Qualification Specification for:

OCN NI Entry Level Award in Greek (Entry 3)
  ➢ Qualification No: 601/1312/1

OCN NI Level 1 Award in Greek
  ➢ Qualification No: 601/1317/0

Qualification Regulation Information

OCN NI Entry Level Award in Greek (Entry 3)

Qualification Number: 601/1312/1

Operational start date: 1st October 2013
Operational end date: 30th June 2020
Certification end date: 30th June 2021

OCN NI Level 1 Award in Greek

Qualification Number: 601/1317/0

Operational start date: 1st October 2013
Operational end date: 30th June 2019
Certification end date: 30th June 2020

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

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: **www.ocnni.org.uk**

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

2

Foreword

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

→ **OCN NI Entry Level Award in Greek (Entry 3)**
→ **OCN NI Level 1 Award in Greek**

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**

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.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

3

Contents

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

4

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.

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.

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).

For further information about the RQF see:
https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

5

Qualification Summary

The OCN NI suite of qualifications in Languages aims to provide an opportunity for accreditation in language skills. Learners benefit from expanding cultural knowledge and improving communication skills, especially when travelling abroad. Learning languages also enhances career opportunities. OCN NI language provision covers a wide range of languages including Arabic, French, German, Greek, Irish, Italian, Japanese, Mandarin Chinese, Polish, Portuguese, Russian, Spanish and Turkish.

The qualifications in Greek cover the main skills areas of Reading, Listening, Speaking and Writing. To achieve a Certificate at Level 1, learners will also complete a unit in Understanding Intercultural Communication.

Sector Subject Area

12.2   Other languages, literature and culture

Qualification Target Group

The qualifications are targeted at a range of learners including:

- learners in schools and colleges
- adults in full time and part time learning
- adults in the workplace
- anyone who wishes to study languages for enjoyment

Entry Requirements

There are no formal restrictions on entry for these qualifications. However, the learner may need a certain amount of knowledge and understanding before being able to fully benefit from a language qualification at a more advanced level. The learner should receive appropriate advice and guidance on the suitability of the qualification before embarking at this level.

Grading

Grading for these qualifications is pass/fail.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

6

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer these qualifications 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 and internally verified by the approved centres. External verification visits and monitoring activities will be conducted with centres annually to confirm the evaluation of risk and compliance and to ensure the integrity of the qualification.

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. If you have any queries about assessment guidance please contact OCN NI.

Evidence should be presented on more than one occasion in each skill area at each level. For Speaking, each learner should be recorded at least once.

Links to National Standards

OCN NI units have been mapped to NOS standards. For a breakdown of knowledge and skills at each level please click on the link http://www.skillscfa.org/standards-qualifications.html

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

7

Structure and Content

The tables below summarise the structure of each qualification.

OCN NI Entry Level Award in Greek (Entry 3):

In order to achieve the OCN NI Entry Level Award in Greek (Entry 3), the learner is required to complete 6 credits. The learner must complete both units at Entry Level (Entry 3).

Total Qualification Time (TQT) for this qualification: 60 hours
Guided Learning Hours (GLH) for this qualification: 54 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
L/505/5845	CAX428	Greek – Reading and Writing	30	3	Entry 3
R/505/5846	CAX429	Greek – Speaking and Listening	30	3	Entry 3

OCN NI Level 1 Award in Greek

In order to achieve the OCN NI Level 1 Award in Greek, the learner is required to complete 6 credits, ie 2 units from the 4 optional units at Level 1.

Total Qualification Time (TQT) for this qualification: 60 hours
Guided Learning Hours (GLH) for this qualification: 54 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
H/505/5849	CAX431	Greek – Reading	30	3	One
Y/505/5850	CAX433	Greek – Writing	30	3	One
Y/505/5847	CAX432	Greek – Speaking	30	3	One
D/505/5848	CAX430	Greek – Listening	30	3	One

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

8

Unit Details

Title	Greek – Reading and Writing
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX428
Unit Reference No	L/505/5845

Unit purpose and aim(s): This unit will enable learners to show understanding of short basic texts and write basic words and structured phrases.

