

Learning and Development Awards

| | |
|---|-------------------|
| Level 3 NVQ in Learning and Development | Scheme Code 03345 |
| Level 4 NVQ in Learning and Development | Scheme Code 03346 |
| Level 5 NVQ in Learning and Development | Scheme Code 03347 |
| Certificate in Coaching Learners in the Workplace | Scheme Code 03436 |
| Certificate in Mentoring in the Workplace | Scheme Code 03440 |

What is an NVQ?

An NVQ (National Vocational Qualification) is a qualification that recognises someone's competence (the skills, knowledge and understanding they have) in a work situation. NVQs are based on standards (national occupational standards). These standards describe the level and breadth of performance that is expected of anyone working in the sector that the standards cover. These qualifications consist mainly of units from the learning and development standards developed by the Employment NTO, the government-approved standard setting body for the learning and development sector at the time.

Who are these qualifications for?

The OCR learning and development awards are work-oriented and are suitable for those who have real work experience. They are open to candidates of any age, of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning. Candidates are expected to have sufficient standards of communication and number skills to carry out the work described in the standards.

The **OCR Level 3 NVQ in Learning and Development** is suitable for those who deliver and/or develop learning and development programmes and those who support learners.

The **OCR Level 4 NVQ in Learning and Development** is suitable for those involved in the delivery of learning programmes to individuals and groups, who identify learning aims, needs and styles of individuals and design learning programmes to meet those needs.

The **OCR Level 5 NVQ in Learning and Development** is suitable for those who have strategic management responsibility for learning and development and are involved in identifying organisational learning and development needs with strategic planning of the implementation of learning and development objectives. The qualification includes the co-ordination of learning opportunities in line with organisational requirements, along with securing sufficient resources and the management of teams to implement the plans.

The **OCR Certificate in Mentoring in the Workplace** is suitable for those who support, review progress and advise individual learners by mentoring in the workplace.

The **OCR Certificate in Coaching Learners in the Workplace** is suitable for those who support, review progress and advise individual learners by coaching in the workplace.

What is the purpose of these qualifications?

These qualifications recognise the candidate's competence in the provision of Learning and Development to national standards.

What are the benefits of Learning and Development qualifications?

Employers will benefit from:

- Better targeting and evaluation of learning and assessment opportunities
- Improved staff performance
- Increased skill levels
- Improvements in the quality of service to learners and candidates
- More highly motivated staff

Employees will benefit from:

- A clear understanding of responsibilities
- The opportunity to develop new skills
- The recognition and continued development of existing skills
- Opportunities to improve service to learners and candidates

What is the structure of these Qualifications?

The units for these qualifications are listed in the table opposite. The full units can be downloaded from the OCR website at www.ocr.org.uk

OCR Level 3 NVQ in Learning and Development Code 03345

Candidates must complete a total of eleven units, seven of which are mandatory. Four optional units, selected from two groups, must also be completed.

OCR Level 4 NVQ in Learning and Development Code 03346

Candidates must complete a total of twelve units, seven of which are mandatory. Five optional units, selected from two groups, must also be completed.

OCR Level 5 NVQ in Learning and Development Code 03347

Candidates must complete a total of twelve units, eight of which are mandatory. Four optional units must also be completed.

OCR Certificate in Mentoring in the Workplace Code 03440

Candidates must complete a total of four mandatory units.

OCR Certificate in Coaching Learners in the Workplace Code 03436

Candidates must complete a total of four mandatory units.

The table opposite shows how each qualification is constructed.

Who is involved in the delivery of these NVQs/Certificates?

Any organisation, whether it is a place of employment, college or private training organisation can be approved as an **assessment centre** to offer this qualification. It must meet the criteria set out in the OCR publication 'Administrative Guide to Verified Qualifications' (reference code L526) which can be downloaded from the OCR website www.ocr.org.uk. This includes being able to provide suitably occupationally competent **assessors** and **internal verifiers**.

Once approved, an **assessment centre** can register candidates for these qualifications and allocate **assessors** to each candidate.

