

# Qualification Guide

## OCNLR Level 2 Qualifications in Skills for Professions in Engineering

## **OCN London Qualification Guide**

OCNLR Level 2 Award in Skills for Professions in Engineering  
Qualification No: 603/2984/1

OCNLR Level 2 Extended Certificate in Skills for Professions in Engineering  
Qualification No: 601/6063/9

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.

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## General Information

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This qualification guide contains details of everything you need to know about the **OCNLR Level 2 Qualifications in Skills for Professions in Engineering**. 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](mailto:enquiries@ocnlondon.org.uk) for details of the Centre Approval application process.

## Qualification Overview

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The **OCNLR Level 2 Qualifications in Skills for Professions in Engineering** have been developed to provide a flexible approach to study using a range of engineering vocational units combined with optional units in employability and learning skills, and 'green' units. These 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 in two sizes: Award and Extended Certificate.

The Award is a qualification for learners wishing to explore vocational study alongside units that may enhance their employability and learning skills, and awareness of 'green' issues. The size of the qualification makes it ideal for learners who are not yet ready to commit to a larger qualification.

The Extended Certificate is more substantial qualifications which provide learners with the opportunity to consolidate and extend their learning in preparation for further vocational learning, into employment or on to an apprenticeship.

The **OCNLR Level 2 Qualifications in Skills for Professions in Engineering** 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 Award in Skills for Professions in Engineering

- Qualification Number: : 603/2984/1
- Qualification credit value: 6
- Operational start date: 1st March 2018
- Review date: 30<sup>th</sup> March 2026
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 44
- Assessment requirements: internally assessed, internally and externally moderated.

#### Level 2 Extended Certificate in Skills for Professions in Engineering

- Qualification Number: 601/6063/9
- Qualification credit value: 26
- Operational start date: 1st May 2015
- Review date: 31<sup>st</sup> October 2026
- Total Qualification Time (TQT): 203
- Guided Learning Hours (GLH): 260

- Assessment requirements: internally assessed, internally and externally moderated

### **Purpose of the qualifications**

The **OCNLR Level 2 Qualifications in Skills for Professions in Engineering** have been designed to provide learners with the underpinning skills and knowledge required to enable progress to further study in engineering and ultimately to work in this or other related sectors.

### **Who the qualifications are for**

The **OCNLR Level 2 Qualifications in Skills for Professions in Engineering** are suitable for learners who:

- want to progress to/within further education or higher education in engineering;
- need to develop learning and employability 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**

The qualification is suitable for learners of all ages. However, centres must determine the suitability of units when delivering the qualification to learners aged pre-16.

### **Progression and related qualifications**

These qualifications provide a sound basis for learners to progress to Level 3 qualifications, including Access to Higher Education Diplomas in engineering subjects, apprenticeships, or to enter employment.

## Structure of the qualifications

### Rules of combination for achievement

The **OCNLR Level 2 Award in Skills for Professions in Engineering qualification** comprises optional units only; there are no mandatory units. Learners must achieve 6 credits in total:

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

The **OCNLR Level 2 Extended Certificate in Skills for Professions in Engineering qualification** comprises mandatory and optional units. Learners must achieve 26 credits in total:

- 2 credits from the unit 'Working Safely in an Engineering Context' in the Mandatory Group;
- 12 credits from Optional Group 1;
- 12 further credits taken from any combination of units in Groups 1, 2 or 3.

### Qualification units for Level 2 Award

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Optional Group 1 – Vocational Units</b>					
<a href="#">M/505/6082</a>	XA1/2/LQ/004	Applied Electrical and Mechanical Science for Engineering	2	4	32
<a href="#">J/505/6072</a>	XA1/2/LQ/003	Carrying Out an Engineering Project	2	6	48
<a href="#">D/505/6076</a>	XA1/2/LQ/005	Communication Skills for Engineering	2	4	32
<a href="#">F/505/6071</a>	XA1/2/LQ/012	Electronic Devices and Communication Applications	2	6	48
<a href="#">A/505/6070</a>	XA1/2/LQ/006	Engineering Maintenance	2	4	32
<a href="#">M/505/6079</a>	XA1/2/LQ/007	Engineering Materials	2	3	24
<a href="#">H/505/6077</a>	XA1/2/LQ/008	Interpreting and Using Engineering Information	2	3	24
<a href="#">F/505/6068</a>	XA1/2/LQ/001	Mathematics for Engineering	2	4	32
<a href="#">Y/505/6075</a>	XA1/2/LQ/015	Operation and Maintenance of Electrical Systems and Components	2	6	48
<a href="#">L/505/6073</a>	XA1/2/LQ/013	Operation and Maintenance of Electronic Systems and Components	2	6	48
<a href="#">R/505/6074</a>	XA1/2/LQ/014	Operation and Maintenance of Mechanical Systems and Components	2	6	48

