

Qualification Guide

OCNLR Level 4 Certificate in Building Social Capital through Community Engagement

OCN London Qualification Guide

OCNLR Level 4 Certificate in Building Social Capital through Community Engagement
Qualification No: 603/0780/8

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 4 Certificate in Building Social Capital through Community Engagement**. 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 4 Certificate in Building Social Capital through Community Engagement** qualification will help public service providers engage with their local community in a way that helps build social capital. It will also help community organisations to become more effective in building social capital and engaging with public service providers.

For example, when undertaken as CPD by police professionals, the qualification is expected to help them:

- engage with communities
- adapt policing methods to local conditions
- mobilise local people and agencies to tackle crime and disorder, and
- collaborate to solve complex social problems.

The learning gained from this qualification will help police officers secure better information and intelligence, whilst helping the communities themselves to take action to improve their area and their relationship with public service providers.

The **OCNLR Level 4 Certificate in Building Social Capital through Community Engagement** qualification is regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

This Qualification is also available at Level 3.

Level 4 Certificate

- Qualification Number: 603/0780/8
- Qualification credit value: 15
- Operational start date: 1st December 2016
- Review date: 9th June 2027
- Total Qualification Time (TQT): 150 hours
- Guided Learning Hours (GLH): 50
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualification

The purpose of the **OCNLR Level 4 Certificate in Building Social Capital through Community Engagement** qualification will help public service providers learn to more productively use the networks of relationships among people who live and work in a particular society. By being able to build better, more constructive relationships with people in their local community, they will be able to build a more efficient and better performing service. Community organisations will also learn techniques to use in building more effective relationships with public service providers.

Who the qualification is for

The **OCNLR Level 4 Certificate in Building Social Capital through Community Engagement** qualification is for public service professionals and policy makers. It is also for those working or volunteering in community organisations.

Entry guidance

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

Additional information

Please note that access to this qualification is through [MutualGain](#) only.

Progression and related qualifications

This qualification is CPD training for public service professionals and so will help progression primarily to improved practice and greater influence at work. However, learners may become interested in pursuing further learning related to leadership, social policy or community development as a result of their experience with this qualification.

Structure of the qualification

Rules of combination for achievement

The **OCNLR Level 4 Certificate in Building Social Capital through Community Engagement qualification** consists of mandatory and optional units. Learners must complete 15 credits at Level 4.

- 11 credits must be from the mandatory units
- 4 credits must be from the optional units

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory units					
R/615/3639	ED8/4/LQ/003	Coding and Analysing Data from an Engagement Event	4	2	7
R/615/3642	ED8/4/LQ/006	Reframing Community Engagement for Social Capital	4	2	7
D/615/3644	ED8/4/LQ/007	Re-thinking Public Service: Building Social Capital	4	7	23
Optional Units					
J/615/3637	ED8/4/LQ/002	Asset Mapping in Community Engagement	4	2	7
J/615/3640	ED8/4/LQ/004	Participatory Budgeting	4	2	7
L/615/3641	ED8/4/LQ/005	Planning a World Cafe Event	4	2	7
Y/617/0149	ED8/4/LQ/008	Understanding Positive POP (Problem Oriented Policing)	4	2	6
F/615/3636	ED8/4/LQ/001	Using Appreciative Inquiry Processes in Community Engagement	4	2	7

For unit content please click the Ofqual Unit Reference Number

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.

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.



📍 **OCN London**

24 Angel Gate, 326 City Road, London EC1V 2PT

💻 www.ocnlondon.org.uk

✉ enquiries@ocnlondon.org.uk

☎ 020 7278 5511