

# Qualification Specification for OCN NI Level 3 Award in Technology in Training Delivery (QCF)

Qualification No: 600/9030/3





## Qualification Regulation Information

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Qualification Number: 600/9030/3  
Operational start date: 01 May 2013  
Review date: 28 February 2018  
Certification end date: 28 February 2019

Qualification review and certification end dates are provided for all QCF qualifications to ensure that they remain current and valid. The review date is the last date by which learners may be registered on a qualification, and the certification end date is the last date their achievements can be certified. Learners have up to 1 year after the qualification review date to complete this qualification and claim their certificate.

All OCN NI QCF Qualifications are published to Ofqual's Register of Regulated Qualifications ( <http://register.ofqual.gov.uk> ). This database contains details of the available regulated qualifications, units and structures.

### OCN NI Contact Details

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## Foreword

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This booklet contains the specification for OCN NI's Level 3 Award in Technology in Training Delivery (QCF) to assist centres and learners to deliver and achieve the qualification. OCN NI has ensured this qualification specification document is clear, accurate and communicates:

- (a) what the qualification requires of the learner in respect of each of the details that is applicable to the qualification, and
- (b) how the qualification is fit for purpose.

The specification also sets out and includes details of:

- the qualification's objective
- any other qualification which a learner must have completed before taking the qualification
- any prior knowledge, skills or understanding which the learner is required to have before taking the qualification
- units which a learner must have completed before the qualification will be awarded, and any optional routes
- any other requirements which a learner must have satisfied before the learner will be assessed or before the qualification will be awarded
- the knowledge, skills and understanding which will be assessed as part of the qualification (giving a clear indication of their coverage and depth)
- the method of any assessment and any associated requirements relating to it (e.g. specific assessment conditions)
- the criteria against which learner's levels of attainment will be measured (such as assessment criteria or exemplars)
- any specimen assessment materials
- any specified levels of attainment.

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, therefore the version available on our website will be 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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## Introduction

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### About OCN NI

Open College Network Northern Ireland is a nationally recognised Awarding Organisation regulated by Ofqual (the regulator of qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland).

We are an education charity and an awarding organisation working with the community, with people and with businesses, creating qualifications that enable those communities, businesses and people to grow and develop. 'We make a difference; we help make people's lives better'.

**Our Work** – We have a role in recognising achievement, providing opportunity, advocacy and promoting learning.

**Our Vision** – To be respected and recognised as the leading credit based learning and development body throughout Ireland, promoting social inclusion, wider participation and community transformation.

**Our Mission** – As an educational charity and awarding organisation our promise is to transform our customers' learning world so that together we make a difference through learning and development in rebuilding our society and our economy.

### The Qualifications and Credit Framework (QCF)

Qualifications that use the QCF rules are made up of units. This provides flexible ways to get a qualification. Each unit has a credit value which tells you how many credits are awarded when a unit is completed. The credit value also gives an indication of how long it will normally take to prepare for a unit or qualification. One credit will usually take 10 hours of learning.

Units build up to qualifications. There are three different sizes of qualification in the QCF:

- Award (1-12 credits)
- Certificate (13-36 credits)
- Diploma (37 credits and above)

Units and qualifications are each given a level according to their difficulty, from entry level to level 8. The title of a qualification will indicate its size and level.

If a qualification includes a unit that has already been awarded, the unit can count towards that qualification. Units awarded by different awarding organisations can be combined to build up qualifications.



## Qualification Summary

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The OCN NI Level 3 Award in Technology in Training Delivery (QCF) qualification is designed to develop the knowledge, skills and understanding of trainers in the use of technology for delivering training.

### Qualification Target Group

The OCN NI Level 3 Award in Technology in Training Delivery is aimed at those who are already delivering training in informal situations as well as traditional training centres or who wish to start a career in this area.

This programme is being delivered to meet the increasing needs of those who are already working in the training environment and wish to develop their skills and knowledge, and gain a qualification, in the use of new and emerging technology in training delivery. It also suits those who do not have prior training experience who want to gain a qualification.

### Entry Requirements

There are no formal restrictions on entry. It is expected, however, that a learner will receive appropriate advice and guidance regarding the suitability of the qualification and the pathway through the qualification suite in order to achieve their expected outcomes. However learners must be at least 18 years of age and experienced in the area in which they will be training.

