Qualification Guide

OCNLR Level 3 Certificate in Tackling Substance Misuse

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OCNLR Level 3 Certificate in Tackling Substance Misuse
Qualification No: 601/2349/7

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 3 Certificate in Tackling Substance Misuse.** 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 this qualification, then please contact us on **enquiries@ocnlondon.org.uk** for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 3 Certificate in Tackling Substance Misuse** qualification is designed for adult practitioners working in the drug and alcohol sector, including both those in employment and those acting in a voluntary capacity.

It offers practitioners an opportunity to develop both breadth and depth within the field of substance misuse.

Achievement of the qualification will contribute to the professional development of a range of categories of workers engaged in this sector: (See 'Who the qualification is for' - 2.3). It will enable learners to progress to employment, further learning opportunities within employment or further study.

The **OCNLR Level 3 Certificate in Tackling Substance Misuse** qualification is 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 3 Certificate in Tackling Substance Misuse

- Qualification Number: 601/2349/7
- Qualification credit value: 15
- Operational start date: 01 January 2014
- Review date: 31st March 2029
- Total Qualification Time (TQT): 150
- Guided Learning Hours (GLH): 105
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualification

The purpose of the **OCNLR Level 3 Certificate in Tackling Substance Misuse** qualification is to enable volunteers or existing practitioners to develop competent professional skills in the field of substance misuse.

It will enable them to provide appropriate, safe and effective drug interventions and ensure a high standard of service delivery.

Who the qualification is for

The **OCNLR Level 3 Certificate in Tackling Substance Misuse** is aimed at adult practitioners who work in the drug and alcohol sector, who may be fully employed or acting in a voluntary capacity. The qualification is particularly suitable for those who are, or aspire to be:

- specialist drug and alcohol workers;
- generic workers who have a substance misuse function within their portfolio of responsibilities, such as social workers or youth workers;
- generic workers who undertake occasional substance misuse functions, such as prison officers, teachers or probation officers.

Entry guidance

The minimum age for access to the qualification is 18 years.

Anyone under the age of 18 years old is advised to extend their experience in the sector. A Level 1 or Level 2 qualification in substance misuse may provide suitable skills to enable progression to this Level 3 qualification.

Further entry requirements

Learners wishing to take this qualification will be expected to:

- have achieved qualified status in their field (e.g. substance misuse workers, teachers, probation officers, youth and community workers, social workers), or
- be working towards such qualified status;
- be employed as a specialist drug or alcohol worker or
- be employed as a generic worker with a regular or occasional substance misuse function or
- be undertaking regular and sustained voluntary activity with a substance misuse organisation, or
- be on a student placement with a substance misuse organisation.

Centres should note that the qualification is competence based which means that it is linked to the learner's ability to competently perform a range of tasks in the workplace (see above).

Progression and related qualifications

Having achieved this qualification, adult practitioners or volunteers in the field of substance misuse may decide to progress to Level 4 qualifications in this area. They may also consider further development and progression in other areas of Health and Social Care.

Those learners who achieve this qualification while engaged in a voluntary capacity in the sector will be in a stronger position to access employment opportunities in this area.

The qualification can assist professionals in related fields, such as social workers, prison officers, teachers, youth workers and probation officers to progress to additional responsibilities within their field of work or study at a higher level.

Structure of the qualification

Rules of combination for achievement

The **OCNLR Level 3 Certificate in Tackling Substance Misuse** consists of two mandatory units and eight optional units. Learners must achieve 15 credits in total: 12 credits from the mandatory units and 3 credits from the optional units.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
H/602/4787	PS2/3/LQ/014	Assessment Planning and Care for Substance Misuse Practitioners	3	6	42
Y/602/4799	PS2/3/LQ/013	Principles of Tackling Substance Misuse	3	6	42
Optional					
M/602/4789	PS2/3/LQ/017	Brief Interventions for Substance Misuse Practitioners	3	3	21
H/602/4790	PS2/3/LQ/015	Dual Diagnosis for Substance Misuse Practitioners	3	3	21
M/602/4792	PS2/3/LQ/016	Educating Others about Substances and their Effects	3	3	21
J/602/4796	PS2/3/LQ/018	Managing Individuals and Teams Working with Substance Users	3	3	21
R/602/4798	PS2/3/LQ/019	Managing Substance Misuse Services	3	3	21
F/602/4800	PS2/3/LQ/020	Providing Detoxification and Prescribing Services for Substance Users	3	3	21
J/602/4801	PS2/3/LQ/021	Providing Harm Minimisation Support to Substance Users	3	3	21
R/602/4803	PS2/3/LQ/022	Providing Support and After Care Services for Substance Users	3	3	21

Assessment and Moderation

Assessment process

The assessment process for this qualification is 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 this qualification.

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 this qualification is 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 this qualification 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 this qualification, please click on the link below.

Level 3 Assessment Guidance and Ofqual's Level Descriptors

OCN London

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