HC7/1/LQ/006	Note Taking	1	3	24
A/508/0692	HC7/1/LQ/007	Organisational Skills	1	3	27
R/508/1542	HC7/1/LQ/008	Planning and Carrying Out Research	1	2	20
M/508/0639	HC7/1/LQ/009	Presentation Skills	1	2	18
J/508/0694	HC7/1/LQ/010	Problem Solving Skills	1	3	24
L/508/0695	HD3/1/LQ/025	Punctuation and Grammar	1	2	16
R/508/0696	HD3/1/LQ/026	Reading	1	3	30
Y/508/0697	HB1/1/LQ/065	Resilience Skills	1	1	9
D/508/0698	HC7/1/LQ/011	Revision and Exam Skills	1	3	24
H/508/0699	HD2/1/LQ/001	Speaking and Listening Skills	1	3	27
L/508/0700	HD3/1/LQ/028	Spelling	1	3	24
T/508/0710	CP3/1/LQ/002	Spreadsheets	1	3	24

F/508/0709	HC7/1/LQ/012	Teamwork Skills	1	3	27
K/508/0638	HC7/1/LQ/014	Time Management Skills	1	2	18
F/508/0712	CP0/1/LQ/003	Word Processing	1	3	24
J/508/0713	HD3/1/LQ/027	Writing	1	3	30

Group 2: Vocational Units

Animal Care

D/508/1169	SH7/1/LQ/001	Assist with Feeding and Watering Horses	1	2	18
D/508/1172	SH6/1/LQ/001	Assist with the Movement and Handling of Animals	1	1	9
F/508/1178	SH6/1/LQ/002	Care of Animals	1	2	18
J/508/1182	SH6/1/LQ/003	Developing Confidence Working with Animals	1	3	27
L/508/1183	SH2/1/LQ/001	Farm Animal Health	1	4	40
R/508/1184	SP2/1/LQ/001	Feedstuffs for Small Animals	1	2	18
Y/508/1185	SP2/1/LQ/002	Fish and the Aquatic Environment	1	5	45
F/508/1200	SJ6/1/LQ/001	Fishing and the Environment	1	3	27
L/508/1202	SH7/1/LQ/003	Grooming and Washing Horses	1	3	27
Y/508/1204	SH7/1/LQ/002	Maintain the Health of Horses	1	6	54
T/508/1212	SH2/1/LQ/002	Preparing, Cleaning and Maintaining Animal Accommodation	1	3	27
F/508/1214	SH2/1/LQ/003	Principles of Preparing and Maintaining Livestock Accommodation	1	3	27
L/508/1216	SH2/1/LQ/004	Principles of Preparing for and Monitoring Livestock Outdoors	1	3	27
M/618/4011	SP2/1/LQ/003	Providing Food and Water to Animals	1	3	27
D/508/1219	SJ6/1/LQ/002	The Fish Farm	1	3	27

Applied Science and Technology

R/508/1573	PA9/1/LQ/011	Causes of Disease and Maintaining Health	1	3	27
D/508/1575	RD1/1/LQ/001	Chemistry Concepts and Techniques	1	3	27
K/508/1577	RC5/1/LQ/001	Electronics in Action	1	3	27
M/508/1578	RA1/1/LQ/001	Forensic Detection	1	3	27

