



Qualification Specification for:

OCN NI Entry Level Award in Irish (Entry 3)

➤ Qualification No: 601/8260/X

Qualification Regulation Information

OCN NI Entry Level Award in Irish (Entry 3)

Qualification Number:	601/8260/X
Operational start date:	01 January 2016
Operational end date:	30 June 2020
Certification end date:	30 June 2021

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

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

→ **OCN NI Entry Level Award in Irish (Entry 3)**

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.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

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/>

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 Irish cover the main skills areas of Reading, Listening, Speaking and Writing. To achieve a Certificate at Level 2, 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 this qualification. 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 this qualification is pass/fail.

Delivery Languages

This qualification are available in English only at this time. If you wish to offer this 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 language units have been mapped to NOS standards. For a breakdown of knowledge and skills at each level please click on the link <http://www.skillsca.org/standards-qualifications.html>

Structure and Content

The tables below summarise the structure of this qualification.

OCN NI Entry Level Award in Irish (Entry 3)

In order to achieve the OCN NI Entry Level Award in Irish (Entry 3), the learner is required to complete both units for a total of 6 credits.

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/507/9708	CBD318	Irish – Reading and Writing	30	3	Entry Level (3)
R/507/9709	CBD319	Irish – Speaking and Listening	30	3	Entry Level (3)

Unit Details

Title	Irish – Reading and Writing	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBD318	
Unit Reference No	L/507/9708	
<i>Unit purpose and aim(s):</i> This unit will enable learners basic speaking and listening skills in simple work and social contexts.		
Learning Outcomes	Assessment Criteria	
1. Be able to spell common Irish words.	1.1. Say the sounds of the Irish alphabet. 1.2. Spell common words orally in everyday use in Irish using the sounds of the Irish alphabet. 1.3. Spell common Irish words in written form. 1.4. Spell numbers 1-20 in Irish.	
2. Be able to write short basic messages in Irish for everyday situations.	2.1. Start and end basic messages politely. 2.2. Communicate in written Irish to convey: a) thanks b) apologies c) basic personal information d) basic questions e) basic answers to questions f) basic requests	
3. Be able to produce written form from every day texts dictated in Irish.	3.1. From information spoken in Irish, write down a limited range of Irish words or phrases accurately enough to be understood.	
4. Be able to understand simple signs written in Irish.	4.1. Read basic signs written in Irish. 4.2. Read basic health and safety warnings written in Irish.	
5. Be able to understand basic written communication in Irish.	5.1. Follow basic instructions in written Irish. 5.2. Respond to specific questions written in Irish. 5.3. Respond to basic requests for information written in Irish.	
6. Be able to understand short texts written in Irish in everyday situations.	6.1. Give the meaning of simple sentences or phrases within short texts, written in Irish. 6.2. Extract simple factual information from a short text written in Irish. 6.3. Identify the likely purpose of a short text written in Irish.	
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
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

Title	Irish – Speaking and Listening	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBD319	
Unit Reference No	R/507/9709	
<i>Unit purpose and aim(s):</i> This unit will enable learners basic speaking and listening skills in simple work and social contexts.		
Learning Outcomes	Assessment Criteria	
1. Be able to use polite, social language in Irish in everyday situations.	1.1. Greet somebody, and say 'goodbye' in Irish. 1.2. Address the person using a correct form in Irish. 1.3. Thank someone in Irish. 1.4. Apologise to someone in Irish.	
2. Know how to indicate difficulty with understanding Irish in everyday situations.	2.1. Ask someone to repeat something in Irish. 2.2. Ask someone to slow down in Irish.	
3. Be able to communicate basic messages in Irish in everyday situations.	3.1. Express in spoken Irish: 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 Irish in everyday situations.	4.1. Make requests in spoken Irish 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 Irish.	5.1. Recognise in spoken Irish: a) basic words in everyday use b) key vocabulary for work and / or everyday c) use d) basic connectors including 'and' and 'but' e) basic expressions of time f) basic numbers from 1-20. 5.2. Follow basic instructions in spoken Irish. 5.3. Follow basic directions in spoken Irish. 5.4. Respond to basic spoken information in Irish.	
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	Record of observation Learner notes/written work Learner log

	learners to practise and apply skills and knowledge	
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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

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.

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

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.

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 Entry Level (Entry 3) qualification in Irish enables progression to the next level at Level 1 and Level 2. It can also open up a variety of career and employment opportunities.

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.

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