



## **Qualification Specification for:**

### **OCN NI Level 3 Certificate in Learning and Development**

➤ **Qualification No: 603/3819/2**

## Qualification Regulation Information

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### OCN NI Level 3 Certificate in Learning and Development

Qualification Number: 603/3819/2

Operational start date: 01 December 2018

Operational end date: 02 January 2029

Certification end date: 02 January 2032

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.

### OCN NI Contact Details

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## Foreword

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

→ **OCN NI Level 3 Certificate in Learning and Development**

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](http://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.

## Contents

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<b>Foreword</b> .....	<b>3</b>
<b>About Regulation</b> .....	<b>5</b>
OCN NI.....	5
<b>Qualification Features</b> .....	<b>6</b>
Sector Subject Area .....	6
Qualification Aim .....	6
Qualification Objectives .....	6
Grading .....	6
Qualification Target Group .....	6
Progression Opportunities.....	6
Entry Requirements.....	6
Qualification Support.....	7
Delivery Languages.....	7
<b>Centre Requirements for Delivering the Qualification</b> .....	<b>8</b>
Centre Recognition and Qualification Approval .....	8
Centre Staffing .....	8
Tutors .....	8
Assessors.....	8
Internal Verification.....	9
<b>Structure and Content</b> .....	<b>10</b>
<b>Unit Details</b> .....	<b>11</b>
<b>Quality Assurance of Centre Performance</b> .....	<b>21</b>
External Verification .....	21
Standardisation .....	21
<b>Administration</b> .....	<b>22</b>
Registration .....	22
Certification .....	22
Charges.....	22
Equality, Fairness and Inclusion.....	22
Retention of Evidence .....	22

## About Regulation

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### 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 1<sup>st</sup> 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

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### Sector Subject Area

#### 13.1 Teaching and Lecturing

This qualification relates to the National Occupational Standards for Learning and Development. <http://www.excellencegateway.org.uk/content/eq6225>

### Qualification Aim

The OCN NI Level 3 Certificate in Learning and Development qualification provides an introduction to the skills and knowledge required to be able to offer effective training programmes to others.

### Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand the principles and practices of learning and development
- develop and prepare resources for learning and development
- plan and prepare specific learning and development opportunities
- facilitate group learning and development
- reflect on own practice in learning and development

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

The qualification is targeted at those who wish to or currently offer learning and development opportunities to others as part of their role, for example those working in the community and voluntary sector or in the health and social care sector.

### Progression Opportunities

The OCN NI Level 3 Certificate in Learning and Development will enable the learner to progress to higher level qualifications in the area of learning and development.

### Entry Requirements

Learners must be at least 18 years of age.

Learners must have:

- GCSE English (Grade C or above) or an equivalent level 2 qualification.

### **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

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### 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 must:

- hold a minimum of a Level 5 teaching or training qualification
- have at least one year's teaching experience

It would be desirable for tutors to have experience in providing train the trainer/teacher training programmes.

### Assessors

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

#### **Assessors must:**

- hold a minimum of a Level 5 teaching or training qualification
- have at least one year's teaching experience
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- 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 a minimum of a Level 5 teaching or training qualification
- have at least one year's teaching experience
- have direct or related relevant experience in assessment and verification
  
- 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

It would be desirable for internal verifiers to have experience in providing train the trainer/teacher training programmes.

## Structure and Content

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### OCN NI Level 3 Certificate in Learning and Development

In order to achieve the Level 3 Certificate learners must complete all five units for a total of 20 credits.

Total Qualification Time (TQT) for this qualification: 200 hours  
 Guided Learning Hours (GLH) for this qualification: 75 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">R/617/3390</a>	CBE356	Understand the Principles and Practices of Learning and Development	40	4	Three
<a href="#">Y/617/3391</a>	CBE357	Develop and Prepare Resources for Learning and Development	40	4	Three
<a href="#">D/617/3392</a>	CBE358	Plan and Prepare Specific Learning and Development Opportunities	40	4	Three
<a href="#">H/617/3393</a>	CBE359	Facilitate Group Learning and Development	40	4	Three
<a href="#">K/617/3394</a>	CBE360	Reflecting on own Practice in Learning and Development	40	4	Three

## Unit Details

Title	Understand the Principles and Practices of Learning and Development
Level	Three
Credit Value	4
Guided Learning Hours (GLH)	15
OCN NI Unit Code	CBE356
Unit Reference No	R/617/3390
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles and practices underpinning learning and development.	
Learning Outcomes	Assessment Criteria
1. Understand the purpose and context of learning and development.	1.1. Analyse objectives of learning and development for individuals. 1.2. Summarise at least three contexts and/or environments in which learning and development may take place.
2. Understand the learning and development cycle.	2.1. Illustrate the learning development cycle and its constituent parts. 2.2. Explain how the learning and development cycle may be used to enhance the learning experience.
3. Understand the needs of learners and organisations in relation to learning and development.	3.1. Summarise the importance of understanding learner and organisational needs and motivations for learning and development. 3.2. Explain how to adapt learning and development to meet the needs of at least three different learners. 3.3. Summarise factors that may impact positively on learner engagement and motivation.
4. Understand the roles and responsibilities of the learning and development practitioner.	4.1. Explain the role and responsibilities of the learning and development practitioner in relation to: a) providing advice b) quality of delivery c) safeguarding and managing risks
5. Understand legislative and organisational requirements in relation to learning and development.	5.1. Summarise learner's rights in relation to equality, diversity and inclusion. 5.2. Explain the practitioner's and the organisation's responsibility in relation to safety and security of learners. 5.3. Summarise the purpose and limits of confidentiality in relation to learners and the organisation. 5.4. Explain the requirements for record keeping in relation to learning and development.