K/508/1580	RA1/1/LQ/002	Health and Safety in a Science Laboratory	1	3	27
T/508/1582	RH3/1/LQ/001	Living Systems	1	3	27
J/508/1585	RA1/1/LQ/003	Making Useful Scientific Devices	1	3	27
L/508/1586	RA1/1/LQ/004	Mathematical Tools in Science and Technology	1	3	27
Y/508/1588	RC1/1/LQ/001	Physics and the Universe	1	4	36
D/508/1589	RA1/1/LQ/005	Science in the World	1	3	27
R/508/1590	RA1/1/LQ/006	Science or Technology Project	1	4	30
D/508/1592	RC1/1/LQ/002	The Nature and Applications of Energy, Waves and Radiation	1	3	27
K/508/1594	RH3/1/LQ/002	Understanding Biology	1	2	18
M/508/1595	RA1/1/LQ/007	Working in Science and Technology	1	3	27
Business Administration, Finance and Law					
M/508/1791	AA3/1/LQ/004	Business Finance	1	3	27
F/508/1794	AK1/1/LQ/001	Business Numeracy	1	1	8
L/508/1796	AY5/1/LQ/001	Creating Business Documents	1	3	27
Y/508/1798	BA3/1/LQ/007	Customer Care	1	2	18
J/508/1800	AA4/1/LQ/008	Data Handling for Business	1	3	28
L/508/1801	PL5/1/LQ/003	Health and Safety in a Business Environment	1	2	10
H/615/6772	EC1/1/LQ/001	Introduction to Contract Law	1	3	30
K/615/6773	EC1/1/LQ/002	Introduction to Criminal Law	1	3	30
M/615/6774	EC1/1/LQ/003	Introduction to Employment Law	1	4	40
T/615/6775	EC1/1/LQ/004	Introduction to the English Legal System	1	4	40
R/508/1802	BA1/1/LQ/001	Marketing	1	3	27
Y/508/1803	AY6/1/LQ/002	Office Administrator Skills	1	2	18
D/508/1804	AA3/1/LQ/005	Principles of Business Administration	1	3	25
T/508/1842	AA3/1/LQ/006	Professional Behaviour in the Workplace	1	3	27
K/508/1806	AK8/1/LQ/001	Single Entry Bookkeeping	1	3	27
M/508/1807	AF7/1/LQ/001	Solve Business Problems	1	2	16

T/508/1808	AF6/1/LQ/003	Supporting Business Meetings	1	3	25
F/650/2032	AA3/1/LQ/007	Supporting Sustainability in an Office Environment	1	2	18
D/505/1671	AE4/1/LQ/001	Understanding Business and Enterprise	1	3	28
F/616/7441	BA1/1/LQ/006	Understanding How to Promote a Product or Service	1	2	18
F/616/7438	BA1/1/LQ/005	Understanding the Uses of Social Media for Business	1	2	18
M/508/1810	AY8/1/LQ/004	Using Office Equipment in a Business Environment	1	2	13
F/508/1813	AF5/1/LQ/001	Work with Other People in a Business Environment	1	2	19
L/508/1815	AA3/1/LQ/003	Working in Business and Administration	1	3	25
Catering, Hospitality and Tourism					
- Catering					
M/616/8066	NA1/1/LQ/005	Awareness of Allergens and Intolerants in Food	1	1	10
F/616/8069	NA1/1/LQ/008	Baking Bread, Pastry, Cakes and Biscuits	1	3	30
K/505/4072	HJ1/1/LQ/005	Basic Food Preparation and Cooking	1	3	30
A/616/8071	NA1/1/LQ/009	Cooking with Meat	1	2	20
R/616/8075	NA1/1/LQ/010	Developing Barista Skills	1	3	30
T/616/7436	BA1/1/LQ/004	Generating and Presenting a Business Idea	1	3	25
Y/616/8076	NA1/1/LQ/011	Health and Safety for Catering, Hospitality and Tourism	1	3	30
M/615/5642	NA1/2/LQ/009	Healthier Food and Special Diets	2	1	7
A/502/5059	HF1/1/LQ/011	Introduction to Food Commodities	1	1	10
D/616/8077	NA1/1/LQ/012	Maintain, Handle and Clean Knives in Catering	1	2	20
K/616/8079	NA1/1/LQ/013	Maintaining Food Safety when Storing, Preparing and Cooking Food	1	3	30
D/616/8080	NA1/1/LQ/014	Menu Planning	1	2	20
K/616/8082	NA1/1/LQ/015	Prepare and Cook Fish and Shellfish	1	3	30
L/615/5650	NA1/2/LQ/012	Prepare and Cook Food to Meet the Requirements of Allergy Sufferers	2	2	14

