Qualification Guide

OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3)

OCN London Qualification Guide

OCNLR Entry Level Award in Skills for Vocational Studies (Entry 3)
Qualification No: 603/0689/0

OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3)
Qualification No: 603/0691/9

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.

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3).** 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 Entry Level Qualifications in Skills for Vocational Studies (Entry 3)** have been designed to provide flexible routes for learners to develop essential learning and employability skills, alongside knowledge and skills from a wide range of vocational areas.

The **OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3)** (32 credits) enables learners to develop their learning and employability skills, while exploring one or more vocational area. This makes the qualification ideal for engaging learners who may be undecided on their choice of vocational area, and one of its benefits is that it can be delivered as part of a Study Programme.

The **OCNLR Entry Level Award in Skills for Vocational Studies (Entry 3)** is a smaller qualification (9 credits), ideal for delivery as a 'taster'. Containing the same range of units as the Certificate, this 'bite-size' qualification is suitable for those learners who may have not decided on a specific vocational area or are not yet ready to commit to a larger qualification.

As well as being useful 'stand-alone' qualifications, the **OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3)** also enable learners to develop a firm foundation for successful progression to Level 1 and include a selection of optional learning and employability units at that level.

The vocational units are grouped into the following sectors:
- Agriculture, Environmental and Animal Care
- Building and Construction
- Business and Administration
- Catering and Hospitality
- Creative and Digital
- Early Years and Social Care
- Hair and Beauty
- Health and Science
- ICT
- Public Services
- Retail and Customer Service
- Sport

The **OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3)** 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.

OCNLR Entry Level 3 Award
- Qualification Number: 603/0689/0
- Qualification credit value: 9
- Operational start date: 1st November 2016
- Review date: 1st November 2025
- Total Qualification Time (TQT): 90 hours
- Guided Learning Hours (GLH): 65
- Assessment requirements: internally assessed, internally and externally moderated.

OCNLR Entry Level 3 Certificate
- Qualification Number: 603/0691/9
- Qualification credit value: 32
- Operational start date: 1st November 2016
- Review date: 28th November 2026
- Total Qualification Time (TQT): 320 hours
- Guided Learning Hours (GLH): 250
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of **OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3)** is to enable learners to develop a firm foundation for successful progression to Level 1 vocational study.

By using these qualifications to prepare thoroughly for Level 1 provision, the learner is more likely to be successful in their future higher-level studies/employment roles.

Who the qualifications are for

The **OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3)** are for learners aged 14+ who wish to progress to Level 1 vocational study.

Learners may be:
- on a full-time or part-time programme of study;
- wishing to progress to higher level vocational qualifications;
- currently employed and would like to update or refresh their skills;
- currently not in employment and looking to improve their future career prospects

Entry guidance

There are no specific entry requirements for these qualifications. The minimum age for access to the qualification is 14 years.

Additional information

The **OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3)** qualification has been designed to fit with the requirements of the Department for Education's (DfE) 16 – 19 Study Programme initiative as the substantial core qualification element for learners who are not yet at a Level 1 standard. This means that the size of the qualification allows for the other required elements of maths, English, work experience and enrichment activities to be taken simultaneously. For further information about 16 – 19 Study Programmes, please see the DfE publication by clicking <u>here</u>.

Progression and related qualifications

On completion of the OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3) learners will have developed the required skills and knowledge in learning, employability and vocational areas to progress to:

- OCNLR Level 1 Qualifications in Skills for Professions in a vocational area of their choice;
- OCNLR Level 1 Qualifications in Skills for Vocational Studies;
- or any other vocational qualification at Level 1.

The qualifications form the first step in a clear progression route through to vocational learning at a higher level.

Alternatively, learners may progress to employment in entry level roles.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Entry Level Qualifications in Skills for Vocational Studies (Entry 3)** consist of two groups of optional units:

- Group 1: Learning and Employability Skills
- Group 2: Vocational

To achieve the **OCNLR Entry Level Award in Skills for Vocational Studies (Entry 3)** learners must achieve 9 credits:

- 3 credits from Group 1 – Learning and Employability Skills
- 3 credits from Group 2 – Vocational
- A further 3 credits from either Group 1 or Group 2
- There is no requirement to achieve Level 1 units, but if these are selected, there is a maximum of 4 credits at Level 1

To achieve the **OCNLR Entry Level Certificate in Skills for Vocational Studies (Entry 3)** learners must achieve 32 credits:

- 12 credits from Group 1 – Learning and Employability Skills
- 12 credits from Group 2 – Vocational
- A further 8 credits from either Group 1 or Group 2
- There is no requirement to achieve Level 1 units, but if these are selected, there is a maximum of 12 credits at Level 1