### Assessment Guidance

One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

1. a presentation
2. written assignment / professional discussion

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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Develop and Prepare Resources for Learning and Development	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE357	
Unit Reference No	Y/617/3391	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles underpinning the development and preparation of learning and development resources. The learner will also be able to demonstrate the development of learning and development resources.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the principles underpinning development and preparation of resources for learning and development.	1.1. Explain the principles underpinning resource selection for learning and development. 1.2. Summarise internal and external requirements that need to be considered when developing and preparing resources. 1.3. Illustrate how technology may contribute to the development of learning and development resources.	
2. Be able to develop resources to meet learning and development needs.	2.1. Summarise why it is important to assess the needs of learners for whom resources are being developed. 2.2. Prepare resources for the delivery of learning and development ensuring internal and external requirements are met. 2.3. Illustrate how resource adaptations and technology can be used to meet learning and development needs. 2.4. Prepare guidance to assist those using learning and development resources. 2.5. Evaluate the suitability of resources for learning and development identifying possible areas for improvement.	
<b>Assessment Guidance</b>		
One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
1. written assignment / professional discussion 2. preparation of learning resources		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Record of observation Learner notes/written work Learner log

	and apply skills and knowledge	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Plan and Prepare Specific Learning and Development Opportunities	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE358	
Unit Reference No	D/617/3392	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to plan and prepare learning and development activities for learners. The learner will also be able to demonstrate the planning and preparation of learning and development activities.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to plan learning and development opportunities.	1.1. Summarise the importance of assessing the purpose and outcomes of learning and development to meet learner needs. 1.2. Plan the delivery of specific learning and development opportunities to meet learner needs. 1.3. Collate resources required to deliver specific learning and development opportunities. 1.4. Summarise organisational structures, systems and processes supporting learning and development opportunities. 1.5. Evaluate risks to learners when planning specific learning and development opportunities.	
2. Be able to prepare specific learning and development opportunities to meet learner needs.	2.1. Prepare learning and development sessions to meet learner needs including: a) resources b) technology c) learning and development aims and objectives d) delivery requirements e) assignment arrangements	
<b>Assessment Guidance</b>		
One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
1. a presentation, including plan of learning and development activities 2. written assignment 3. scheme of work 4. a learning and development session, including lesson observation		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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	Record of observation Learner notes/written work Learner log

	and apply skills and knowledge	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Facilitate Group Learning and Development	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE359	
Unit Reference No	H/617/3393	
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles and practices underpinning delivery of learning and development activities to groups of learners. The learner will also be able to demonstrate the facilitation of learning and development to groups and individuals within groups.</p>		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the principles and practices of learning and development in groups.	1.1. Explain the purpose of group learning and development. 1.2. Explain why delivery of learning and development should take account of group dynamics. 1.3. Evaluate at least two methods for facilitating learning and development to meet the needs of groups. 1.4. Summarise how to manage risks and safeguard individuals when facilitating learning and development in groups. 1.5. Illustrate how to overcome barriers to learning in groups. 1.6. Summarise how to monitor individual learner progress within group learning and development activities. 1.7. Summarise how to utilise learner feedback in order to inform future learning and development.	
2. Be able to facilitate learning and development in groups.	2.1. Confirm facilitation methods with group members in order to meet group and individual learning objectives. 2.2. Deliver learning and development activities to meet given learning objectives. 2.3. Illustrate how to manage risks to group and individual learning and development.	
3. Be able to assist individuals and groups to apply new knowledge and skills in a practical context and provide feedback.	3.1. Develop opportunities for individuals and groups to apply new knowledge and skills in a practical context. 3.2. Provide feedback to improve the application of learning.	
<b>Assessment Guidance</b>		
<p>One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.</p> <ol style="list-style-type: none"> <li>written assignment</li> <li>scheme of work</li> <li>a learning and development session, including lesson observation</li> </ol>		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Reflecting on own Practice in Learning and Development	
Level	three	
Credit Value	4	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE360	
Unit Reference No	K/617/3394	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand approaches and processes involved in reflective practice and be able to reflect on own practice.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand approaches to and processes associated with reflective practice and continuing professional development.	1.1. Critically compare at least three approaches and processes of reflective practice in learning and development. 1.2. Explain the importance of reflective practice and continuing professional development. 1.3. Analyse own values, beliefs and attitudes and their impact on own practice.	
2. Be able to reflect on own performance as a learning and development practitioner in order to improve own practice.	2.1. Analyse how own practice promotes inclusion, equality and diversity. 2.2. Evaluate own performance identifying and prioritising possible areas for improvement and produce personal action plan. 2.3. Undertake improvement activities in line with personal action plan utilising technology and resources as required.	
<b>Assessment Guidance</b>		
One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
1. written assignment / professional discussion 2. a presentation, including personal action plan		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

## Quality Assurance of Centre Performance

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### 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

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### 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 this qualification. 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.

## **OCN NI Level 3 Certificate in Learning and Development**

**Qualification Number: 603/3819/2**

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Operational start date: 01 December 2018  
Operational end date: 02 January 2029  
Certification end date: 02 January 2032

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