



Qualification Specification for:

OCN NI Level 3 Certificate in Citizenship and Intercultural Studies

➤ **Qualification No: 601/3739/3**

Qualification Regulation Information

Qualification Number: 601/3739/3

Operational start date: 01 July 2014

Operational end date: 31 December 2022

Certification end date: 31 December 2025

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 3 Certificate in Citizenship and Intercultural Studies**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

The OCN NI Level 3 Certificate in Citizenship and Intercultural Studies qualification has been designed to increase the participation of learners in developing their contribution to society through diversity awareness, citizenship and civic participation and critical examination of commemorative events and processes, and their relation to an envisaged shared future in Northern Ireland.

The programme aims to develop confidence/self-awareness and enhance the learner's development of transferable skills in problem solving, teamwork and personal achievement, which all support elements of workplace learning, through engaging in citizenship and remembrance activities.

Sector Subject Area

14.1 Foundations for learning and life.

Grading

Grading for this qualification is pass/fail.

UCAS Tariff

The OCN NI Level 3 Certificate in the Citizenship and Intercultural Studies qualification is recognised by UCAS, with 16 points allocated.

Qualification Target Group

The qualification is targeted at the schools/education sector, community sector, Civil Service/council employees and ex-combatants/former prisoners.

Progression Opportunities

The OCN NI Level 3 Certificate in Citizenship and Intercultural Studies qualification enables progression into further learning in this area or into employment.

Entry Requirements

There are no formal entry requirements though learners should have the necessary communication skills to be able to complete assessment at this level. Learners must be at least 16 years old.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in the relevant area.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

The table below summarises the structure of this qualification. In order to achieve the qualification learners must complete a total of 15 credits (all 5 mandatory units).

Total Qualification Time (TQT) for this qualification: 150 hours
 Guided Learning Hours (GLH) for this qualification: 124 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Y/506/5035	CBA083	Understanding Diversity and Tolerance within Society	30	3	Two
J/506/5032	CBA080	Personal Confidence and Self Awareness	30	3	Two
F/506/5031	CBA079	Active Citizenship in the Local Community	10	1	Three
L/506/5033	CBA081	Promoting Equality and Diversity	40	4	Three
R/506/5034	CBA082	Reconciliation Through Remembrance in Practice	40	4	Three

Unit Details

Title	Understanding Diversity and Tolerance within Society	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBA083	
Unit Reference No	Y/506/5035	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to have an understanding of diversity including diverse groups and how they impact on society.		
Learning Outcomes		
Assessment Criteria		
Understand the term diversity within society.	1.1. Describe what is meant by the term diversity within society.	
2. Be aware of diverse social groups and their practices.	2.1. Describe the values, beliefs and history of a range of diverse social groups. 2.2. Describe the different practices in relation to: a) food b) drink c) clothes d) festivals e) relationships	
3. Be aware of the similarities between diverse groups.	3.1. Describe the similarities across a range of diverse groups.	
4. Understand the importance of respecting diversity within society.	4.1. Describe a range of situations which demonstrate a lack of tolerance of diverse groups within society. 4.2. Describe why it is important to respect diversity in terms of tolerance.	
5. Understand the contributions diverse groups make to society.	5.1. Outline the contributions diverse groups make to society. 5.2. Describe the advantages of living in a diverse society.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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Title	Personal Confidence and Self Awareness	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBA080	
Unit Reference No	J/506/5032	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand why they may lack confidence and how to manage stress. Learners will also be required to develop personal goals.		
Learning Outcomes		
Assessment Criteria		
1. Understand reasons for feeling confident and lacking confidence.	1.1. Describe situations when s/he felt confident and lacked confidence. 1.2. Describe how you can prepare for situations that make you feel less confident. 1.3. Describe how own behaviour may influence other people's view of us.	
2. Understand how to participate effectively in social situations.	2.1. Describe possible barriers to participating in social activities. 2.2. Outline types of behaviour which would be inappropriate in a social situation. 2.3. Describe ways in which s/he could change own attitude and behaviour in order to participate more fully in social situations.	
3. Understand ways to manage stress.	3.1. Outline reasons why s/he may feel stressed. 3.2. Describe ways in which s/he deals with stress. 3.3. Demonstrate a range of techniques which can help to reduce stress and when to apply them.	
4. Be able to set goals for own development.	4.1. Outline goals for own development. 4.2. Develop an action plan to meet goals. 4.3. Record achievement against these goals. 4.4. Describe how goal setting has contributed to own self confidence.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Active Citizenship in the Local Community	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CBA079	
Unit Reference No	F/506/5031	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand social diversity its value and how it impacts on the local community.		
Learning Outcomes	Assessment Criteria	
1. Understand the social diversity of citizens in the local community.	1.1. Explain the term social diversity. 1.2. Analyse the diversity of the population in own local community. 1.3. Evaluate the impact of diversity on the local population in own community.	
2. Understand the importance of active participation within own community.	2.1. Explain the importance of active participation within own community and how this may help overcome the negative impacts of social diversity.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Promoting Equality and Diversity	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBA081	
Unit Reference No	L/506/5033	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand equality and diversity within society and gain a basic knowledge of current legislation.		
Learning Outcomes		
1. Understand equality and diversity.	1.1. Explain what is meant by the terms equality and diversity. 1.2. Analyse a range of diverse societies. 1.3. Explain the issues that emerge in a diverse society caused by inappropriate or discriminatory behaviour. 1.4. Examine own values, attitudes and behaviours towards diversity issues.	
2. Understand the moral and business case for diversity.	2.1. Explain the moral case for a diverse society addressing human rights issues and entitlements. 2.2. Explain the business case for encouraging diversity. 2.3. Explain how a business may monitor and encourage diversity within the workplace.	
Understand current legislation relating to diversity.	2.4. Identify and analyse current legislation relating to diversity.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Reconciliation Through Remembrance in Practice	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBA082	
Unit Reference No	R/506/5034	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to appreciate in different forms of remembrance and allow them to develop an individual ethical framework. The learner will be required to plan and present an act of remembrance.		
Learning Outcomes		Assessment Criteria
1. Understand the key elements of acts of shared remembrance.	1.1. Explain the form and focus of a range of demonstrations of remembrance. 1.2. Explain the key elements of acts of remembrance. 1.3. Demonstrate an awareness of the different and/or conflicting perspectives of those taking part in acts of remembrance.	
2. Recognise good practice within acts of shared remembrance.	2.1. Summarise good practice within acts of shared remembrance. 2.2. Extrapolate potential benefits of shared remembrance to the wider community. 2.3. Develop an ethical analysis framework for acts of shared remembrance. 2.4. Evaluate an example of good practice using an ethical framework.	
3. Be able to plan an inclusive act of remembrance.	3.1. Identify and summarise examples of forthcoming acts of remembrance that may present conflicting attitudes. 3.2. Plan an act of remembrance to include: a) theme to be addressed b) expected audience c) venue d) outcomes e) resources 3.3. Summarise how the event meets the ethical framework for shared remembrance.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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