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Group 1: Learning and Employability Skills					
Entry Level 3 Learning and Employability Skills					
L/504/8538	HD4/E3/LQ/021	Assertiveness and Decision-Making Skills	E3	3	30
J/504/8425	HE4/E3/LQ/001	Aspects of Citizenship	E3	3	30
D/504/8124	HB1/E3/LQ/003	College Induction	E3	3	30
F/504/8519	HC6/E3/LQ/004	Developing Skills for Gaining Employment	E3	3	30
T/504/8565	HB7/E3/LQ/005	Diversity in Society	E3	3	30
R/504/8864	HC4/E3/LQ/035	Employment Contract and Payslip Basics	E3	1	10

R/504/8489	HC4/E3/LQ/003	Health and Safety Awareness in the Workplace	E3	1	10
M/504/8497	HC1/E3/LQ/001	Introduction to Career Preparation	E3	1	10
T/504/8498	HB1/E3/LQ/027	Introduction to Developing a Personal Learning Programme	E3	3	30
H/507/6412	HB1/E3/LQ/051	Participate in an Activity	E3	3	30
A/505/8787	HB1/E3/LQ/043	Personal Learning Goals	E3	3	30
A/504/8289	HC7/E3/LQ/002	Personal Study Skills	E3	3	30
H/504/8528	HC6/E3/LQ/009	Preparation for a Recruitment Interview	E3	2	20
K/504/8529	HC4/E3/LQ/031	Recognising Employment Opportunities	E3	1	10
D/505/8958	HB1/E3/LQ/045	Recognising Own Skills for Personal Development	E3	3	30
A/615/3201	HB1/E3/LQ/052	Resilience Skills	E3	1	9
J/504/8537	HE4/E3/LQ/003	Rights and Responsibilities of Citizenship	E3	3	30
F/505/8788	HC4/E3/LQ/032	Skills for Employability	E3	3	30
T/504/8713	HB1/E3/LQ/046	Take Part in an Activity	E3	1	10
J/506/0798	HC4/E3/LQ/034	Understanding a Work Experience Placement	E3	3	30
English					
F/503/3048	HD3/E3/LQ/001	Engage in Discussion	E3	1	10
T/506/0893	HD3/E3/LQ/017	Grammar and Punctuation in Practical Use	E3	1	10
A/503/3050	HD3/E3/LQ/003	Grammar Skills	E3	1	10
F/503/3051	HD3/E3/LQ/004	Improving own Spelling	E3	1	10
D/503/3154	HD3/E3/LQ/005	Reading Comprehension	E3	1	10
H/503/3155	HD3/E3/LQ/006	Reading Grammar and Punctuation	E3	1	10
F/506/0671	HD5/E3/LQ/011	Speaking to Communicate	E3	1	10
A/503/3159	HD3/E3/LQ/009	Spelling and Handwriting Skills	E3	1	10
A/503/3162	HD3/E3/LQ/010	Spelling in Practice	E3	1	10
T/503/3287	HD3/E3/LQ/011	Using Listening and Responding Skills	E3	1	10
F/503/3289	HD3/E3/LQ/012	Using Punctuation	E3	1	10

K/506/0910	HD3/E3/LQ/019	Writing Composition Skills	E3	1	10
ICT					
A/505/3217	CQ5/E3/LQ/004	Presentation Software	E3	2	20
L/505/3223	CP3/E3/LQ/002	Spreadsheet Software	E3	2	15
Y/505/3225	CR3/E3/LQ/005	Using Email	E3	1	10
F/503/3289	HD3/E3/LQ/012	Using Punctuation	E3	1	10
H/505/3227	CR3/E3/LQ/006	Using the Internet	E3	1	10
M/505/3229	CQ1/E3/LQ/002	Word Processing Software	E3	2	15
Mathematics					
Y/505/4004	HD4/E3/LQ/021	Applying Number Skills	E3	1	10
F/506/0914	HD4/E3/LQ/019	Developing and Applying Addition and Subtraction Skills	E3	1	10
J/506/0915	HD4/E3/LQ/020	Developing and Applying Fraction Skills	E3	1	10
L/506/0916	HD4/E3/LQ/022	Developing and Applying Shape and Space Skills	E3	1	10
K/505/4010	HD4/E3/LQ/023	Division of Whole Numbers	E3	1	10
Y/506/0918	HD4/E3/LQ/024	Measure: Capacity and Temperature	E3	1	10
D/506/0919	HD4/E3/LQ/025	Measure: Distance and Length	E3	1	10
D/503/3378	HD4/E3/LQ/009	Measure: Weight	E3	1	10
D/506/0922	HD4/E3/LQ/026	Money: Adding and Subtracting	E3	1	10
T/505/5645	HD4/E3/LQ/027	Multiplication of Whole Numbers	E3	1	10
F/503/3275	HD4/E3/LQ/013	Using Addition and Subtraction	E3	1	10
Level 1 Learning and Employability Skills					
M/508/0687	HB1/1/LQ/063	Action Planning for Own Development	1	2	16
A/508/0689	HB1/1/LQ/064	Critical Thinking	1	3	24
M/508/0690	HC7/1/LQ/005	Essay Writing	1	3	21
A/505/9129	HC4/1/LQ/036	Following Instructions	1	1	9
H/508/0637	HC7/1/LQ/013	Introduction to Study Skills	1	3	27
T/508/0691	HC7/1/LQ/006	Note Taking	1	3	24
A/508/0692	HC7/1/LQ/007	Organisational Skills	1	3	27

