

OCR LEARNING AND DEVELOPMENT AWARDS

OCR LEVEL 3 NVQ IN LEARNING AND DEVELOPMENT (3345)

OCR LEVEL 4 NVQ IN LEARNING AND DEVELOPMENT (3346)

OCR LEVEL 5 NVQ IN LEARNING AND DEVELOPMENT (3347)

OCR CERTIFICATE IN COACHING LEARNERS IN THE
WORKPLACE (3436)

OCR CERTIFICATE IN MENTORING IN THE WORKPLACE (3440)

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 3345

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 – 3346

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 3347

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 3440

Candidates must complete a total of four mandatory units.

OCR Certificate in Coaching Learners in the Workplace – Code 3436

Candidates must complete a total of four mandatory units.

The table opposite shows how each qualification is constructed. Visit www.ocr.org.uk to download any unit from the table.

WHO IS INVOLVED IN THE DELIVERY OF THIS NVQ?

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 '*National Vocational Qualifications and Other Verified Qualifications – Centre Guidance*' (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	Similar to TDLB unit
	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				D32/33
A2	Assess candidates' performance through observation	OB	OB				D32
V1	Conduct internal quality assurance of the assessment process		OB				D34
L1	Develop a strategy and plan for learning and development			M			
L2	Identify the learning and development needs of the organisation		OA	M			A13
L3	Identify individual learning aims and programmes	M	OA				A21/22
L4	Design learning programmes	OB	M	OB			B21
L5	Agree learning programmes with learners	M	M				C22
L6	Develop training sessions	M					B22
L7	Prepare and develop resources to support learning	OB	OB				B33
L8	Manage the contribution of other people to the learning process		M	OB			C11
L9	Create a climate that promotes learning	M	M				C21
L10	Enable learning through presentations	OA					C23
L11	Enable learning through demonstrations and instruction	OA					C24
L12	Enable individual learning through coaching	OA				M	C25
L13	Enable group learning	OA	OB				C27
L14	Support learners by mentoring in the workplace	OB	OB		M		
L15	Support and advise individual learners	OB	OB		M	M	C26
L16	Monitor and review progress with learners	M	OB		M	M	D11
L17	Evaluate and improve learning and development programmes		M	OB			E21/22
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	E31
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			METO
A8	Evaluate and improve organisational performance (MANAGEMENT UNIT)			OB			METO
B3	Manage the use of financial resources (MANAGEMENT UNIT)			OA			METO
B5	Secure financial resources for your organisation's plans (MANAGEMENT UNIT)			OA			METO
C11	Develop management teams (MANAGEMENT UNIT)			OB			METO
C13	Manage the performance of teams and individuals (MANAGEMENT UNIT)			OB			METO

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 IS THIS NVQ 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:

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.

Sufficient occupational competence is defined as:

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 Information Bureau on (024) 7647 0033, email cib@ocr.org.uk

WHAT TO DO NEXT?

Centres considering seeking approval to offer these qualifications (or any other qualification we offer) might be interested to know that OCR staff are available to help with any aspect of setting up an assessment centre. Through an advisory telephone call or visit, new centres can benefit from experience gained in existing centres. Many new centres ask for help in the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels both in terms of staff and equipment
- the documents needed, both for the benefit of future candidates and to ensure a smooth-running operation
- help in completing centre approval forms.

NVQ Start Up is a service for potential and new centres, which can provide the infrastructure to support all aspects of NVQ provision.

Full details of how to apply for centre approval is given in the centre approval pack, available from OCR operations. Telephone: (024) 7647 0033

The following information can be requested free of charge from the OCR Information Bureau, OCR, Westwood Way, Coventry, CV4 8JQ Telephone (024) 7647 0033 or email cib@ocr.org.uk

- The OCR booklet 'National Vocational Qualifications and Other Verified Qualifications – Centre Guidance' (L526)
- The OCR fees booklet (A250), which includes charges for centre evaluation, candidate registration and certification.

- 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 6621, 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
- OCR Level 3 Award in Assessing Candidates Using a Range of Methods (J465)
- OCR Level 3 Award in Assessing Candidates' Performance Through Observation (J464)
- 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 (3435)
- OCR Level 3 Award in Assessing Candidates' Performance Through Observation (3434)
- OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process (3439)

OCR Qualifications for Government Funded Work Based Training Organisations

Data sheet code N136

- OCR Level 3 NVQ in Direct Training and Support (3413)
- OCR Level 4 NVQ in Management of Learning and Development Provision (3414)
- OCR Level 4 NVQ in Co-ordination of Learning and Development Provision (3412)
- OCR Certificate in Initial Assessment and Support of Learners (3438)
- OCR Certificate in Review and Assessment of Learning (3441)

www.ocr.org.uk

Oxford Cambridge and RSA Examinations

OCR Information Bureau

Vocational Qualifications

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

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