M/616/8083	NA1/1/LQ/016	Prepare and Present Food for Cold Presentation	1	3	30
F/616/8086	NA1/1/LQ/017	Prepare Meals to Meet Relevant Nutritional Standards Set for School Meals	1	3	30
H/615/5654	NA1/2/LQ/014	Principles of Completing Kitchen Documentation	2	1	7
L/616/8088	NA1/1/LQ/018	Produce Healthy Dishes	1	3	24
J/616/8090	NA1/1/LQ/019	Provide a Counter and Takeaway Service	1	3	30
H/616/8095	NA1/1/LQ/023	Sustainability in Professional Kitchens	1	2	20
T/616/8098	NA1/1/LQ/025	Understanding the Catering and Hospitality Industry	1	2	20
T/502/5075	NF1/1/LQ/001	Using Kitchen Equipment	1	1	10
- Hospitality					
A/616/8068	NA1/1/LQ/007	Awareness of Housekeeping in Hospitality	1	2	20
T/616/8070	BA1/1/LQ/007	Contribute to Planning an Event	1	3	30
M/616/7435	BA1/1/LQ/003	Contribute to Running an Event	1	3	30
J/502/4898	NF4/1/LQ/001	Customer Service in the Hospitality Industry	1	3	20
K/615/5641	NA1/2/LQ/008	Handling Cash Payments	2	2	20
M/502/4894	NA1/1/LQ/001	Introduction to the Hospitality Industry	1	2	20
L/615/6071	NK1/2/LQ/006	Meet the Requirements of Customers with Specific Needs in the Hospitality and Tourism Industry	2	1	10
L/615/5647	NA1/1/LQ/002	Portering and Concierge Duties	1	2	20
L/616/8091	NA1/1/LQ/024	Safe, Hygienic and Secure Working Environments in Hospitality	1	2	16
R/616/8092	NA1/1/LQ/020	Serve and Assist Customers at a Buffet and Carvery	1	2	20
Y/616/8093	NA1/1/LQ/021	Service of Alcoholic and Non-Alcoholic Drinks	1	1	10
D/616/8094	NA1/1/LQ/022	Service of Food and Drinks at Table	1	3	30
A/615/5675	NA1/1/LQ/003	Sustainability in Hospitality	1	2	20

M/616/8097	ND3/1/LQ/001	Understand Reception, Billing and Cashier Procedures for Front Office Staff	1	3	30
- Tourism					
T/616/8067	NA1/1/LQ/006	Awareness of Hotel Reservation Systems	1	3	30
F/616/8072	FB1/1/LQ/015	Cultural Awareness	1	1	10
K/616/8096	NK1/1/LQ/001	UK Tourism Destinations	1	3	30
A/616/8099	NK1/1/LQ/002	Understanding the Travel and Tourism Industry	1	2	20
K/615/6076	NK1/2/LQ/011	Visitor Attractions	2	3	24
Construction and Engineering					
- Construction					
F/505/4322	TG2/1/LQ/008	Basic Blocklaying	1	4	40
T/505/4219	TH2/1/LQ/001	Basic Electrical Practices	1	3	27
M/505/0606	TG2/1/LQ/005	Blocklaying Principles	1	3	30
T/505/0607	TG2/1/LQ/006	Bricklaying Principles	1	3	30
T/504/9621	TG2/1/LQ/007	Bricklaying Skills	1	2	16
A/505/1354	TG7/1/LQ/002	Carpentry Hand Skills	1	3	30
L/505/9555	TG8/1/LQ/015	Carrying out Dry Lining Operations	1	4	40
R/505/9556	TG8/1/LQ/016	Carrying out Painting and Decorating Operations	1	4	40
R/505/1358	TG7/1/LQ/006	Construct a Timber Product	1	3	30
L/504/9625	TG2/1/LQ/009	Constructing a Cavity Wall Using Bricklaying Skills	1	3	27
Y/504/9627	TG2/1/LQ/010	Constructing a Half Brick Wall Using Bricklaying Skills	1	3	27
H/504/9629	TG2/1/LQ/011	Constructing a One Brick Wide Wall Using Bricklaying Skills	1	3	27
Y/505/9557	TG4/1/LQ/004	Developing Flooring Skills	1	3	30
A/505/9552	TG7/1/LQ/007	Developing Hand Plane Skills	1	3	30
F/505/9553	TG2/1/LQ/014	Developing Rendering Skills	1	4	32
M/504/9634	TH3/1/LQ/002	Drilling and Fixing Components in Plumbing	1	2	18
L/505/1360	TE1/1/LQ/003	Environmental Awareness in Construction	1	2	20
H/505/8878	TG7/1/LQ/008	First and Second Fix Carpentry Skills	1	4	35