R/508/1542	HC7/1/LQ/008	Planning and Carrying Out Research	1	2	10
T/504/8131	HB1/1/LQ/041	Presentation Skills	1	2	18
J/508/0694	HC7/1/LQ/010	Problem Solving Skills	1	3	24
Y/508/0697	HB1/1/LQ/065	Resilience Skills	1	1	9
D/508/0698	HC7/1/LQ/011	Revision and Exam Skills	1	3	24
H/508/0699	HD2/1/LQ/001	Speaking and Listening Skills	1	3	27
T/508/0710	CP3/1/LQ/002	Spreadsheets	1	3	24
F/508/0709	HC7/1/LQ/012	Teamwork Skills	1	3	27
K/508/0638	HC7/1/LQ/014	Time Management Skills	1	2	18
F/508/0712	CP0/1/LQ/003	Word Processing	1	2	15
Group 2: Vocational Skills					
Agriculture, Environmental and Animal Care					
K/505/8929	SE2/E3/LQ/013	Amenity Horticulture Skills	E3	3	30
F/615/3202	SP5/E3/LQ/001	Check the Health of an Animal	E3	3	30
F/506/0475	SP2/E3/LQ/004	Developing Confidence Working with Animals	E3	3	30
D/505/6465	SE2/E3/LQ/012	Developing Skills for Using and Maintaining Garden Tools	E3	3	30
K/600/6484	HB1/E3/LQ/015	Environmental Issues	E3	2	20
H/505/6466	SE2/E3/LQ/015	Garden Horticulture	E3	3	30
K/505/6467	SE2/E3/LQ/016	Garden Maintenance Skills	E3	3	30
J/615/3203	SP5/E3/LQ/002	Introduction to the Care of Animals	E3	3	30
A/505/6084	SP2/E3/LQ/002	Recognising Small Animals	E3	2	20
T/504/9280	SE7/E3/LQ/003	Practical Floristry Skills	E3	3	30
K/505/3195	SE2/E3/LQ/011	Sowing and Growing Plants	E3	3	30
T/505/6083	SP2/E3/LQ/003	Understand the Grooming of Small Animals	E3	2	20
K/505/8705	SE7/E3/LQ/004	Understanding the Skills Required for Floristry	E3	1	10
Building and Construction					
D/505/3856	TG2/E3/LQ/008	Brickwork: Introduction to Building a Half Brick Wall Three Courses High	E3	3	30

D/505/0309	TG2/E3/LQ/009	Building a Three Brick Square Hollow Pillar	E3	3	30
F/505/0626	TG8/E3/LQ/006	Cutting and Hanging Wall Coverings	E3	3	30
H/615/3211	XL5/E3/LQ/001	Electronics in Action	E3	3	27
K/506/0518	PL5/E3/LQ/002	Health and Safety: Construction	E3	3	30
Y/505/3192	TG7/E3/LQ/001	Introduction to Carpentry and Joinery	E3	3	30
J/505/3897	TG8/E3/LQ/005	Introduction to Painting and Decorating	E3	3	30
Business and Administration					
D/506/0693	HD4/E3/LQ/017	Data Handling: Extracting and Interpreting Data	E3	1	10
H/506/0694	HD4/E3/LQ/018	Data Handling: Recording and Representing Data	E3	1	10
H/600/9867	HC4/E3/LQ/011	Understanding Financial Services	E3	1	10
H/505/3194	AY7/E3/LQ/002	Reception and Filing Skills	E3	3	30
A/505/8790	AY8/E3/LQ/002	Using the Telephone and Photocopier	E3	3	30
Catering and Hospitality					
K/505/3181	HD8/E3/LQ/014	Basic Cooking	E3	2	20
M/505/3182	NF4/E3/LQ/002	Basic Food Preparation	E3	2	20
J/505/8646	HD8/E3/LQ/015	Food Safety and Storage	E3	3	30
Y/504/8509	HJ1/E3/LQ/006	Introduction to Food, Drink and Cooking	E3	3	30
A/502/4834	NA1/E3/LQ/001	Introduction to the Hospitality Industry	E3	1	10
Creative and Digital					
Y/505/6366	CQ6/E3/LQ/003	Audio and Video Software	E3	2	15
D/504/9967	JK1/E3/LQ/002	Clothing Design	E3	3	30
L/506/0527	JA8/E3/LQ/003	Core Skills for Art and Craft	E3	3	30
D/506/0533	JB2/E3/LQ/002	Mixed Media in 2D	E3	3	30
H/506/0534	JA8/E3/LQ/004	Needle/Textile Crafts	E3	3	30
Early Years and Social Care					
T/504/8517	HJ2/E3/LQ/001	Developing Skills for Listening to Children	E3	3	30
A/505/1578	HF1/E3/LQ/007	Food and Nutrition for Children	E3	3	30