Learning Outcomes	Assessment Criteria
1. Know key sounds of the spoken Greek alphabet.	1.1. Recognise the sounds of the spoken Greek alphabet. 1.2. Say the sounds of the Greek alphabet. 1.3. Spell common words orally using the sounds of the Greek alphabet.
2. Be able to recognise key words written in Greek.	2.1. Recognise characters of the Greek alphabet. 2.2. Recognise personal names in written Greek. 2.3. Recognise place names written in Greek.
3. Be able to spell common Greek words.	3.1. Spell personal names using Greek characters. 3.2. Spell place names in Greek. 3.3. Spell numbers 1-20 in Greek.
4. Be able to write short basic messages in Greek for everyday situations.	4.1. Start and end basic messages politely. 4.2. Communicate in written Greek to convey: a) thanks b) apologies c) basic personal information d) basic questions e) basic answers to questions f) basic requests
5. Be able to produce written form from everyday texts dictated in Greek.	5.1. From information spoken in Greek, write down a limited range of Greek words or phrases accurately enough to be understood.
6. Be able to understand simple signs written in Greek.	6.1. Read basic signs written in Greek. 6.2. Read basic health and safety warnings written in Greek.
7. Be able to understand basic written communication in Greek.	7.1. Follow basic instructions in written Greek. 7.2. Respond to specific questions written in Greek. 7.3. Respond to basic requests for information written in Greek.
8. Be able to understand short texts written in Greek in everyday situations.	8.1. Give the meaning of simple sentences or phrases within short texts, written in Greek. 8.2. Extract simple factual information from a short text written in Greek. 8.3. Identify the likely purpose of a short text written in Greek.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

9

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
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

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

10

Title	Greek – Speaking and Listening
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX429
Unit Reference No	R/505/5846

Unit purpose and aim(s): This unit will enable learners to develop basic speaking and listening skills in simple work and social contexts.

Learning Outcomes	Assessment Criteria
1. Be able to use polite, social language in Greek in everyday situations.	1.1. Greet somebody, and say 'goodbye' in Greek. 1.2. Address the person using a correct form in Greek. 1.3. Thank someone in Greek. 1.4. Apologise to someone in Greek.
2. Know how to indicate difficulty with understanding Greek in everyday situations.	2.1. Ask someone to repeat something in Greek. 2.2. Ask someone to slow down in Greek.

3. Be able to communicate basic messages in Greek in everyday situations.	3.1. Express in spoken Greek:
	   a) personal information
	   b) basic likes and dislikes
	   c) basic questions
	3.2. Pronounce the language clearly enough to be understood.

4. Be able to make simple requests in Greek in everyday situations.	4.1. Make requests in spoken Greek for:
	   a) directions to specific places.
	   b) quantities of items.
	   c) specific items in everyday situations
	4.2. Pronounce the language clearly enough to be understood.

5. Be able to understand basic words and phrases in spoken Greek.	5.1. Recognise in spoken Greek:
	   a) basic words in everyday use
	   b) key vocabulary for work
	   c) basic connectors including 'and' and 'but'
	   d) basic expressions of time
	   e) basic numbers from 1-20
	5.2. Follow basic instructions in spoken Greek.
	5.3. Follow basic directions in spoken Greek.
	5.4. Respond to basic spoken information in Greek.

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

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

11

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
Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

12

Title	Greek - Reading
Level	Level 1
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX431
Unit Reference No	H/505/5849

Unit purpose and aim(s): This unit will enable learners to understand simply written texts on familiar topics.

Learning Outcomes	Assessment Criteria
1. Extract information from simple texts written in Greek relating to everyday situations.	1.1 Obtain specific, factual information where the overall context is clear. 1.2 Identify simple instructions or guidance. 1.3 Identify simple requests. 1.4 Identify feelings, such as likes, dislikes and preferences.

