Qualification Guide

OCNLR Level 2 Qualifications in Skills for Further Study in Humanities and Social Science

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OCN London Qualification Guide

OCNLR Level 2 Certificate in Skills for Further Study in Humanities and Social Science
Qualification No: 603/3090/9

OCNLR Level 2 Extended Certificate in Skills for Further Study in Humanities and Social Science
Qualification No: 601/7559/X

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 Skills for Further Study in Humanities and Social Science.** 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 Skills for Further Study in Humanities and Social Science** are designed to support learners to develop skills and knowledge needed for progression to Access to HE Diplomas and Level 3 vocational qualifications in humanities and social science related subjects. The qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications are available as a Certificate and Extended Certificate. Learners should opt for the size of qualification that best fits their needs in relation to their readiness for a Level 3 qualification. For those learners who are almost ready to progress to Level 3 study, the Certificate may be the best option, while for those further away from being ready for Level 3 study, the Extended Certificate would provide a longer time to develop relevant knowledge and to practise the study skills.

The qualifications provide learners with the opportunity to consolidate and extend their learning in preparation for further vocational learning in further or higher education settings. They include a large number of units spanning a range of knowledge and skills set within humanities and social science as well as a mandatory requirement for learners to develop their study and referencing skills, and further skills to enhance their ability to succeed in future study. They also include a selection of 'green' units to enhance learners' awareness of green issues.

The **OCNLR Level 2 Qualifications in Skills for Further Study in Humanities and Social Science** 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 2 Certificate

- Qualification Number: 603/3090/9
- Qualification credit value: 16
- Operational start date: 1st April 2018
- Review date: 30 November 2029
- Total Qualification Time (TQT): 160
- Guided Learning Hours (GLH): 117
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Extended Certificate

- Qualification Number: 601/7559/X
- Qualification credit value: 25

- Operational start date: 1st September 2015
- Review date: 31st July 2031
- Total Qualification Time (TQT): 250
- Guided Learning Hours (GLH): 197
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 2 Qualifications in Skills for Further Study in Humanities and Social Science** have been designed to enable learners gain transferable skills and knowledge in order to progress on to higher level qualifications, such as Level 3 vocational qualifications and Access to HE Diplomas in humanities and social science related subjects, and to gain confidence in their own ability to study at a higher level.

Who the qualifications are for

The **OCNLR Level 2 Qualifications in Skills for Further Study in Humanities and Social Science** are suitable for learners who:

- want to progress to/within further education or higher education in humanities and social science;
- need to develop advanced learning to learn skills;
- are seeking to take on increased responsibilities in life and work;
- are seeking to enter new work areas and are looking to update and/or add to their employment skills and knowledge.

Entry guidance

These qualifications are suitable for learners of all ages, however, Centres must determine the suitability of units when delivering the qualifications to learners aged pre-16.

Progression and related qualifications

The qualifications provide a sound basis for learners to progress to Level 3 qualifications, including Access to HE Diplomas in humanities and social science related subjects, apprenticeships, or to enter employment.

Structure of the qualifications

The units within the qualifications are divided into four groups which can be combined to produce learning pathways that reflect learners' differing needs, interests and aspirations.

The structure of the qualifications also allows for flexibility in delivery and assessment, enabling assessment evidence to be generated in a range of different ways thus facilitating the development of learner centred practice.

Rules of combination for achievement

The **OCNLR Level 2 Certificate in Skills for Further Study in Humanities and Social Science qualification** comprises mandatory and optional units. Learners must achieve 16 credits in total.

- 4 credits from the mandatory units in Group A;
- 6 credits from Group B;
- 6 credits from Group C and D.

The **OCNLR Level 2 Extended Certificate in Skills for Further Study in Humanities and Social Science qualification** comprises mandatory and optional units. Learners must achieve 25 credits in total.