F/615/3216	PA1/E3/LQ/001	Introduction to Health and Social Care	E3	1	9
J/505/8713	HF1/E3/LQ/008	Introduction to Preparing, Presenting and Keeping Food for Children and Young People	E3	3	30
J/615/3217	PA1/E3/LQ/002	Job Opportunities in Health and Social Care	E3	3	20
Hair and Beauty					
A/506/9708	HL7/E3/LQ/009	Hair Plaiting	E3	3	30
L/505/3187	HL7/E3/LQ/006	Hairdressing: Introduction to Assisting a Stylist	E3	3	30
A/504/9345	HL7/E3/LQ/007	Hairdressing: Introduction to Health and Safety	E3	3	30
J/504/9347	HL1/E3/LQ/003	Hand Care	E3	3	30
F/506/8799	HL1/E3/LQ/004	Introduction to the Hair and Beauty Sector	E3	2	20
T/505/3927	HL1/E3/LQ/005	Skin Care	E3	3	30
Health and Science					
J/504/8490	HJ1/E3/LQ/004	Developing Skills for a Healthy Lifestyle	E3	3	30
M/615/3213	RA1/E3/LQ/001	Forensic Science	E3	3	27
T/615/3214	RA1/E3/LQ/002	Science in the World	E3	3	27
R/615/3205	HJ1/E3/LQ/015	The importance of Healthy Eating and Drinking	E3	3	27
L/505/1620	HF1/E3/LQ/009	Understanding Human Growth and Development	E3	3	30
A/615/3215	RA1/E3/LQ/003	Working in Science and Technology	E3	3	27
ICT					
F/506/9757	CN1/E3/LQ/004	Computer Basics	E3	1	5
L/505/8535	CN0/E3/LQ/004	Computer Security and Privacy	E3	1	10
K/505/6369	CP2/E3/LQ/002	Database Software	E3	2	15
H/505/6371	CQ5/E3/LQ/003	Design and Imaging Software	E3	2	15
F/505/3185	CQ2/E3/LQ/002	Desktop Publishing Software	E3	2	15
K/505/3214	CN0/E3/LQ/005	IT User Fundamentals	E3	2	20
Public Services					
Y/615/3206	QH4/E3/LQ/001	Assisting the Public	E3	3	24

D/615/3207	QH4/E3/LQ/002	Career Planning for the Public Services	E3	3	27
H/615/3208	QH4/E3/LQ/003	Public Service Incidents	E3	3	24
K/615/3209	QH4/E3/LQ/004	Understanding Crime and its Effects	E3	3	24
K/506/0647	HH3/E3/LQ/005	Understanding Young People, Law and Order	E3	3	30
D/615/3210	QH4/E3/LQ/005	Working in Public Services	E3	3	27
Retail and Customer Service					
A/504/8177	BC3/E3/LQ/001	Handling Stock in a Retail Environment	E3	3	30
L/505/8597	HC4/E3/LQ/030	Introduction to Customer Service Skills	E3	3	30
F/504/8178	BC3/E3/LQ/002	Keeping the Work Area Clean, Tidy and Safe in a Retail Environment	E3	3	30
J/504/8179	BC3/E3/LQ/003	Looking After Customers in a Retail Environment	E3	3	30
Sport					
H/505/0425	MA4/E3/LQ/001	Assist in Sports Coaching	E3	3	30
Y/505/9123	HJ5/E3/LQ/003	Health and Fitness	E3	3	30
L/505/8549	HJ1/E3/LQ/014	Improving own fitness	E3	3	30
A/505/8644	MA3/E3/LQ/002	Indoor Team Games	E3	3	30
D/505/1007	LC1/E3/LQ/004	Basic Performance Skills	E3	3	30
F/505/0996	LC1/E3/LQ/003	Physical Performance Skills	E3	3	30

Barred combinations

Where there is the same unit at both Entry Level 3 and Level 1, the unit can only be used at one level, i.e., this is a barred combination.

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.

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.