The **trainer** will enable the learner to develop knowledge, understanding and skills in relation to the qualification they are preparing for. **Trainers** will:

- provide opportunities for learning
- provide ongoing mentoring to the candidate, including review and feedback on learning experiences and development of competence
- provide opportunities for a candidate to practice what they have learnt in a realistic, but safe and protected, working environment or, where this is not appropriate, in a simulated environment

The **assessor** will judge the evidence of a candidate's performance, knowledge and understanding against the units of competence in order to decide whether the candidate has demonstrated competence. The assessor will have suitable and reliable experience and be trained and qualified as an NVQ assessor. The criteria for appointing assessors are strictly controlled. An assessor may be a candidate's line manager, a college tutor, or someone specially appointed to this role. A team of assessors may also carry out assessments.

The roles of trainer and assessor are inextricably linked and may be carried out by the same person, however, training activities must be clearly separated from assessment and only assessed evidence of competence should be presented as evidence towards the qualification. The roles of assessor and trainer must be separate and preferably, where an individual has advised on a candidate's development they should not be that candidate's only assessor.

| Unit No | Unit Title | Level 3 NVQ | Level 4 NVQ | Level 5 NVQ | Mentoring | Coaching |
|---------|--|-------------|-------------|-------------|-----------|----------|
| | Mandatory units | 7 | 7 | 8 | 4 | 4 |
| | Optional units group A | 2 | 1 | 4 | 0 | 0 |
| | Optional units group B | 2 | 4 | 0 | 0 | 0 |
| | TOTAL UNITS | 11 | 12 | 12 | 4 | 4 |
| A1 | Assess candidates using a range of methods | OB | OB | | | |
| A2 | Assess candidates' performance through observation | OB | OB | | | |
| V1 | Conduct internal quality assurance of the assessment process | | OB | | | |
| L1 | Develop a strategy and plan for learning and development | | | M | | |
| L2 | Identify the learning and development needs of the organisation | | OA | M | | |
| L3 | Identify individual learning aims and programmes | M | OA | | | |
| L4 | Design learning programmes | OB | M | OB | | |
| L5 | Agree learning programmes with learners | M | M | | | |
| L6 | Develop training sessions | M | | | | |
| L7 | Prepare and develop resources to support learning | OB | OB | | | |
| L8 | Manage the contribution of other people to the learning process | | M | OB | | |
| L9 | Create a climate that promotes learning | M | M | | | |
| L10 | Enable learning through presentations | OA | | | | |
| L11 | Enable learning through demonstrations and instruction | OA | | | | |
| L12 | Enable individual learning through coaching | OA | | | | M |
| L13 | Enable group learning | OA | OB | | | |
| L14 | Support learners by mentoring in the workplace | OB | OB | | M | |
| L15 | Support and advise individual learners | OB | OB | | M | M |
| L16 | Monitor and review progress with learners | M | OB | | M | M |
| L17 | Evaluate and improve learning and development programmes | | M | OB | | |
| L18 | Respond to changes in learning and development | M | OB | M | | |
| L19 | Provide learning and development in international settings | | OB | | | |
| L20 | Support competence achieved in the workplace | OB | | | | |
| L21 | Plan how to provide basic skills in the workplace | | OB | | | |
| L22 | Introduce training for basic skills in the workplace | | OB | | | |
| L23 | Support how basic skills are delivered in the workplace | OB | | | | |
| L24 | Support people learning basic skills in the workplace | OB | | | | |
| G2 | Contribute to learning within the organisation (GENERIC UNIT) | | M | M | | |
| G3 | Evaluate and develop own practice (GENERIC UNIT) | M | M | M | M | M |
| P8 | Develop a strategy and plan for the promotion of equality of opportunity and diversity (PERSONNEL UNIT) | | | M | | |
| P13 | Design, deliver and evaluate changes to organisational structure (PERSONNEL UNIT) | | | OB | | |
| A7 | Establish strategies to guide the work of your organisation (MANAGEMENT UNIT) | | | M | | |
| A8 | Evaluate and improve organisational performance (MANAGEMENT UNIT) | | | OB | | |
| B3 | Manage the use of financial resources (MANAGEMENT UNIT) | | | OA | | |
| B5 | Secure financial resources for your organisation's plans (MANAGEMENT UNIT) | | | OA | | |
| C11 | Develop management teams (MANAGEMENT UNIT) | | | OB | | |
| C13 | Manage the performance of teams and individuals (MANAGEMENT UNIT) | | | OB | | |