- 4 credits from the mandatory units in Group A;
- 12 credits from Group B;
- 6 credits from Group C and D;
- The remaining 3 credits may be taken from Groups B, C or D.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Group – A					
H/504/8447	EC1/2/LQ/002	Referencing Skills	2	1	8
Y/507/7024	GA1/2/LQ/003	Skills for Effective Learning	2	3	24
Optional – Group B					
A/504/9121	JA1/2/LQ/001	Art Appreciation	2	3	24
T/507/7015	JA1/2/LQ/005	Art, Culture and Society	2	3	24
Y/600/8506	KA2/2/LQ/003	Awareness of Converging Digital Technology in the Creative Media Sector	2	5	40
H/505/9769	AA3/2/LQ/006	Business Ethics	2	5	30
H/505/8704	AY6/2/LQ/002	Communication Skills for Business	2	3	24
H/615/2687	JA2/2/LQ/011	Contextual Studies - Contemporary Art & Design	2	3	24
M/505/8706	LC4/2/LQ/006	Creative Writing Skills	2	3	24
J/506/3345	EC1/2/LQ/001	Crime and Society	2	3	24
A/505/1967	HB1/2/LQ/033	Critical Thinking	2	3	24
H/505/6712	AA3/2/LQ/007	Data Protection and Confidentiality in a Working Environment	2	3	24
J/507/0697	EE2/2/LQ/001	Development of Social Policy	2	3	30
M/504/8757	HD3/2/LQ/003	Discursive Writing	2	3	24
L/507/0698	EE2/2/LQ/002	Ethical Issues in Social Policy	2	3	30
T/505/2891	DD1/2/LQ/001	General Religious Education	2	3	24
Y/504/2385	DB7/2/LQ/001	Historical Change	2	3	24
K/504/2388	DB1/2/LQ/002	Historical Sources	2	3	24
L/507/1544	AA3/2/LQ/008	Introduction to Business Planning	2	3	24
K/616/9524	EC1/2/LQ/003	Introduction to Criminal Law	2	3	27
F/505/1985	GA1/2/LQ/001	Introduction to Education	2	3	24
Y/504/9742	DB1/2/LQ/001	Introduction to History	2	3	24
A/505/1998	DA8/2/LQ/001	Introduction to Humanities	2	3	24

F/505/1999	EC4/2/LQ/001	Introduction to Law in the United Kingdom	2	3	24
A/615/2694	KJ3/2/LQ/006	Introduction to Media Studies	2	3	20
F/507/7650	EA2/2/LQ/001	Introduction to Politics in the United Kingdom	2	3	24
T/507/6639	EE2/2/LQ/003	Introduction to Sociology	2	3	24
F/504/9699	DE1/2/LQ/002	Introduction to Western Philosophy: Analysis	2	6	48
T/504/2653	RF4/2/LQ/001	Investigative Geography	2	3	24
H/504/8755	FN2/2/LQ/001	Language History	2	3	24
F/615/2695	KJ3/2/LQ/007	Media and Popular Culture	2	3	24
L/504/8765	FN2/2/LQ/002	Narrative Writing	2	3	24
Y/507/1594	AA3/2/LQ/004	Online Business Activities	2	4	32
T/505/0378	PK1/2/LQ/001	Psychology	2	3	24
T/504/8761	FC4/2/LQ/001	Reading and Comprehension of Texts	2	3	24
L/504/8202	HB1/2/LQ/042	Research Skills	2	3	24
J/504/9137	JA2/2/LQ/004	Research Techniques in Visual Art	2	3	22
A/504/8762	FC4/2/LQ/002	Response to Literature	2	3	24
M/507/0693	PK8/2/LQ/001	Social Psychology	2	3	30
R/505/6365	AA3/2/LQ/003	Solve Business Problems	2	3	24
R/504/8525	HF1/2/LQ/002	Understanding Child Protection Theory	2	3	24
F/504/8505	HE4/2/LQ/001	Understanding Diversity within Society	2	3	24
F/503/9819	EC8/2/LQ/002	Understanding Mediation	2	3	30
A/507/1572	AA3/2/LQ/002	Understanding the External Environment for Business	2	3	24
A/616/9527	EC1/2/LQ/004	Understand the Legal Context of Business	2	6	48
Y/505/8912	HH4/2/LQ/002	Understanding Young People, Law and Order	2	3	24
L/504/9141	JA2/2/LQ/005	Working to a Visual Arts Brief	2	3	20
J/504/8764	FN2/2/LQ/005	Writing Standard English	2	3	24
Optional – Group C					
A/504/8776	RB3/2/LQ/001	Algebra and Graphs	2	3	24
M/504/8774	RB1/2/LQ/003	Basic Arithmetic Skills	2	3	24