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
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
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

13

Title	Greek - Writing
Level	Level 1
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX433
Unit Reference No	Y/505/5850

Unit purpose and aim(s): This unit will enable learners to write simple text in familiar predictable situations.

Learning Outcomes	Assessment Criteria
1. Record simple information in Greek in a predictable format in everyday situations.	1.1. Combine set phrases and familiar terms to record basic information, writing and spelling clearly enough so that the reader understands.
2. Write simple communications in Greek using commonly used phrases appropriate to the context in everyday situations.	2.1. Write short, continuous communications, using simple, set phrases, and writing and spelling clearly enough so that the reader understands.

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

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

14

Title	Greek - Listening
Level	Level 1
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX430
Unit Reference No	D/505/5848

Unit purpose and aim(s): This unit will enable learners to extract information from simple statements in familiar contexts.

Learning Outcomes	Assessment Criteria
1. Understand information from simple statements or descriptions spoken in Greek in everyday situations.	1.1. Extract specific details from clear and simple announcements or messages. 1.2. Extract specific details from clear and simple presentations. 1.3. Follow simple, predictable instructions or requests. 1.4. Follow simple directions.
2. Understand simple, predictable conversations spoken in Greek in everyday situations.	2.1. Extract information from a simple conversation on familiar matters. 2.2. Demonstrate understanding of a simple conversation, in which feelings such as likes, dislikes and preferences are expressed.

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
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Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

15

Title	Greek - Speaking
Level	Level 1
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CAX432
Unit Reference No	Y/505/5847

Unit purpose and aim(s): This unit will enable learners to use simple language in familiar predictable situations.

Learning Outcomes	Assessment Criteria
1. Use polite social conventions in Greek appropriate to the context in everyday situations.	1.1 Use a range of appropriate courtesies using formal and informal language.
2. Use simple set phrases/strategies in Greek to clarify meaning and control the pace of speech in everyday situations.	2.1. Express difficulty in understanding the information and request appropriate action.
3. Take part in simple, predictable conversations in Greek in everyday situations.	3.1. Use simple, commonly used question forms, to express needs and make requests. 3.2. Provide information in response to simple, commonly used question forms.

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
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Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
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OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

16

Quality Assurance of Centres

Offering OCN NI Qualifications

These qualifications are 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 these qualifications to learners. All procedures for the use of these qualifications or units of these qualifications, 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 Centre Handbook. 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 Centre Handbook.

Additional Information 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. Each centre should identify a centre contact who will be responsible for OCN NI unit and qualifications within the centre.
5. The centre contact must ensure all procedures relating to the delivery of the qualification operate effectively in the centre.
6. The centre contact is the person responsible for confirming and ensuring that the centre meets all the OCN NI requirements for Centre Recognition.
7. 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.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

17

Assessment

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

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 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.

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

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

18

External Verification

External verification visits and monitoring activities will be conducted with centres annually to confirm the evaluation of risk and compliance and to ensure the integrity of the qualification.

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.

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)

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.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

19

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**

Certification

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

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**

Progression Opportunities

The OCN NI qualifications in Greek enable progression to the next level, from Entry Level to Level 1. They can also open up a variety of career and employment opportunities.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

20

Equality and Inclusion

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.

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

21

OCN NI Suite of Greek Language Qualifications

OCN NI Entry Level Award in Greek (Entry 3)

Qualification Number: 601/1312/1

Operational start date: 1st October 2013
Operational end date: 30th June 2020
Certification end date: 30th June 2021

OCN NI Level 1 Award in Greek

Qualification Number: 601/1317/0

Operational start date: 1st October 2013
Operational end date: 30th June 2019
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Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: **www.ocnni.org.uk**

OCN NI Entry Level Award in Greek (Entry 3) Qualification No: 601/1312/1
OCN NI Level 1 Award in Greek Qualification No: 601/1317/0
Updated: 29 August 2019 v2.2

22