The **independent assessor** who will assess a substantive piece of outcome evidence must be a competent jobholder who is qualified as an assessor, not acting as the candidates' primary assessor or internal verifier.

Each assessor's work must be checked and confirmed by an internal verifier who is also a member of the staff of the assessment centre. The criteria for appointing internal verifiers are also strictly controlled. The internal verifier checks and standardises assessment decisions made by all assessors in the centre.

How are these NVQs/ Certificates assessed?

All NVQs and NVQ unit based qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

To gain these Qualifications a candidate must achieve the level of competence described in the relevant units of competence. The units of competence contain the national occupational standards for learning and development and can be downloaded from the OCR website at www.ocr.org.uk

Qualification Requirements

In order to assess or verify any candidate for the units below the assessor/internal verifier must hold the following Awards:

Sufficient occupational competence is defined as:

| Unit assessed | Assessor must have | Internal Verifier must have |
|---|---|--|
| Learning and Development L units | A1 or (D32+D33) Or be working towards them | A1 or (D32 + D33) and V1 or (D34) Or be working towards V1 or (D34) |
| Assessor A1 | A1 or (D32+D33) | A1 or (D32 + D33) and V1 or (D34) |
| Assessor A2 | A1 or (D32+D33) | A1 or (D32 + D33) and V1 or (D34) |
| Internal Verifier V1 | A1 or (D32 + D33) and V1 or D34 | A1 or (D32 + D33) and V1 or D34 |

Assessors

All assessors selected by centres must have sufficient occupational competence to ensure an up-to-date working knowledge and experience of the principles and practices specified in the standards they are assessing.

Having held a post for a minimum of one year within the last two years, which involved performing the activities, defined in the standards as an experienced practitioner

OR

Being an experienced trainer or instructor of at least one year's standing in the competence area of the standards

And for both of the above

Having demonstrated updating within the last year involving at least two of the following activities:

- Work placement
- Job shadowing
- Technical skill update training
- Attending courses
- Studying for learning and development units
- Study related to job role
- Collaborative working with Awarding Bodies
- Examining
- Qualifications development work
- Other appropriate occupational activity as agreed with the internal verifier.

All assessors will have a sound working knowledge of the content of the standards they are assessing and their assessment requirements.

Assessors of Assessor-candidates are required to have **achieved** their relevant **Assessor unit(s)** before they can start to assess Assessor-Candidates. (units A1 and A2).

Similarly, **Assessors of Internal Verifier candidates** need to have **achieved** their own **Assessor and Verifier Units** before they can start to assess Verifier-Candidates (unit V1).

Internal verifiers

All internal verifiers will have sufficient experience of having conducted assessments of the specific national occupational standards they are verifying or in an appropriate and related occupational area.

Sufficient occupational competence is defined as:

Having been an assessor for the standards being assessed, or for a set of standards in a related occupational area, for a minimum of one year within the last two years

AND

Having demonstrated updating within the last year involving at least two of the following activities:

- Attending Awarding Body verification training courses;
- Studying for learning and development units;
- Study related to job role;
- Collaborative working with Awarding Bodies;
- Qualifications development work;
- Other appropriate occupational activity as agreed with the external verifier.

All internal verifiers will have direct responsibility and quality control of assessments of the occupational standards or the quality assurance of the assessment process within an assessment centre which has been approved by an Awarding Body.

All internal verifiers will have a **sound working knowledge of assessment and verification principles** as defined in the national standards for internal quality assurance (V1) and the particular internal verification requirements.

