Qualification Guide

OCNLR Level 2 Qualifications in Employability

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OCN London Qualification Guide

OCNLR Level 2 Award in Employability
Qualification No: 600/8273/2

OCNLR Level 2 Certificate in Employability
Qualification No: 600/8272/0

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 2 Qualifications in 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 2 Qualifications in Employability** developed to provide learners with recognition of a range of transferable work skills to enable them to enter and succeed in the workplace.

The **OCNLR Level 2 Qualifications in 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 Employability is also available at Level 1 **Award** and **Certificate**.

Level 2 Award in Employability

- Qualification Number: 600/8273/2
- Qualification credit value: 3
- Operational start date: 1 April 2013
- Review date: 8 July 2027
- Guided Learning Hours (GLH): 24 GLH
- Total Qualification Time (TQT): 30 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Certificate in Employability

- Qualification Number: 600/8272/0
- Qualification credit value: 13
- Operational start date: 1 April 2013
- Review date: 28 November 2026
- Guided Learning Hours (GLH): 104 GLH
- Total Qualification Time (TQT): 130 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Purpose of the qualifications

The purpose of the **OCNLR Level 2 Qualifications in Employability** is to provide learners with skills, values and confidence required to enter the workplace.

Who the qualifications are for

The **OCNLR Level 2 Qualifications in Employability** are suitable for learners who:

- Preparing to enter employment for the first time;
- Unemployed and looking to improve their skills for a return to the workplace;
- Serving custodial sentences or are ex-offenders, with a view to supporting job-seeking.

The qualification can be used as evidence to demonstrate work readiness to employers.

Entry guidance

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

Progression and related qualifications

Learners may be able to progress into employment or vocational training related to specific occupational sectors.

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Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 2 Award in Employability qualification** comprises optional units. Learners must achieve 3 credits from the optional units.

The **OCNLR Level 2 Certificate in Employability qualification** comprises optional units. Learners must achieve 13 credits from the optional units.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
T/600/3717	HC6/2/LQ/001	Applying for Work	2	2	16
T/651/9013	CN1/2/LQ/002	Applying AI Tools in Learning and Work	L2	3	30
F/651/9008	CN1/2/LQ/001	Applying Cyber Security Skills in Learning and Work	L2	3	30
R/651/9003	QA1/2/LQ/006	Applying Sustainable Practices in Learning and Work	L2	3	30
A/600/3718	HC1/2/LQ/001	Building and Managing Workplace Relationships	2	2	16
F/600/3719	HC1/2/LQ/002	Communication in the Workplace	2	2	16
T/600/3720	HC4/2/LQ/001	Customer Care	2	3	24
A/600/3721	HC1/2/LQ/003	Developing Enterprise Skills	2	3	24
F/600/3722	HC4/2/LQ/002	Developing Meeting Skills	2	2	16
J/600/3723	HB1/2/LQ/003	Improving own Performance	2	2	16
L/600/3724	HC6/2/LQ/002	Interview Skills	2	1	8
R/600/3725	HC1/2/LQ/004	Operating in a Work Environment	2	3	24
Y/600/3726	HB6/2/LQ/001	Oral Presentation Skills	2	3	24
D/600/3727	HE1/2/LQ/001	Personal Money Management	2	1	8
K/600/3729	HB6/2/LQ/002	Personal Presentation in the Workplace	2	1	8
D/600/3730	HC4/2/LQ/003	Recognising Leadership Skills	2	2	16

H/600/3731	HE4/2/LQ/002	Recognising Prejudice and Discrimination	2	1	8
K/600/3732	HC6/2/LQ/003	Researching Employment Opportunities	2	1	8
M/600/3733	HC1/2/LQ/005	Responsible Work Practice	2	1	8
T/600/3734	HC1/2/LQ/006	Rights and Responsibilities in the Workplace	2	2	16
A/600/3735	HB1/2/LQ/004	Self Development	2	3	24
F/600/3736	HC4/2/LQ/004	Solving Problems in the Workplace	2	3	24
J/600/3737	HB7/2/LQ/002	Teamwork Skills	2	3	24
L/600/3738	HC4/2/LQ/005	Understanding Change in the Workplace	2	2	16
R/600/3739	HC1/2/LQ/007	Understanding Structures in the Workplace	2	3	24

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 2 Assessment Guidance and Ofqual's Level Descriptors

OCN London

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