### 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.

### Methods of Assessment

Methods of assessment will be as listed in the unit details. All evidence will be internally assessed by qualified centre assessors, internally verified by the approved centres and where relevant the qualification will be subject to external verification or moderation by appointed OCN NI Staff.

Assessment guidance for each unit is contained in OCN NI's Unit Template and Centres should design the method of assessment in accordance with OCN NI's Assessment Methods Document.



## Structure and Content

The table below summarises the structure of this qualification. In order to achieve the qualification learners must complete a total of 6 credits (all 4 mandatory units).

The Qualification consists of the following units:

Unit Reference Number	OCN NI Unit Code	Unit Title	Optional/Mandatory Unit	Credit Value	Level
<a href="#">A/504/8504</a>	CAX030	Ensuring Effective Learning	Mandatory	1	Three
<a href="#">M/504/8502</a>	CAX031	Technology in Supporting and Managing Learning	Mandatory	2	Three
<a href="#">K/504/8501</a>	CAX029	Delivering Technology Supported Learning	Mandatory	2	Three
<a href="#">L/504/8507</a>	CAX028	Assess, Skills, Knowledge and Understanding Using Technology	Mandatory	1	Three



## Unit Details

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The unit information that follows includes the learning outcomes for each unit, which set out what learners are expected to know, understand or be able to do at the end of their learning experience. The assessment criteria specify the standard that learners must meet to demonstrate that they have achieved the learning outcomes. Each unit contains:

- title and reference number
- the level and credit value
- learning outcomes and assessment criteria
- assessment guidance for each unit



Title	Ensuring Effective Learning
Level	Three
Credit Value	1
Guided Learning Hours (GLH)	8
OCN NI Unit Code	CAX030
Unit Reference No	A/504/8504

*Unit purpose and aim(s):* This unit enables learners to understand the theories of how people learn, plan how learning is delivered and be able to review delivery methods.

Learning Outcomes	Assessment Criteria
1. Understand the theories of how people learn.	1.1. Investigate the differences between child centred and adult learning as demonstrated by the theories of Pedagogy and Andragogy. 1.2. Compare and contrast behaviourist and constructivist theories of adult learning. 1.3. Identify the importance of interaction in social constructivist learning. 1.4. Contrast active and passive learning methods.
2. Be able to plan the delivery of learning.	2.1. Carry out a situation analysis of the learning environment. 2.2. Develop a plan to deliver a training session/presentation. 2.3. Explain the principles of the reflective practitioner cycle. 2.4. Explore how to make reasonable adjustments for learners with special needs.
3. Know how to review delivery methods to meet the needs of variations in individual learning styles.	3.1. Outline a system of categorising learning styles. 3.2. Review training plan to meet variation in learning styles. 3.3. Explore how technology can accommodate variations in learning styles. 3.4. Produce a delivery plan, identifying resources required for learners including those identified with special needs.

#### Assessment Guidance

The learner can produce one or more of the following assessment methods to cover the learning outcomes and assessment criteria:

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 student's progression through the course	Learner notes Learner log Peer notes Record of observation
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Learner log/diary



Title	Technology in Supporting and Managing Learning	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CAX031	
Unit Reference No	M/504/8502	
<i>Unit purpose and aim(s):</i> This unit enables learners to make use of technological systems for managing delivery of learning and producing learning resources.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know how to evaluate technological systems for managing learning.	1.1. Explore how technology can manage learning delivery. 1.2. Compare and contrast a range of technologies for managing learning delivery. 1.3. Use a technology to manage learning.	
2. Be able to use technology to develop multimedia learning resources.	2.1. Explore media appropriate for supporting training delivery. 2.2. Investigate technologies to develop learning resources. 2.3. Use a range of technologies to produce learning resources. 2.4. Evaluate resources.	
3. Understand how technology can initiate and manage online communication.	3.1. Investigate a range of technologies which can be used in: Instantaneous communication (synchronous) Non-instantaneous communication (asynchronous). 3.2. Evaluate the use of social media in supporting learning delivery. 3.3. Explain how online interaction can be structured and managed.	
<b>Assessment Guidance</b>		
The learner can produce one or more of the following assessment methods to cover the learning outcomes and assessment criteria:		
<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 student's progression through the course	Learner notes Learner log Peer notes Record of observation
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Learner log/diary