<a href="#">H/505/6080</a>	XA1/2/LQ/009	Production Planning for Engineering	2	3	24
<a href="#">K/505/6078</a>	XA1/2/LQ/010	Using Computer Aided Drawing in Engineering	2	3	24
<a href="#">T/505/6066</a>	XA1/2/LQ/011	Working in the Engineering Sector	2	3	24
<a href="#">M/507/0726</a>	XA1/2/LQ/002	Working Safely in an Engineering Context	2	2	20
<b>Optional Group 2 – Employability and Learning Units</b>					
<a href="#">M/505/1481</a>	PA1/2/LQ/045	Applying for a Job	2	2	16
<a href="#">A/505/1225</a>	PA1/2/LQ/030	Career Planning	2	3	20
<a href="#">M/616/8892</a>	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
<a href="#">D/505/1735</a>	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
<a href="#">A/505/1970</a>	CP2/2/LQ/002	Databases	2	3	24
<a href="#">A/616/8894</a>	CN0/2/LQ/006	Digital Content Creation – Audio and Video	2	4	32
<a href="#">F/616/8895</a>	CN0/2/LQ/007	Digital Content Creation – Text and Image	2	3	24
<a href="#">K/507/0725</a>	XA1/2/LQ/016	Effective Learning in Engineering	2	3	24
<a href="#">T/505/1482</a>	PA1/2/LQ/049	Effectiveness at Work	2	2	16
<a href="#">A/503/9897</a>	AB1/2/LQ/004	Generating and Assessing a Business Idea	2	2	14
<a href="#">R/507/0590</a>	PA1/2/LQ/065	IT Communication Fundamentals in the Workplace	2	2	15
<a href="#">H/507/0593</a>	PA1/2/LQ/064	IT Software Fundamentals in the Workplace	2	3	20
<a href="#">D/506/1052</a>	HB1/2/LQ/045	Improving own Learning and Performance	2	3	24
<a href="#">Y/616/8899</a>	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
<a href="#">L/505/1486</a>	PA1/2/LQ/041	Interview Skills	2	1	8
<a href="#">H/504/6326</a>	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
<a href="#">J/505/1504</a>	PA1/2/LQ/039	Learning from Work Placement	2	2	16
<a href="#">Y/507/0591</a>	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
<a href="#">A/505/1497</a>	PA1/2/LQ/032	Preparing for an Interview	2	1	8
<a href="#">M/505/1500</a>	PA1/2/LQ/046	Preparing for Work Placement	2	1	8

