Qualification Guide

OCNLR Level 2 Qualifications in Skills for Professions in Health and Social Care

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OCN London Qualification Guide

OCNLR Level 2 Award in Skills for Professions in Health and Social Care
Qualification No: 603/2985/3

OCNLR Level 2 Certificate in Skills for Professions in Health and Social Care
Qualification No: 601/5753/7

OCNLR Level 2 Extended Certificate in Skills for Professions in Health and Social Care
Qualification No: 601/5754/9

OCNLR Level 2 Diploma in Skills for Professions in Health and Social Care
Qualification No: 603/3275/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 Professions in Health and Social Care.** 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 Professions in Health and Social Care** have been developed to provide a flexible approach to study using a range of vocational units within health, social care and children's and young people's settings, combined with optional units in employability and learning skills and 'green' units. The units can be combined to produce learning pathways that reflect learners' differing needs, interests and aspirations.

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

The qualifications are available in four sizes: Award, Certificate, Extended Certificate and Diploma.

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 Certificate, Extended Certificate and Diploma are 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 Health and Social Care** 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 level 1.

Level 2 Award

- Qualification Number: 603/2985/3
- Qualification credit value: 6
- Operational start date: 1st March 2018
- Review date: 30th August 2026
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 44
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Certificate

- Qualification Number: 601/5753/7
- Qualification credit value: 16
- Operational start date: 1st March 2015
- Review date: 30th September 2025
- Total Qualification Time (TQT): 160
- Guided Learning Hours (GLH): 125
- Assessment requirements: internally assessed, internally and externally moderated

Level 2 Extended Certificate

- Qualification Number: 601/5754/9
- Qualification credit value: 26
- Operational start date: 1st March 2015
- Review date: 30th September 2025
- Total Qualification Time (TQT): 200
- Guided Learning Hours (GLH): 260
- Assessment requirements: internally assessed, internally and externally moderated

Level 2 Diploma

- Qualification Number: 603/3275/X
- Qualification credit value: 37
- Operational start date: 1st June 2018
- Review date: 30 November 2029
- Total Qualification Time (TQT): 370
- Guided Learning Hours (GLH): 285
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The **OCNLR Level 2 Qualifications in Skills for Professions in Health and Social Care** have been designed to provide learners with the underpinning skills and knowledge required to enable progress to further study in health, social care and children's and young people's settings and ultimately to work in these or other related sectors.

Who the qualifications are for

The **OCNLR Level 2 Qualifications in Skills for Professions in Health and Social Care** are suitable for learners who:

- want to progress to/within further education or higher education in health, social care and children's and young people's settings;
- 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 aged 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 health and social care subjects, apprenticeships, or to enter employment.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 2 Qualifications in Skills for Professions in Health and Social Care** are available as an Award, Certificate, Extended Certificate and Diploma. They comprise a wide range of vocational units relating to health, social care and children's and young people's settings, and a selection of Employability, Learning and Green Units:

- Group 1 – Vocational Units in Health, Social Care and Children's and Young People's Settings
- Group 2 - Employability Units
- Group 3 - Learning Units
- Group 4 – 'Green' Units

The **OCNLR Level 2 Award in Skills for Professions in Health and Social Care 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 Optional Group 1 vocational units.
- The remaining 3 credits may be taken from Optional Groups 1, 2, 3 or 4.

The **OCNLR Level 2 Certificate in Skills for Professions in Health and Social Care qualification** comprises mandatory and optional units. Learners must achieve 16 credits in total:

- 8 credits from the units in the Mandatory Group;
- 5 credits from Optional Group 1;
- 3 further credits from any combination of units in Optional Groups 1, 2, 3 and 4.
- A minimum of 12 credits must be achieved at Level 2.

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

- 8 credits from the units in the Mandatory Group;
- 9 credits from Optional Group 1;
- 9 further credits from any combination of units in Optional Groups 1, 2, 3 and 4;
- A minimum of 21 credits must be achieved at Level 2.

The **OCNLR Level 2 Diploma in Skills for Professions in Health and Social Care qualification** comprises mandatory and optional units. Learners must achieve 37 credits in total:

- 8 credits from the units in the Mandatory Group;
- 15 credits from Optional Group 1;
- 14 further credits from any combination of units in Optional Groups 1, 2, 3 and 4;
- A minimum of 32 credits must be achieved at Level 2.