A/505/2245	TG1/1/LQ/009	Fitting Units for Interiors	1	1	10
H/505/0540	TG1/1/LQ/008	Fix and Fit Work Surfaces	1	1	10
T/505/0171	TG1/1/LQ/004	Fix Construction Components	1	3	27
J/504/9364	PL5/1/LQ/002	Health and Safety in a Practical Environment	1	1	9
H/505/9545	TH3/1/LQ/005	Installing Rainwater Systems	1	3	27
M/504/9892	TE1/1/LQ/001	Introduction to Building and Construction	1	1	9
K/505/9529	TG8/1/LQ/014	Introduction to Skimming Techniques	1	3	27
T/505/4334	TG7/1/LQ/003	Know How to Maintain and Use Carpentry and Joinery Hand Tools	1	3	27
J/505/9554	TG4/1/LQ/002	Lay Paving Slabs	1	2	20
J/504/9641	TH3/1/LQ/003	Maintenance of Plumbing Systems	1	2	18
L/504/9642	TH3/1/LQ/004	Measuring and Marking Out of Plumbing Materials	1	2	18
M/505/9550	TG2/1/LQ/013	Mix Mortar or Concrete	1	2	15
R/504/9643	TG8/1/LQ/007	Plastering Techniques	1	3	27
D/501/4894	TG4/1/LQ/003	Practical Skills for Footpath and Surfacing Work	1	5	40
A/505/4335	TG7/1/LQ/004	Prepare and Use Carpentry and Joinery Portable Power Tools	1	3	30
Y/504/9644	TG8/1/LQ/008	Preparing Ceilings and Walls for Decoration	1	3	27
M/505/0170	TG1/1/LQ/005	Prepare to Set Out Construction Components	1	3	27
A/505/0737	TG7/1/LQ/005	Produce Basic Woodworking Joints	1	4	40
J/505/2040	QA1/1/LQ/001	Project in Sustainability	1	3	30
M/505/9547	TG1/1/LQ/007	Retrofit Installation Systems	1	3	27
A/505/4397	TE1/1/LQ/002	Starting Work in Construction	1	3	27
M/505/0167	TH1/1/LQ/001	Understand How to Introduce Energy Efficient Measures to Potential Customers	1	1	8
H/503/3169	TE5/1/LQ/001	Understanding and Using 2D Shapes	1	1	9
D/505/4229	TG1/1/LQ/006	Understanding the Use of Power Tools	1	1	9
D/504/9645	TG2/1/LQ/012	Use of Tools and Equipment for Bricklaying	1	3	27

F/505/4398	TG8/1/LQ/009	Using Decorative Paint Effects for Interior Walls	1	3	27
H/504/9646	TG4/1/LQ/001	Using Floor and Wall Tiling Techniques	1	3	27
K/504/9647	TG8/1/LQ/010	Using Painting Skills for Interior Ceilings and Walls	1	3	27
M/504/9648	TG8/1/LQ/011	Using Plastering Skills - Floating Coat to an Attached Pier	1	3	27
T/504/9649	TG8/1/LQ/012	Using Plastering Skills - Plastering to a Window Reveal	1	3	27
A/505/1600	TG8/1/LQ/013	Wallpapering Skills	1	3	30
- Engineering					
M/508/5016	XA1/1/LQ/015	Carrying Out an Engineering Project	1	4	36
A/508/5021	XA1/1/LQ/014	Developing Skills in Assembling Mechanical Components	1	3	30
Y/508/5026	XA1/1/LQ/013	Developing Skills in Electronic Assembly	1	3	30
K/508/5032	XA1/1/LQ/012	Developing Skills in Joining Materials Using Welding	1	3	30
J/508/5037	XA1/1/LQ/011	Developing Skills in Making Engineering Components Using Hand Tools	1	4	40
J/508/5040	XA1/1/LQ/010	Developing Skills in Planning and Making a Machined Product	1	6	60
R/508/5042	XA1/1/LQ/009	Developing Skills in Routine Servicing of an Electrical/Electronic System	1	3	30
H/508/5045	XA1/1/LQ/008	Developing Skills in Routine Servicing of Mechanical Equipment	1	3	30
M/508/5047	XA1/1/LQ/007	Developing Skills In Using A Bench/Pedestal Drilling Machine	1	4	40
A/508/5049	XA1/1/LQ/006	Developing Skills in Wiring Electrical Circuits and Components	1	3	30
M/508/5050	XA1/1/LQ/005	Introduction to Basic Mathematics and Science Used in Engineering	1	5	40
F/508/5053	XA1/1/LQ/004	Introduction to Engineering Tools, Equipment and Materials	1	4	30

