

# Qualification Guide

## Level 2 Adult Social Care Certificate qualification

Approved by



## **OCN London Qualification Guide**

### **OCNLR Level 2 Adult Social Care Certificate qualification**

Qualification No: 610/4188/9

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**

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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 Adult Social Care Certificate qualification. 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 the Centre Approvals Manager on [pam@ocnlondon.org.uk](mailto:pam@ocnlondon.org.uk) for details of the Centre Approval application process.

## Qualification Overview

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The OCNLR Level 2 Adult Social Care Certificate qualification has been developed in partnership with Skills for Care to provide a regulated qualification that covers the requirements of the existing Care Certificate that has been available since 2015. This new version offers a revised and updated set of standards that define the knowledge, skills and behaviours expected of specific job roles in the health and social care sectors.

The Care Certificate is made up of the 15 minimum standards that should be covered if you are 'new to care' and should form part of a robust induction programme.

Currently 54% of direct care workers do not have a level 2 or above qualification. The introduction of the Level 2 Adult Social Care Certificate qualification will provide a common and robust standard which is quality assured and helps recognise and sustain our care workforce.

### Qualification details

The qualification is suitable for use in a range of learning situations and the structure allows for flexibility in delivery and assessment, enabling assessment evidence to be generated in a range of different ways including workplace performance.

The OCNLR Level 2 Adult Social Care Certificate qualification is regulated by Ofqual, the qualifications regulator for England, and is registered on the Regulated Qualifications Framework (RQF).

### Level 2 Certificate

- Qualification Number: 610/4188/9
- Qualification credit value: 35
- Operational start date: 3rd June 2024
- Review date: 3<sup>rd</sup> March 2028
- Total Qualification Time (TQT): 360 hours
- Guided Learning Hours (GLH): 280 hours
- Assessment requirements: internally assessed, internally and externally moderated.

### Purpose of the qualification

The OCNLR Level 2 Adult Social Care Certificate qualification has been designed to provide learners with the underpinning skills and knowledge required to work in the care sector and to be able to demonstrate that they have the practical skills required.

## Who the qualification is for

The qualifications are suitable for learners who:

- Are new to working in adult social care and have not completed the Care Certificate previously.
- Want to progress within social care settings.
- Are seeking to take on increased responsibilities in life and work.
- Are seeking to enter new work areas and are looking to gain recognition for skills and knowledge.
- Previous studies were non accredited.

## Entry guidance

Learners must be aged over 19.

Learners should be capable of recording responses to the assessments at an appropriate level of English. We recommend that centres carry out their own initial assessment activity to determine this. Centres may need to refer learners to basic skills provision in order for them to be able to access and succeed on the Adult Care Certificate.

Employer specific induction and mandatory training is to be completed prior to the learner starting the qualification. However, the employer can decide if the qualification can be completed alongside employer specific induction and mandatory training.

## Structure of the qualification

### Rules of combination for achievement

The Qualification is divided into 15 units each of which is Mandatory in order to achieve the full OCNLR Level 2 Adult Social Care Certificate qualification.

### Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<a href="#">Y/651/1535</a>	AJ2/2/LQ/001	Understand own role	2	2	16
<a href="#">A/651/1536</a>	AF2/2/LQ/002	Personal development	2	3	24
<a href="#">D/651/1537</a>	PA1/2/LQ/128	Duty of care	2	2	16
<a href="#">F/651/1538</a>	PA1/2/LQ/129	Equality, diversity, inclusion, and human rights	2	2	16
<a href="#">T/651/1543</a>	PT1/2/LQ/051	Work in a person centred way	2	3	24
<a href="#">Y/651/1544</a>	PA1/2/LQ/130	Communication	2	3	24
<a href="#">A/651/1545</a>	PT2/2/LQ/006	Privacy and dignity	2	3	24
<a href="#">D/651/1546</a>	PA1/2/LQ/131	Nutrition and hydration	2	2	16
<a href="#">F/651/1547</a>	PA1/2/LQ/132	Awareness of mental health and dementia	2	3	24
<a href="#">H/651/1548</a>	PA1/2/LQ/133	Adult safeguarding	2	3	24
<a href="#">J/651/1549</a>	PA1/2/LQ/134	Safeguarding children	2	1	8
<a href="#">M/651/1550</a>	PA1/2/LQ/135	Health, safety, and principles of basic life support	2	3	24
<a href="#">R/651/1551</a>	CY0/2/LQ/001	Handling information	2	1	8
<a href="#">T/651/1552</a>	PA1/2/LQ/136	Infection prevention and control (IPC)	2	1	8
<a href="#">Y/651/1553</a>	HG5/2/LQ/002	An awareness of learning disability and autism	2	3	24