Title	Delivering Technology Supported Learning	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CAX029	
Unit Reference No	K/504/8501	
<i>Unit purpose and aim(s):</i> This unit enables learners to evaluate the needs of their learners and their environment. Learners should be able to plan for the use of and use technology to support learning delivery and understand the reflective practitioner cycle.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know how to evaluate learners' needs and the learning environment.	1.1. Carry out a situation analysis before delivery. 1.2. Use technology to connect with learners before a delivery session. 1.3. Review a delivery plan in light of skills, facilities and expected learner skills.	
2. Be able to plan for the use of technology in supporting learning delivery.	2.1. Justify the technologies for learning environment and participants. 2.2. Show that technology will work in identified training environment. 2.3. Produce a recovery plan in event of technology failure.	
3. Be able to use technology to effectively support learning delivery.	3.1. Investigate a range of technologies which support delivery. 3.2. Demonstrate competence in a range of technologies to support delivery. 3.3. Deliver a session supported by chosen technologies. 3.4. Obtain feedback from learners of their experiences with technologies.	
4. Be able to demonstrate how reflective practice impacts on learning delivery.	4.1. Explain the reflective practitioner cycle. 4.2. Implement reflective practitioner cycle in delivery process. 4.3. Demonstrate the impact of reflective practice on delivery.	
<b>Assessment Guidance</b>		
The learner can produce one or more of the following assessment methods to cover the learning outcomes and assessment criteria:		
<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 student's progression through the course	Learner notes Learner log Peer notes Record of observation
Practical demonstration/ assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Learner log/diary
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Title	Assess Skills, Knowledge and Understanding Using Technology	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CAX028	
Unit Reference No	L/504/8507	
<p><i>Unit purpose and aim(s):</i> This unit will enable learners to have an understanding of the different types of assessment methods and be able to prepare and carry out assessments of skills, knowledge and understanding. Learners will have a good knowledge of how to use technology to produce and manage evidence of learning.</p>		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand different types of assessment methods.	1.1. Recognise the differences between formative and summative assessment. 1.2. Compare and contrast a range of assessment methods. 1.3. Identify how technologies can be used for assessment.	
2. Be able to prepare assessments of skills, knowledge and understanding.	2.1. Evaluate technologies to assess learner skills, knowledge and understanding. 2.2. Use appropriate technologies to prepare resources for the assessment of skills, knowledge and understanding. 2.3. Use technology to prepare for assessment of skills, knowledge and understanding of learners.	
3. Be able to carry out assessment of skills, knowledge and understanding.	3.1. Manage assessment of skills, knowledge and understanding to meet assessment requirements. 3.2. Use technology to provide support to learners. 3.3. Explore how technology can be used to gather evidence of learner achievement. 3.4. Make assessment decisions against specified requirements.	
4. Know how to use technology to produce and manage evidence of learning.	4.1. Use technology to generate records of evidence of skills, knowledge and understanding. 4.2. Use technology to store information efficiently. 4.3. Follow procedures to maintain the confidentiality of assessment information.	
<b>Assessment Guidance</b>		
The learner can produce one or more of the following assessment methods to cover the learning outcomes and assessment criteria:		
<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 student's progression through the course	Learner notes Learner log Peer notes Record of observation



Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Learner log/diary
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## Quality Assurance of Centres

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### Offering OCN NI Qualifications

This qualification is only available through OCN NI recognised centres. If you would like to find out more about either becoming a recognised centre or working in partnership with a recognised centre, please access the “[New Centre Enquiry](#)” area of the website or contact a member of the Customer Services Team for more information. OCN NI will advise you on the best and most efficient methods for offering this qualification to learners. All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification and certification will be completed through OCN NI who will provide an identified member of staff to support your Centre.

OCN NI will produce and publish on an annual basis, the *OCN NI Qualification / Course Delivery Manual*. This document outlines the Qualification/Course delivery arrangements in line with regulatory requirements. In summary our approach to recognising, approving and monitoring centres is informed by the nature and risks associated with particular qualification types and as with the approach adopted by regulators we will use these groupings to help plan how we allocate resources and undertake various activities. Centre staff should familiarise themselves with the Qualification/Course delivery manual.