J/508/5054	XA1/1/LQ/003	Introduction to Machining Engineering Materials	1	5	40
F/618/3672	XQ1/1/LQ/001	Introduction to Marine Engineering	1	2	18
J/618/3673	XQ1/1/LQ/002	Introduction to Maritime Procedures and Practices	1	2	18
L/508/5055	XA1/1/LQ/002	Starting Work in Engineering	1	4	40
Y/508/5057	XA1/1/LQ/001	Working Safely in Engineering	1	3	30
Creative and Digital Industries					
R/508/1931	JA2/1/LQ/003	Art Project	1	3	23
Y/508/1932	JA2/1/LQ/005	Colour Theory and Design	1	3	26
D/508/1933	JF1/1/LQ/005	Craft Design Project	1	3	27
H/508/1934	JF1/1/LQ/003	Craft Workshop Practice	1	3	27
K/508/1935	CR1/1/LQ/001	Creating and Publishing Web Pages	1	3	27
M/508/1936	KA2/1/LQ/001	Creating Articles for the Media	1	3	27
A/508/1938	JF1/1/LQ/004	Creative Craft	1	3	27
F/508/1939	KB2/1/LQ/002	Creative Media Production Skills	1	4	32
T/508/1940	KC3/1/LQ/001	Creative Writing	1	2	18
T/508/1937	LF1/1/LQ/004	Develop Performance Skills	1	4	30
A/508/1941	KJ3/1/LQ/002	Developing Animation	1	3	27
F/508/1942	KB2/1/LQ/003	Developing Multimedia Products	1	4	40
J/508/1943	CQ6/1/LQ/004	Digital 3D Modelling for Creative Media Industries	1	6	42
L/508/1944	CQ5/1/LQ/006	Digital Graphics Editing	1	4	30
R/508/1945	CQ5/1/LQ/007	Digital Image Manipulation	1	3	30
Y/508/1946	KJ1/1/LQ/002	Digital Photography	1	3	24
D/508/1947	KJ2/1/LQ/002	Digital Video	1	3	27
H/508/1948	LC7/1/LQ/001	Directing and Devising Drama	1	4	35
K/508/1949	LF1/1/LQ/001	Discovering Music	1	3	27
D/508/1950	LK4/1/LQ/003	DJ Skills	1	3	30
H/508/1951	LC4/1/LQ/012	Drama and Theatre Workshop	1	4	35
K/508/1952	LC1/1/LQ/007	Explore Acting Skills	1	3	27
M/508/1953	JF1/1/LQ/006	Explore Craft Ideas	1	2	20