Level 2 Award in Skills for Professions in Health and Social Care

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Optional Group 1 – Vocational Units in Health, Social Care and Children's and Young People's Settings					
H/505/2403	PA1/2/LQ/013	Activity Provision in Health and Social Care	2	3	24
H/507/0576	PA1/2/LQ/059	Approaches to Mental Health	2	3	24
Y/505/2429	PA1/2/LQ/028	Basic First Aid Principles	2	1	8
D/507/0575	PA1/2/LQ/058	Care Planning Skills for the Care Worker	2	6	48
K/505/2404	PA1/2/LQ/016	Care of the Elderly	2	3	24
A/505/2410	PA1/2/LQ/011	Dealing with Loss and Grief in Health and Social Care	2	3	24
J/505/2524	PA1/2/LQ/015	Dementia Awareness	2	2	17
A/617/4646	PA1/2/LQ/126	Developing Awareness of Neuro Linguistic Programming	2	3	24
L/505/2525	PA1/2/LQ/021	Diabetes Awareness	2	3	24
R/507/0573	PA1/2/LQ/062	Disability and A Disabling Society	2	3	24
R/505/2414	PA1/2/LQ/025	Duty of Care in Health and Social Care	2	2	16
M/505/2453	PA1/2/LQ/009	Equality and Inclusion in Health, Social Care or Children's and Young People's Settings	2	2	18
K/507/0577	PA1/2/LQ/060	Ethical Issues in Health Care	2	3	24
K/505/2421	PA1/2/LQ/017	Food Safety in Health and Social Care and Children's and Young People's Settings	2	3	24
L/505/2430	PA1/2/LQ/020	Infection Prevention and Control in Health and Social Care or Children and Young People's Settings	2	3	24
Y/505/2530	PA1/1/LQ/009	Introduction to Autistic Spectrum Condition	1	3	30
H/505/2529	PA1/1/LQ/004	Introduction to Disability Awareness	1	1	8
D/505/2531	PA1/1/LQ/003	Introduction to Learning Disability	1	3	30

H/505/2532	PA1/1/LQ/005	Introduction to Physical Disability	1	3	30
M/505/2534	PA1/1/LQ/008	Introduction to Sensory Loss	1	3	30
A/505/2522	PA1/2/LQ/012	Maintaining Quality Standards in the Health Sector	2	1	8
K/505/2435	PA1/2/LQ/018	Moving and Positioning Individuals	2	3	24
M/505/2436	PA1/2/LQ/022	Person-Centred Approaches in Health and Social Care	2	2	16
J/505/2443	PA1/2/LQ/014	Protection and Safeguarding in Health and Social Care	2	3	24
R/505/2526	PA1/2/LQ/026	Stroke Awareness	2	3	28
M/505/2503	PA1/2/LQ/024	Support Individuals to Eat and Drink	2	2	15
K/505/2449	PA1/2/LQ/019	Supporting an Individual to be Part of a Community	2	3	24
M/505/2484	PA1/2/LQ/023	Team Work in Health, Social Care or Children's and Young People's Settings	2	3	25
K/617/4643	PA1/2/LQ/127	The Role of Neuro Linguistic Programming	2	3	24
M/507/0595	PA1/2/LQ/061	The Role of the Health and Social Care Professional	2	3	24
T/505/2521	PA1/2/LQ/027	Understand How to Handle Information in Social Care Settings	2	1	9
A/507/0597	PA1/2/LQ/057	Understanding Health Promotion and Health Education	2	3	24
H/505/2451	PA1/2/LQ/010	Working in Health and Social Care	2	3	24
Optional Group 2 – Employability Units					
M/505/1481	PA1/2/LQ/045	Applying for a Job	2	2	16
A/505/1225	PA1/2/LQ/030	Career Planning	2	3	20
M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
Y/507/0574	PA1/2/LQ/056	Communication in Health and Social Care	2	3	24
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
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
T/505/1482	PA1/2/LQ/049	Effectiveness at Work	2	2	16
A/503/9897	AB1/2/LQ/004	Generating and Assessing a Business Idea	2	2	14
A/505/1483	PA1/2/LQ/031	Health and Safety in the Workplace	2	2	16
R/507/0590	PA1/2/LQ/065	IT Communication Fundamentals in the Workplace	2	2	15
H/507/0593	PA1/2/LQ/064	IT Software Fundamentals in the Workplace	2	3	20
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/505/1486	PA1/2/LQ/041	Interview Skills	2	1	8
H/504/6326	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
M/505/1500	PA1/2/LQ/046	Preparing for Work Placement	2	1	8
A/505/1497	PA1/2/LQ/032	Preparing for an Interview	2	1	8
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32
F/505/1503	PA1/2/LQ/036	Searching for a Job	2	1	8
L/505/1505	PA1/2/LQ/042	Setting and Meeting Targets at Work	2	2	16
M/504/6913	PA1/2/LQ/044	Skills for Reflective Learners	2	2	15
D/504/6308	PA1/2/LQ/033	Skills for Self Managers	2	2	15
M/616/6043	PA1/2/LQ/048	Skills for Team Workers	2	2	15
R/505/1506	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18
A/505/2150	CP3/2/LQ/002	Spreadsheets	2	3	24
D/507/0592	PA1/2/LQ/063	Team Building Skills	2	3	24
M/504/6328	PA1/2/LQ/043	Time Management	2	2	20
L/503/9905	AB1/2/LQ/009	Understanding the Uses of Social Media for Business	2	2	16
R/507/0668	PA1/2/LQ/066	Using Numeracy Skills in Health and Social Care	2	3	24
T/505/2163	CP0/2/LQ/003	Word Processing	2	3	24
T/616/6061	PA1/2/LQ/124	Working in a Team	2	3	24