Internal Verifiers of Assessor-candidates are required to have **achieved** their Internal Verification unit **before they can start to internally verify Assessor-Candidates**.

Similarly, **Internal Verifiers of Internal Verifier candidates** need to have **achieved** their own Assessor and Verifier Units before they can start to internally verify Verifier-Candidates.

What are the important assessment requirements for these qualifications?

Independent assessment - Candidates are required to present a balance of evidence, which must include a substantive primary piece of outcome evidence (e.g. a record of an observation of an assessor conducting an assessment with a candidate) which has been assessed by a second assessor who, is independent from the candidate.

Simulation is not allowed for these qualifications. All evidence must come from the candidate's own real work activities.

Real work is not where performance evidence is produced by assignments set by tutors or trainers in a controlled classroom situation.

Where do Key Skill units fit in?

These qualifications have been signposted to Key Skills 2000 specifications. This signposting can be found in the relevant scheme book or on the OCR website www.ocr.org.uk

For more information on offering the Key Skills units contact the OCR Customer Contact Centre on (024) 7685 1509 or email vocational.qualifications@ocr.org.uk

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website www.ocr.org.uk

The following information can be requested free of charge from the OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ Telephone (024) 7685 1509 or email vocational.qualifications@ocr.org.uk

- The OCR booklet 'Administrative Guide to Verified Qualifications' (L526)
- Further data sheets describing the other qualifications in the Learning and Development suite of qualifications:

OCR Assessor and Verifier awards
Data sheet code N134

OCR Qualifications for Government Funded Work Based Training Organisations
Data sheet code N136

The following OCR priced publications may be purchased from OCR Publications, PO Box 5050, Annesley, Nottingham, NG15 0DL, Telephone: 0870 870 6622, Facsimile: 0870 870 6621 or email publications@ocr.org.uk

- Eight scheme books containing the full standards and guidance on implementation of the qualifications. Their content can be previewed on the OCR website www.ocr.org.uk under 'NVQ' or 'Vocationally-Related Certificate':
 - OCR Level 3 Award in Assessing Candidates Using a Range of Methods (J465)
 - OCR Level 3 Award in Assessing Candidates' Performance Through Observation (J466)
 - OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process (J467)
 - OCR Certificate in Mentoring in the Workplace and OCR Certificate in Coaching Learners in the Workplace (J471)
 - OCR Level 3 NVQ in Learning and Development and OCR Level 3 NVQ in Direct Training and Support (J473)
 - OCR Level 4 NVQ in Learning and Development and OCR Level 4 NVQ in Co-ordination of Learning and Development Provision and OCR Level 4 NVQ in Management of Learning and Development Provision (J474)
 - OCR Level 5 NVQ in Learning and Development (J476)
 - OCR Certificate in Initial Assessment and Support of Learners and OCR Certificate in Review and Assessment of Learning (J469)
- A centre support CD-ROM (C150) containing all the standards and guidance on the implementation of each of the qualifications.
- The NVQ Toolbox, available on CD-ROM (C351) or a printed paper copy (P351) contains support materials for NVQ centres including example procedures and master forms to assist a centre in setting up NVQ systems and procedures.

What other related OCR qualifications are available?

OCR Assessor and Verifier awards
Data sheet code N134

- OCR Level 3 Award in Assessing Candidates Using a Range of Methods (03435)
- OCR Level 3 Award in Assessing Candidates' Performance Through Observation (03434)
- OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process (03439)

OCR Qualifications for Government Funded Work Based Training Organisations
Data sheet code N136

- OCR Level 3 NVQ in Direct Training and Support (03413)
- OCR Level 4 NVQ in Management of Learning and Development Provision (03414)
- OCR Level 4 NVQ in Co-ordination of Learning and Development Provision (03412)
- OCR Certificate in Initial Assessment and Support of Learners (03438)
- OCR Certificate in Review and Assessment of Learning (03441)

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



FS 27093

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.

© OCR 2009 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England. Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.