T/508/1954	KA1/1/LQ/001	Exploring a Career in the Creative Sector	1	3	27
A/508/1955	CS0/1/LQ/001	Game Engine Technologies for Creative Media Industries	1	6	42
L/508/1975	KH5/1/LQ/001	Images and Design in Newspapers and Magazines	1	3	27
M/508/1998	JA2/1/LQ/004	Imaging Software	1	3	20
J/508/1957	JA2/1/LQ/002	Introduction to Colour	1	1	9
L/508/1958	LF1/1/LQ/003	Introduction to Composing Music	1	6	54
R/508/1959	JB3/1/LQ/001	Introduction to Creating Sculpture	1	3	27
J/508/1960	JC6/1/LQ/001	Introduction to Designing and Producing Textiles	1	3	27
L/508/1961	KJ1/1/LQ/003	Introduction to Digital Photograph Processing	1	2	20
R/508/1962	KJ2/1/LQ/001	Introduction to Film Making	1	3	27
Y/508/1963	JA3/1/LQ/001	Introduction to Fine Art Painting	1	3	27
F/508/1956	JA2/1/LQ/006	Introduction to Graphic Design	1	3	24
D/508/1964	KJ3/1/LQ/003	Introduction to Interactive Media Products	1	3	27
H/508/1965	LB5/1/LQ/001	Introduction to Planning and Leading a Dance Activity	1	2	18
K/508/1966	KJ3/1/LQ/001	Introduction to Radio Production and Interviewing	1	3	27
M/508/1967	LE2/1/LQ/001	Introduction to Set Design and Construction	1	3	27
T/508/1968	LH3/1/LQ/001	Introduction to Song Writing Skills	1	3	24
A/508/1969	LF4/1/LQ/003	Introduction to the Theory of Music	1	6	54
M/508/1970	JA2/1/LQ/001	Introduction to Urban, Street or Graffiti Art Practice	1	3	27
R/508/1802	BA1/1/LQ/001	Marketing	1	3	27
T/508/1971	LC4/1/LQ/011	Taking Part in a Rehearsal Process	1	3	27
A/508/1972	LF1/1/LQ/005	Technical Skills for Performance	1	3	27
F/508/1973	KD1/1/LQ/001	Understanding Journalistic Writing	1	4	36
J/508/1974	KA1/1/LQ/002	Understanding the Purpose of Advertising	1	1	9
T/508/1999	KB2/1/LQ/001	Using Social Media	1	1	10

Y/508/2000	LF1/1/LQ/002	Using the Internet as a Medium for Music	1	3	27
Early Years					
Y/508/0876	PT1/1/LQ/031	Craft Activities with Children	1	3	27
H/504/8514	HJ2/1/LQ/001	Developing Skills for Listening to Children	1	3	27
D/508/0877	PT1/1/LQ/015	Encourage Children and Young People to Eat Healthily	1	2	16
H/508/0878	PT1/1/LQ/016	Growth and Development of Young Children	1	2	18
J/508/0890	PT1/1/LQ/017	Healthy Eating for Children	1	2	16
Y/508/0893	PT1/1/LQ/018	Human Growth and Development	1	2	18
L/508/1457	PT1/1/LQ/019	Musical Activities for Children	1	2	18
R/508/1623	PT1/1/LQ/020	Physical Activities for Children	1	3	27
R/508/1461	PT1/1/LQ/021	Practical Health and Safety when with Young Children	1	3	27
A/508/1437	PT1/1/LQ/022	Respecting and Valuing Children	1	2	18
R/508/1458	PT1/1/LQ/023	Science Activities for Children	1	3	27
M/508/1452	PT1/1/LQ/024	Sharing Learning Experiences with Children	1	4	36
F/508/1455	PT1/1/LQ/025	Support Children's Learning through Sensory Play Activities	1	3	27
Y/508/1459	PT1/1/LQ/026	Technology Activities with Children	1	2	18
L/508/1460	PT1/1/LQ/027	The Intellectual and Language Development of Children	1	3	27
R/508/1444	PT1/1/LQ/028	Treating Children as Individuals	1	2	18
J/508/1456	PT1/1/LQ/029	Understanding Play	1	3	27
K/508/1451	PT1/1/LQ/030	Understanding Safeguarding in Early Years Settings	1	2	18
Hair and Beauty					
L/508/1698	HL1/1/LQ/001	Basic Make-Up Application	1	3	30
A/508/1700	HL7/1/LQ/013	Colour Hair Using Temporary Colour	1	3	27
J/508/1702	HL7/1/LQ/014	Create a Hair and Beauty Image	1	3	30
Y/508/1705	HL4/1/LQ/001	Hand Care	1	3	27
K/508/1708	HK4/1/LQ/001	Head Massage	1	4	30

