



Qualification Specification for:

**OCN NI Level 4 Certificate in Pharmaceutical Industry
Regulation**

➤ **Qualification No: 610/1255/5**

Qualification Regulation Information

OCN NI Level 4 Certificate in Pharmaceutical Industry Regulation

Qualification Number: 610/1255/5

Operational start date: 01 August 2022

Operational end date: 31 July 2027

Certification end date: 31 July 2031

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 qualifications:

→ **OCN NI Level 4 Certificate in Pharmaceutical Industry Regulation**

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.ocni.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

Sector Subject Area

2.1 Science

NOS - Cogent Laboratory Skills

Qualification Aim

The OCN NI Level 4 Certificate in Pharmaceutical Industry Regulation will enable learners to develop an understanding of pharmaceutical regulatory agencies, approval processes and relevant good practice guidelines and requirements.

Qualification Objectives

The objectives of the OCN NI Level 4 Certificate in Pharmaceutical Industry Regulation are to enable learners to develop an understanding of the following within the pharmaceutical industry:

- Good Manufacturing Practice
- Good Laboratory Practice
- Good Clinical Practice
- Good Documentation Practice
- worldwide pharmaceutical regulatory agencies and approval processes

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at learners who are currently working in or who wish to work in laboratory based occupations in the pharmaceutical health, life science and related sectors.

Progression Opportunities

The OCN NI Level 4 Certificate in Pharmaceutical Industry Regulation qualification will allow learners to progress to higher level qualifications in science and related areas.

Entry Requirements

The entry requirements for this qualification include the following:

- learners should be at least 18 years old
- have five GCSEs or equivalent including English and Maths at Grade C or above
- have a level 3 qualification in a science or science related discipline or a level 2 qualification in two sciences and in addition have at least one year's experience in a science related occupation

Resource Requirements

Learners must have access to appropriate equipment typically found in an industrial/scientific laboratory workplace.

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 and qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

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:

- be occupationally competent to at least one level higher than the qualification
- have a minimum of one year's 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 experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

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

OCN NI Level 4 Certificate in Pharmaceutical Industry Regulation

In order to achieve the qualification learners must successfully complete 18 credits.

| | |
|--|-----------|
| Total Qualification Time (TQT) for this qualification: | 180 hours |
| Guided Learning Hours (GLH) for this qualification: | 80 hours |

| Unit Reference Number | OCN NI Unit Code | Unit Title | Credit Value | GLH | Level |
|----------------------------|------------------|------------------------------------|--------------|-----|-------|
| K/650/3034 | CBF850 | Pharmaceutical Industry Regulation | 18 | 80 | Four |

Unit Details

| Title | Pharmaceutical Industry Regulation |
|--|---|
| Level | Four |
| Credit Value | 18 |
| Guided Learning Hours (GLH) | 80 |
| OCN NI Unit Code | CBF850 |
| Unit Reference No | K/650/3034 |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand pharmaceutical regulatory agencies, approval processes and relevant good practice guidelines and requirements. | |
| Learning Outcomes | Assessment Criteria |
| 1. Understand worldwide pharmaceutical regulatory agencies and approval processes for drugs and medical devices. | 1.1. Explain the role of worldwide regulatory agencies. 1.2. Research the regulatory agencies in at least four different world regions. 1.3. Critically compare and contrast the drug approval processes in two different world regions identified in AC 1.2. 1.4. Critically compare and contrast medical device approval processes in two different world regions identified in AC 1.2. 1.5. Critically compare the drug approval processes for animals and human drugs in one of the world regions identified in AC 1.2. |
| 2. Understand Good Manufacturing Practice (GMP) for the pharmaceutical industry. | 2.1. Research and evaluate the following for GMP: a) principles and requirements b) legal framework and guidance governing two different world regions c) similarities and differences in AC 2.1.b) |
| 3. Understand Good Laboratory Practice (GLP) for the pharmaceutical industry. | 3.1. Research and evaluate the following for GLP: a) principles and requirements b) Organisation for Economic Co-operation and Development (OECD) legal framework and guidance |
| 4. Understand Good Clinical Practice (GCP) for the pharmaceutical industry. | 4.1. Research and evaluate the following for GCP: a) principles and requirements b) legal framework and guidance governing two different world regions c) similarities and differences in AC 4.1.b) |
| 5. Understand Good Documentation Practice (GDP) for the pharmaceutical industry. | 5.1. Research and evaluate the following for GDP: a) principles and requirements in all Good x Practice (GxP) processes b) Attributable Legible Contemporaneous Original Accurate (ALCOA) guidance expectations for paper and electronic records. |

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

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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