## Assessment and Moderation

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### Assessment process

Assessment and Moderation arrangements for these qualifications have been designed following the principles set out by Skills for Care & Development in the following three documents:

- [Joint Skills for Care and Skills for Health Assessment principles](#)
- [Skills for Care & Development Assessment principles](#)
- [Skills for Care and the Joint Awarding Body Quality Group \(JABQG\) additional assessment principles guidance](#)

OCN London have provided a full set of Assessment Activities that have been carefully mapped to the standards for centres to use. Should a centre choose not to use the Assessments provided they must provide a set of Assessments to their External Quality Advisor for approval prior to the course running.

Tasks are either knowledge and understanding or practically based. Learners are expected to answer all the questions and to demonstrate all the practical skills as set out in the Assessment booklet. Units are not graded.

These will be Assessed internally by the centre staff and then Internally Quality Assured by the centre.

OCN London will Externally Quality Assure the provision at all centres offering the qualification.

### 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 will also be held by OCN London, and it is a requirement that each Centre offering units from the 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/assessor feedback may be collected by External Quality Assurers.

## Learners with particular requirements

If learners have particular requirements, the Centre should visit the [Access to Fair Assessment Policy and Procedure](#) which 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.

## ESOL Learners

Although there is no requirement for learners to have achieved formal English Language qualifications, they should have sufficient command of the English language to be able to answer questions both orally and in writing.

## RPL

Many prospective learners may have achieved elements of the existing Care Certificate or other relevant CPD courses/qualifications. OCN London have a comprehensive RPL policy and will support centres in recognising/establishing where it is appropriate to use RPL as evidence of previous achievement. This may be for the whole of the Adult Care Certificate or individual units.

## Requirements for tutor/assessors

In addition to being qualified to make assessment decisions, each tutor/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 tutor/assessor.

Each tutor/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. It may be necessary to utilise more than one Assessor to cover some areas of expertise.

The following list of qualifications are approved for Assessors:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- QCF Level 3 Award in Assessing Competence in the Work Environment (for competence / skills learning outcomes only)
- QCF Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- QCF Level 3 Certificate in Assessing Vocational Achievement

- Qualified Teacher Status
- Certificate in Education in Post Compulsory Education (PCE)
- Social Work Post Qualifying Award in Practice Teaching
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning sector (DTLLS)
- Mentorship and Assessment in Health and Social Care Settings
- Mentorship in Clinical/Health Care Practice
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- NOCN – Tutor/Assessor Award
- Level 3 Awards and Certificate in Assessing the Quality of Assessment (QCF)
- Level 4 Awards and Certificates in Assuring the Quality of Assessment (QCF)
- Level 3 Award in Education and Training JABQG Sept 2014 - Version 5
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Educations and Training
- Level 3 Certificates in Assessing Vocational Achievement (RQF)

### Requirements for Internal Quality Assurance role

Those carrying out internal quality assurance must be occupationally knowledgeable in the unit they are assuring and be qualified to make quality assurance decisions. Those involved in internal quality assurance must have the authority and the resources to monitor the work of assessors. They have a responsibility to highlight and propose ways to address any challenges in the assessment process (e.g. to ensure suitable assessors are assigned to reflect the strengths and needs of particular learners).

Further clarification regarding Assessment and Internal Quality Assurance is available from our Quality Team and the documents available on the [Skills for Care website](#).

OCN London offer regular on-line training sessions for those new to assessment practice and Internal Quality Assurance.

### External Quality Assurance

Those carrying out external quality assurance must be occupationally knowledgeable and understand the policy and practice context of the qualifications in which they are involved.

OCN London will confirm that those involved in external quality assurance are suitably qualified for this role.

## 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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