M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
A/505/1967	HB1/2/LQ/033	Critical Thinking	2	3	24
A/505/1970	CP2/2/LQ/002	Databases	2	3	24
A/616/8894	CN0/2/LQ/006	Digital Content Creation – Audio and Video	2	4	32
F/616/8895	CN0/2/LQ/007	Digital Content Creation – Text and Image	2	3	24
M/504/8757	HD3/2/LQ/003	Discursive Writing	2	3	24
Y/505/1975	KH3/2/LQ/003	Essay Writing	2	3	21
F/504/8777	RB7/2/LQ/001	Further Statistics and Probability	2	3	24
D/506/1052	HB1/2/LQ/045	Improving own Learning and Performance	2	3	24
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/504/8488	HD3/2/LQ/013	Improving Punctuation and Grammar Skills	2	3	24
D/504/8494	HD3/2/LQ/014	Improving Spelling Skills	2	3	24
T/504/8775	RB1/2/LQ/004	Mathematical Investigation	2	3	24
K/504/8773	RB1/2/LQ/002	Measures	2	3	24
L/504/8765	FN2/2/LQ/002	Narrative Writing	2	3	24
K/505/2113	KH3/2/LQ/002	Note Taking	2	3	24
F/504/8763	FN2/2/LQ/004	Oral Communication Skills	2	3	24
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
A/504/8759	FN2/2/LQ/003	Practical Writing: Reports and Formal Letters	2	3	24
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32
T/504/8761	FC4/2/LQ/001	Reading and Comprehension of Texts	2	3	24
T/505/5385	HD3/2/LQ/012	Reading Strategies	2	3	24
L/504/8202	HB1/2/LQ/042	Research Skills	2	3	24
M/505/2310	GA1/2/LQ/002	Revision and Exam Skills	2	3	24
H/504/8772	RB1/2/LQ/001	Shape	2	3	24
A/505/2150	CP3/2/LQ/002	Spreadsheets	2	3	24
J/504/8778	RB7/2/LQ/002	Statistics and Probability	2	3	24
T/505/2163	CP0/2/LQ/003	Word Processing	2	3	24
A/505/2164	GA9/2/LQ/001	Working in a Group	2	3	24

J/504/8764	FN2/2/LQ/005	Writing Standard English	2	3	24
Optional – Group D 'Green' Units					
A/650/2012	QA2/2/LQ/003	Environmental Issues	2	3	24
A/617/3528	SA1/2/LQ/001	Ethical and Political Issues Relating to Land-Based Activities	2	2	16
M/650/1985	QA1/2/LQ/002	Exploring Careers in the Green Industries	2	1	8
F/650/2014	QA1/2/LQ/005	Global Warming and Climate Change	2	2	16
M/650/2019	QA2/2/LQ/004	Introduction to Sustainability	2	1	8
Y/650/1988	QA1/2/LQ/003	Investigate an Environmental Issue	2	3	24
F/650/1980	QA1/2/LQ/001	Project in Sustainability	2	3	27
M/504/7849	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
Y/650/2011	QA1/2/LQ/004	Sustainability Issues in Industry	2	3	24

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	F/616/8895	May not be taken with	Word Processing	T/505/2163

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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