### Additional Support for Centres

1. OCN NI will provide ongoing support and advice on the use of OCN NI units and qualifications including the requirements for assessment.
2. Approval should always take place through the normal OCN NI processes and will be explicitly recorded.
3. All Centres approved to offer OCN NI units and qualifications will be allocated a unique OCN NI Centre Number.
4. Once Centres are approved to offer OCN NI units and qualifications and have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers) this will be used as the Centre Reference number. If a Centre has not obtained a UKPRN they will be issued with a unique OCN NI Centre Number. Information about obtaining a UKPRN can be found on the OCN NI Website [UKPRN Information](#).
5. Information about obtaining a Unique Learner Number (ULN) on behalf of the Centre’s learners can be found on the OCN NI website at the ULN page [ULN Information](#).
6. Each Centre should identify a Centre Contact who will be responsible for OCN NI unit and qualifications within the Centre.
7. The Centre Contact must ensure all procedures relating to the delivery of the qualification operate effectively in the Centre.



8. The Centre Contact is the person responsible for confirming and ensuring that the Centre meets all the OCN NI requirements for Centre Recognition.
9. The Centre Contact is responsible for ensuring all relevant OCN NI documentation is distributed as required within the Centre and that the security requirements for External Assessment (where applicable) are adhered.

## Assessment

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. Centres can only claim certificates after the Lead Internal Verifier has sampled evidence of achievement.

### **Assessors must:**

- have a minimum of one year's experience in the occupational area they are assessing
- 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

The qualification 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 qualification.

Note: the Centre must agree a working model for internal verification with OCN NI prior to delivery of any programme.

### **Internal Verifiers must:**

- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through Centre standardisation meetings held within the Centre at appropriate points in the year and records maintained for the external verifier
- 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



## External Verification

Where relevant individual qualifications or centres may be required to participate in external verification or moderation to confirm achievement as part of their Centre recognition agreement with OCN NI.

### **External Verifiers:**

- will be appointed by OCN NI
- must have direct or related relevant experience in assessment and verification
- must have a sound understanding of the current National Occupational Standards (NOS)

External verifiers' reports will be based on actual evidence provided by the Centre internal verifier and a selection of sampled assessed evidence from registered candidates. This will inform both OCN NI and the Centre about training needs for tutors, assessors or internal verifiers, if observed within Centres. OCN NI will consider these needs and the actions required to remedy any problems when agreeing the Centre offer for the following year.

## 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 on its website and correspond directly with centres regarding event outcomes.



## **Recognition of Prior Learning (RPL), exemptions and/or equivalences**

Learners will often embark on a qualification with some form of prior achievement and experience and as such OCN NI operates a process whereby these can be recognised so as to remove unnecessary duplication and repetition. Centres should refer to the OCN NI guidance for making Recognition of Prior Learning (RPL), exemptions and/or equivalences which can be located in the Qualification/Course Delivery Manual.

## **Retention of Evidence**

OCN NI has published guidance for centres on the retention of evidence. Details can be accessed via the OCN NI website [www.ocnni.org.uk](http://www.ocnni.org.uk)

## **Certification**

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Certificates will be sent to centres within 20 working days of receipt of correctly completed results marksheet.

It is the responsibility of the centre to distribute certificates to learners promptly and securely.

## **Charges**

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OCN NI publish all up to date qualification fees annually in its Fees and Invoicing Policy document. Further information can be found on OCN NI's website [www.ocnni.org.uk](http://www.ocnni.org.uk)

## **Progression Opportunities**

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Progression from this qualification will be to:

- Level 4 Certificate in Technology in Learning Delivery
- Level 3 or 4 Certificate or Diploma in Teaching in the Lifelong Learning Sector



## Equality and Inclusion

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We have considered the requirements of equalities legislation in developing this specification. Vocational qualifications often require the assessment of a broad range of competences. This is because they are designed to prepare learners for the vocational area being studied.

For further information and guidance relating to access to fair assessment and the reasonable adjustments and special considerations policies, please refer to the OCN NI website.



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