Y/505/1510	PA1/2/LQ/051	Working with Colleagues	2	2	16
D/505/2500	PA1/2/LQ/035	Working with Customers	2	3	24
Optional Group 3 – Learning Units					
K/507/0675	PA1/2/LQ/068	Effective Learning in Health and Social Care	2	3	24
D/506/1052	HB1/2/LQ/045	Improving Own Learning and Performance	2	3	24
A/616/6062	PA1/2/LQ/125	Principles of Personal Development in Adult Social Care Settings	2	2	17
Y/504/6257	PA1/2/LQ/055	Skills for Independent Enquirers	2	2	15
F/504/9377	PA1/2/LQ/053	Understanding Opportunities in Work Based Learning and Apprenticeships	2	1	8
Optional Group 4 – '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

Barred combinations

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

Level 2 Certificate / Extended Certificate / Diploma in Skills for Professions in Health and Social Care

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Units					
Y/507/0574	PA1/2/LQ/056	Communication in Health and Social Care	2	3	24
M/505/2453	PA1/2/LQ/009	Equality and Inclusion in Health, Social Care or Children's and Young People's Settings	2	2	18
H/505/2451	PA1/2/LQ/010	Working in Health and Social Care	2	3	24
Optional Group 1 – Vocational Units in Health, Social Care and Children's and Young People's Settings					
H/505/2403	PA1/2/LQ/013	Activity Provision in Health and Social Care	2	3	24
H/507/0576	PA1/2/LQ/059	Approaches to Mental Health	2	3	24
Y/505/2429	PA1/2/LQ/028	Basic First Aid Principles	2	1	8
D/507/0575	PA1/2/LQ/058	Care Planning Skills for the Care Worker	2	6	48
K/505/2404	PA1/2/LQ/016	Care of the Elderly	2	3	24
A/505/2410	PA1/2/LQ/011	Dealing with Loss and Grief in Health and Social Care	2	3	24
J/505/2524	PA1/2/LQ/015	Dementia Awareness	2	2	17
A/617/4646	PA1/2/LQ/126	Developing Awareness of Neuro Linguistic Programming	2	3	24
L/505/2525	PA1/2/LQ/021	Diabetes Awareness	2	3	24
R/507/0573	PA1/2/LQ/062	Disability and A Disabling Society	2	3	24
R/505/2414	PA1/2/LQ/025	Duty of Care in Health and Social Care	2	2	16
K/507/0577	PA1/2/LQ/060	Ethical Issues in Health Care	2	3	24
K/505/2421	PA1/2/LQ/017	Food Safety in Health and Social Care and Children's and Young People's Settings	2	3	24
L/505/2430	PA1/2/LQ/020	Infection Prevention and Control in Health and Social Care or Children and Young People's Settings	2	3	24