K/508/1711	HL6/1/LQ/002	Health and Safety in the Salon	1	3	27
T/508/1713	HL1/1/LQ/002	Introduction to the Hair and Beauty Sector	1	3	25
F/508/1715	HL1/1/LQ/003	Introduction to Working in a Hair and Beauty Salon	1	3	27
L/508/1717	HL1/1/LQ/004	Nail Art Application	1	3	25
L/508/1720	HL1/1/LQ/005	Plaiting and Twisting Hair	1	3	30
Y/508/1722	HL1/1/LQ/006	Presenting a Professional Image in the Salon	1	3	25
M/508/1726	HL1/1/LQ/007	Providing Basic Manicure Treatments	1	3	30
F/508/1729	HL1/1/LQ/008	Providing Basic Pedicure Treatments	1	3	30
F/508/1732	HL6/1/LQ/003	Salon Reception Duties	1	3	22
R/508/1735	HL7/1/LQ/015	Shampoo and Conditioning	1	3	27
D/508/1737	HL1/1/LQ/009	Skin Care	1	3	27
D/508/1740	HL7/1/LQ/016	Styling Men's Hair	1	3	30
H/508/1741	HL7/1/LQ/017	Styling Women's Hair	1	3	30
T/508/1744	HL1/1/LQ/010	Themed Face Painting	1	3	30
R/508/1749	HL1/1/LQ/011	Working with Others in the Hair and Beauty Salon	1	2	19
Health and Social Care					
A/508/1311	PA1/1/LQ/010	Awareness of Protection and Safeguarding in Health and Social Care	1	3	24
J/508/1313	PA1/1/LQ/011	Dementia Awareness	1	3	30
H/508/1321	PA1/1/LQ/012	Equality and Inclusion in Health and Social Care	1	3	27
Y/508/1414	PA1/1/LQ/013	Introduction to Autistic Spectrum Condition	1	3	30
D/508/1415	PA1/1/LQ/014	Introduction to Communication in Health and Social Care	1	2	19
H/508/1416	PA1/1/LQ/015	Introduction to Health and Social Care	1	1	9
K/508/1417	PA1/1/LQ/016	Introduction to Mental Health	1	3	30
M/508/1418	PA1/1/LQ/017	Introduction to Physical Disability	1	3	30
T/508/1419	PA1/1/LQ/018	Introduction to Sensory Loss	1	3	30
K/508/1420	PA1/1/LQ/019	Job Opportunities in Health and Social Care	1	4	30

M/508/1421	PA1/1/LQ/020	Medication Awareness in Health and Social Care	1	1	9
F/508/1424	PA1/1/LQ/021	Person-Centred Support in Health and Social Care	1	2	18
A/508/1423	PA1/1/LQ/022	Planning a Healthy Diet	1	3	30
J/508/1425	PA1/1/LQ/023	Stress and Stress Management Techniques	1	3	27
R/508/1427	PA1/1/LQ/024	The Importance of Healthy Eating and Drinking	1	3	27
Y/508/1428	PA1/1/LQ/025	Understand Principles and Values in Health and Social Care	1	3	26
Horticulture					
A/504/9233	SE2/1/LQ/009	Cultivating Compost and Soils	1	3	27
R/506/1016	SE2/1/LQ/010	Cultivating Herbs	1	3	27
J/504/9316	SE7/1/LQ/004	Floristry Techniques	1	3	27
D/504/9273	SE2/1/LQ/011	Garden Horticulture Skills	1	3	27
D/506/0418	SE2/1/LQ/013	Organic Horticulture	1	3	27
F/504/9301	SE2/1/LQ/012	Pest, Disease and Weed Control	1	3	27
A/504/9247	SE7/1/LQ/003	Practical Floristry Skills	1	3	27
J/601/2633	SE2/1/LQ/008	Preparing soil for sowing and planting	1	1	9
H/505/8797	SE2/1/LQ/015	Sowing and Growing Techniques	1	3	27
F/618/4014	SE2/1/LQ/016	Understanding how to Select Plants	1	1	9
D/505/8605	SE2/1/LQ/014	Understanding Plant Pruning	1	1	9
Public Services					
D/508/1222	QH5/1/LQ/001	Assisting the Public	1	3	24
Y/508/1221	QH5/1/LQ/002	Career Planning for the Public Services	1	3	27
M/616/6950	QH1/1/LQ/001	Carrying out Security Searches	1	4	40
M/508/1225	QH5/1/LQ/003	Citizenship, the Individual and Society	1	6	48
A/508/1230	QH5/1/LQ/004	Community and Cultural Awareness	1	6	48
K/615/6773	EC1/1/LQ/002	Introduction to Criminal Law	1	3	30
L/508/1233	QH5/1/LQ/005	Introduction to Security Work in the Public Services	1	4	35