<a href="#">J/616/8901</a>	CN0/2/LQ/013	Programming Fundamentals	2	4	32
<a href="#">F/505/1503</a>	PA1/2/LQ/036	Searching for a Job	2	1	8
<a href="#">L/505/1505</a>	PA1/2/LQ/042	Setting and Meeting Targets at Work	2	2	16
<a href="#">Y/504/6257</a>	PA1/2/LQ/055	Skills for Independent Enquirers	2	2	15
<a href="#">M/504/6913</a>	PA1/2/LQ/044	Skills for Reflective Learners	2	2	15
<a href="#">D/504/6308</a>	PA1/2/LQ/033	Skills for Self Managers	2	2	15
<a href="#">R/505/1506</a>	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18
<a href="#">A/505/2150</a>	CP3/2/LQ/002	Spreadsheets	2	3	24
<a href="#">D/507/0592</a>	PA1/2/LQ/063	Team Building Skills	2	3	24
<a href="#">M/504/6328</a>	PA1/2/LQ/043	Time Management	2	2	20
<a href="#">F/504/9377</a>	PA1/2/LQ/053	Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8
<a href="#">L/503/9905</a>	AB1/2/LQ/009	Understanding the Uses of Social Media for Business	2	2	16
<a href="#">T/505/2163</a>	CP0/2/LQ/003	Word Processing	2	3	24
<a href="#">D/505/1508</a>	PA1/2/LQ/034	Working in a Team	2	3	24
<a href="#">Y/505/1510</a>	PA1/2/LQ/051	Working with Colleagues	2	2	16
<b>Optional Group 3 – ‘Green’ Units</b>					
<a href="#">A/650/2012</a>	QA2/2/LQ/003	Environmental Issues	2	3	24
<a href="#">A/617/3528</a>	SA1/2/LQ/001	Ethical and Political Issues Relating to Land-Based Activities	2	2	16
<a href="#">M/650/1985</a>	QA1/2/LQ/002	Exploring Careers in the Green Industries	2	1	8
<a href="#">F/650/2014</a>	QA1/2/LQ/005	Global Warming and Climate Change	2	2	16
<a href="#">M/650/2019</a>	QA2/2/LQ/004	Introduction to Sustainability	2	1	8
<a href="#">Y/650/1988</a>	QA1/2/LQ/003	Investigate an Environmental Issue	2	3	24
<a href="#">F/650/1980</a>	QA1/2/LQ/001	Project in Sustainability	2	3	27
<a href="#">M/504/7849</a>	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
<a href="#">Y/650/2011</a>	QA1/2/LQ/004	Sustainability Issues in Industry	2	3	24

## Barred combinations

Unit Title	Ofqual Unit Reference Number	Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	<a href="#">F/616/8895</a>	May not be taken with	Word Processing
			<a href="#">T/505/2163</a>

## Qualification units for Level 2 Extended Certificate

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory Group</b>					
<a href="#">F/505/6068</a>	XA1/2/LQ/001	Mathematics for Engineering	2	4	32
<a href="#">M/507/0726</a>	XA1/2/LQ/002	Working Safely in an Engineering Context	2	2	20
<b>Optional Group 1 – Vocational Units</b>					
<a href="#">M/505/6082</a>	XA1/2/LQ/004	Applied Electrical and Mechanical Science for Engineering	2	4	32
<a href="#">J/505/6072</a>	XA1/2/LQ/003	Carrying Out an Engineering Project	2	6	48
<a href="#">D/505/6076</a>	XA1/2/LQ/005	Communication Skills for Engineering	2	4	32
<a href="#">F/505/6071</a>	XA1/2/LQ/012	Electronic Devices and Communication Applications	2	6	48
<a href="#">A/505/6070</a>	XA1/2/LQ/006	Engineering Maintenance	2	4	32
<a href="#">M/505/6079</a>	XA1/2/LQ/007	Engineering Materials	2	3	24
<a href="#">H/505/6077</a>	XA1/2/LQ/008	Interpreting and Using Engineering Information	2	3	24
<a href="#">F/505/6068</a>	XA1/2/LQ/001	Mathematics for Engineering <sup>1</sup>	2	4	32
<a href="#">Y/505/6075</a>	XA1/2/LQ/015	Operation and Maintenance of Electrical Systems and Components	2	6	48
<a href="#">L/505/6073</a>	XA1/2/LQ/013	Operation and Maintenance of Electronic Systems and Components	2	6	48

<sup>1</sup> Mathematics for Engineering is an optional unit for learners undertaking the Extended Certificate.

<a href="#">R/505/6074</a>	XA1/2/LQ/014	Operation and Maintenance of Mechanical Systems and Components	2	6	48
<a href="#">H/505/6080</a>	XA1/2/LQ/009	Production Planning for Engineering	2	3	24
<a href="#">K/505/6078</a>	XA1/2/LQ/010	Using Computer Aided Drawing in Engineering	2	3	24
<a href="#">T/505/6066</a>	XA1/2/LQ/011	Working in the Engineering Sector	2	3	24
<b>Optional Group 2 – Employability and Learning Units</b>					
<a href="#">M/505/1481</a>	PA1/2/LQ/045	Applying for a Job	2	2	16
<a href="#">A/505/1225</a>	PA1/2/LQ/030	Career Planning	2	3	20
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<a href="#">F/650/1980</a>	QA1/2/LQ/001	Project in Sustainability	2	3	27
<a href="#">M/504/7849</a>	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
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## Assessment and Moderation

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### 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

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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](#)



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