Y/505/2530	PA1/1/LQ/009	Introduction to Autistic Spectrum Condition	1	3	30
H/505/2529	PA1/1/LQ/004	Introduction to Disability Awareness	1	1	8
D/505/2531	PA1/1/LQ/003	Introduction to Learning Disability	1	3	30
H/505/2532	PA1/1/LQ/005	Introduction to Physical Disability	1	3	30
M/505/2534	PA1/1/LQ/008	Introduction to Sensory Loss	1	3	30
A/505/2522	PA1/2/LQ/012	Maintaining Quality Standards in the Health Sector	2	1	8
K/505/2435	PA1/2/LQ/018	Moving and Positioning Individuals	2	3	24
M/505/2436	PA1/2/LQ/022	Person-Centred Approaches in Health and Social Care	2	2	16
J/505/2443	PA1/2/LQ/014	Protection and Safeguarding in Health and Social Care	2	3	24
R/505/2526	PA1/2/LQ/026	Stroke Awareness	2	3	28
M/505/2503	PA1/2/LQ/024	Support Individuals to Eat and Drink	2	2	15
K/505/2449	PA1/2/LQ/019	Supporting an Individual to be Part of a Community	2	3	24
M/505/2484	PA1/2/LQ/023	Team Work in Health, Social Care or Children's and Young People's Settings	2	3	25
K/617/4643	PA1/2/LQ/127	The Role of Neuro Linguistic Programming	2	3	24
M/507/0595	PA1/2/LQ/061	The Role of the Health and Social Care Professional	2	3	24
T/505/2521	PA1/2/LQ/027	Understand How to Handle Information in Social Care Settings	2	1	9
A/507/0597	PA1/2/LQ/057	Understanding Health Promotion and Health Education	2	3	24
Optional Group 2 – Employability Units					
M/505/1481	PA1/2/LQ/045	Applying for a Job	2	2	16
A/505/1225	PA1/2/LQ/030	Career Planning	2	3	20
M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
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
T/505/1482	PA1/2/LQ/049	Effectiveness at Work	2	2	16
A/503/9897	AB1/2/LQ/004	Generating and Assessing a Business Idea	2	2	14
A/505/1483	PA1/2/LQ/031	Health and Safety in the Workplace	2	2	16
R/507/0590	PA1/2/LQ/065	IT Communication Fundamentals in the Workplace	2	2	15
H/507/0593	PA1/2/LQ/064	IT Software Fundamentals in the Workplace	2	3	20
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/505/1486	PA1/2/LQ/041	Interview Skills	2	1	8
H/504/6326	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
M/505/1500	PA1/2/LQ/046	Preparing for Work Placement	2	1	8
A/505/1497	PA1/2/LQ/032	Preparing for an Interview	2	1	8
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32
F/505/1503	PA1/2/LQ/036	Searching for a Job	2	1	8
L/505/1505	PA1/2/LQ/042	Setting and Meeting Targets at Work	2	2	16
M/504/6913	PA1/2/LQ/044	Skills for Reflective Learners	2	2	15
D/504/6308	PA1/2/LQ/033	Skills for Self Managers	2	2	15
M/616/6043	PA1/2/LQ/048	Skills for Team Workers	2	2	15
R/505/1506	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18
A/505/2150	CP3/2/LQ/002	Spreadsheets	2	3	24
D/507/0592	PA1/2/LQ/063	Team Building Skills	2	3	24
M/504/6328	PA1/2/LQ/043	Time Management	2	2	20
L/503/9905	AB1/2/LQ/009	Understanding the Uses of Social Media for Business	2	2	16
R/507/0668	PA1/2/LQ/066	Using Numeracy Skills in Health and Social Care	2	3	24

T/505/2163	CP0/2/LQ/003	Word Processing	2	3	24
T/616/6061	PA1/2/LQ/124	Working in a Team	2	3	24
Y/505/1510	PA1/2/LQ/051	Working with Colleagues	2	2	16
D/505/2500	PA1/2/LQ/035	Working with Customers	2	3	24
Optional Group 3 – Learning Units					
K/507/0675	PA1/2/LQ/068	Effective Learning in Health and Social Care	2	3	24
D/506/1052	HB1/2/LQ/045	Improving Own Learning and Performance	2	3	24
A/616/6062	PA1/2/LQ/125	Principles of Personal Development in Adult Social Care Settings	2	2	17
Y/504/6257	PA1/2/LQ/055	Skills for Independent Enquirers	2	2	15
F/504/9377	PA1/2/LQ/053	Understanding Opportunities in Work Based Learning and Apprenticeships	2	1	8
Optional Group 4 – '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

Barred combinations

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

OCN London
70 Gracechurch Street, London EC3V 0HR
www.ocnlondon.org.uk
enquiries@ocnlondon.org.uk
020 7278 5511