T/615/6775	EC1/1/LQ/004	Introduction to the English Legal System	1	4	40
F/508/1570	QH5/1/LQ/006	Personal Skills for the Public Services	1	4	40
J/508/1246	QH5/1/LQ/007	Practical Teamwork in the Public Services	1	4	38
L/508/1250	QH5/1/LQ/008	Public Service Incidents	1	3	24
R/508/1251	QH5/1/LQ/012	Public Service Project	1	3	30
Y/508/1252	QH5/1/LQ/009	Understanding Crime and its Effects	1	3	18
A/508/1258	QH5/1/LQ/010	Volunteering in the Public Services	1	6	30
F/508/1259	QH5/1/LQ/011	Working in Public Services	1	3	27
Sport					
A/508/1261	MA1/1/LQ/010	Assisting a Leader of Sports or Active Leisure Activities to Plan and Deliver an Activity	1	4	36
F/508/1262	MA1/1/LQ/011	Assisting at Sports or Leisure Events	1	3	27
R/508/1265	MA1/1/LQ/012	Health and Nutrition	1	3	27
H/508/1268	MA1/1/LQ/013	How the Body Works	1	2	18
D/508/1270	MA1/1/LQ/014	Job Opportunities in Sport and Active Leisure	1	4	30
H/508/1271	MA1/1/LQ/015	Planning own Fitness Programme	1	2	18
M/508/1273	MA1/1/LQ/016	Sport and Active Leisure Project	1	4	30
F/508/1276	MA1/1/LQ/017	Sports Coaching	1	4	35
R/508/1279	MA1/1/LQ/018	Taking Part in Exercise	1	3	27
M/508/1287	MA1/1/LQ/019	Taking Part in Sport	1	3	27
M/508/1290	MA1/1/LQ/020	Working in Sport and Active Leisure	1	3	30
The Environment and Conservation					
K/618/3374	TG1/1/LQ/011	Constructing a Dry Stone Wall	1	5	45
R/618/3370	QA2/1/LQ/003	Environmental Issues	1	3	27
M/618/3375	QA4/1/LQ/001	Establishing and maintaining hedgerows	1	5	45
Y/618/3418	QA4/1/LQ/002	Establishing and Maintaining Pond and Wetland Areas	1	4	36
D/618/3419	QA2/1/LQ/005	Establishing and Maintaining Woodland Areas	1	5	45

A/618/3377	QA1/1/LQ/003	Ethical and Political Issues Relating to Land-Based Activities	1	2	18
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
K/618/3407	PL5/1/LQ/004	Health and safety in an outdoor environment	1	2	18
A/618/3363	SA2/1/LQ/002	Introduction to Bushcraft	1	3	27
R/618/3367	QA2/1/LQ/001	Introduction to Sustainability	1	1	9
T/618/3362	SA2/1/LQ/001	Maintaining Footpaths	1	4	40
D/618/3369	QA2/1/LQ/002	Recycling and Managing Waste	1	2	18
J/618/3365	SA2/1/LQ/003	Understand Access and Safety Issues in the Outdoor Environment	1	2	18
Y/505/6576	QA3/1/LQ/004	Understanding Ecology and Conservation	1	3	27
F/618/3400	QA2/1/LQ/004	Woodland products and crafts	1	2	18
Group 3: Green Units					
R/618/3370	QA2/1/LQ/003	Environmental Issues	1	3	27
A/618/3377	QA1/1/LQ/003	Ethical and Political Issues Relating to Land-Based Activities	1	2	18
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
T/650/1987	QA1/1/LQ/005	Investigate an Environmental Issue	1	3	27
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
T/650/2010	QA1/1/LQ/006	Sustainability Issues in Industry	1	2	18

For unit content please click the Ofqual Unit Reference Number

Barred combinations

The following units cannot be taken together

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	R/616/8254	May not be taken with	Word Processing	F/508/0712

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(s) below.

[Level 1 Assessment Guidance and Ofqual's Level Descriptors](#)

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



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