



## **Qualification Specification for:**

- **OCN NI Level 1 Award in Community Development  
Qualification No: 603/0492/3**
- **OCN NI Level 2 Award in Community Development  
Qualification No: 603/0493/5**
- **OCN NI Level 3 Award in Community Development  
Qualification No: 603/0514/9**
- **OCN NI Level 2 Certificate in Community Development  
Qualification No: 603/0502/2**
- **OCN NI Level 3 Certificate in Community Development  
Qualification No: 603/0501/0**

## Qualification Regulation Information

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### OCN NI Suite of Community Development Qualifications:

- OCN NI Level 1 Award in Community Development – 603/0492/3
  - Operational Start Date: 1 September 2016
  - Operational End Date: 30 June 2025
  - Certification End Date: 30 June 2026
- OCN NI Level 2 Award in Community Development – 603/0493/5
  - Operational Start Date: 1 September 2016
  - Operational End Date: 30 June 2025
  - Certification End Date: 30 June 2027
- OCN NI Level 3 Award in Community Development – 603/0514/9
  - Operational Start Date: 30 August 2016
  - Operational End Date: 30 June 2025
  - Certification End Date: 30 June 2028
- OCN NI Level 2 Certificate in Community Development – 603/0502/2
  - Operational Start Date: 31 August 2016
  - Operational End Date: 30 June 2025
  - Certification End Date: 30 June 2027
- OCN NI Level 3 Certificate in Community Development - 603/0501/0
  - Operational Start Date: 31 August 2016
  - Operational End Date: 30 June 2025
  - Certification End Date: 30 June 2028

Qualification review and certification end dates are provided for all nationally accredited qualifications to ensure that they remain current and valid. 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](http://www.ocnni.org.uk)

## Foreword

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

- **OCN NI Level 1 Award in Community Development**
- **OCN NI Level 2 Award in Community Development**
- **OCN NI Level 3 Award in Community Development**
- **OCN NI Level 2 Certificate in Community Development**
- **OCN NI Level 3 Certificate in Community Development**

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](http://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

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### 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.

### The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> 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).

## Qualification Summary

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The OCN NI Community Development qualifications are appropriate for community development practitioners, providing learners with knowledge in community development values and processes, community group understanding and understanding of diversity and injustice issues. These qualifications are mapped to the new Community Development National Occupational Standards (NOS). The Community Development qualifications enable progression to the next level within the suite of OCN NI qualifications available. The Level 3 qualifications enable progression to further and higher education opportunities.

### Grading

Grading for these qualifications is pass/fail.

### Sector Subject Area

13.2 Direct Learning Support

### Qualification Target Group

The qualifications are intended for any learner participating in community development activity.

### Entry Requirements

There are no formal restrictions on entry however to register on Level 1 and Level 2 learners should be at least 14 years old, and for Level 3 learners should be at least 16 years old. It is also expected that a learner will receive appropriate advice and guidance regarding the suitability of the qualification and the pathway through the qualification suite in order to achieve their expected outcomes.

### Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### 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.

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering the qualification should have a minimum of one year's relevant experience and qualified to at least one level higher than the qualification.

### Assessors

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 area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

### Internal Verification

OCN NI 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.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

#### ***Internal Verifiers must:***

- have at least one year's experience in the area they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- 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

## Structure and Content

The table below summarises the structure of these qualifications.

**In order to achieve the Level 1 Award learners must complete the one mandatory unit for a total of 6 credits.**

Total Qualification Time (TQT) for this qualification: 60 hours  
 Guided Learning Hours (GLH) for this qualification: 48 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<a href="#">Y/508/6631</a>	CBD604	Community Development Practice	48	6	One

**In order to achieve the Level 2 Award learners must complete the six mandatory units for a total of 6 credits.**

Total Qualification Time (TQT) for this qualification: 60 hours  
 Guided Learning Hours (GLH) for this qualification: 48 hours

**In order to achieve the Level 2 Certificate learners must complete the six mandatory units – 6 credits, plus 7 credits from the optional units for a total of 13 credits.**

Total Qualification Time (TQT) for this qualification: 130 hours  
 Guided Learning Hours (GLH) for this qualification: 104 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<b>Mandatory Units</b>					
<a href="#">D/508/6632</a>	CBD605	Collaborative and Cross-sectoral Work	8	1	Two
<a href="#">H/508/6633</a>	CBD616	Community Learning for Social Change	8	1	Two
<a href="#">K/508/6634</a>	CBD617	Governance and Organisational Development	8	1	Two
<a href="#">T/508/6636</a>	CBD618	Group work and Collective Action	8	1	Two
<a href="#">A/508/6637</a>	CBD619	Understanding Community Development Practice	8	1	Two
<a href="#">J/508/6639</a>	CBD620	Understand and Engage with Communities	8	1	Two

<b>Optional Units</b>					
<a href="#">F/508/6641</a>	CBD621	Community Leadership	24	3	Two
<a href="#">J/508/6642</a>	CBD622	Community Development History and Context	32	4	Two
<a href="#">L/508/6643</a>	CBD623	Understanding Community Planning	24	3	Two
<a href="#">R/508/6644</a>	CBD624	Community Development Monitoring and Evaluation	24	3	Two
<a href="#">Y/508/6645</a>	CBD625	Planning Community Projects	24	3	Two
<a href="#">H/508/6647</a>	CBD626	Understanding the Strategic Planning Process	24	3	Two
<a href="#">K/508/6648</a>	CBD627	Funding and Resourcing Community Projects	32	4	Two
<a href="#">M/508/6649</a>	CBD628	Support Collaborative and Partnership Work	24	3	Two
<a href="#">M/508/6652</a>	CBD629	Understanding and Influencing Political Governance	32	4	Two
<a href="#">T/508/6653</a>	CBD630	Understanding Social Enterprise	24	3	Two
<a href="#">J/615/0544</a>	CBD633	Equality and Good Relations	24	3	Two

**In order to achieve the Level 3 Award learners must complete the six mandatory units for a total of 12 credits.**

Total Qualification Time (TQT) for this qualification: 120 hours  
 Guided Learning Hours (GLH) for this qualification: 84 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<a href="#">M/615/0313</a>	CBD631	Collaborative and Cross-Sectoral Work	14	2	Three
<a href="#">D/615/0307</a>	CBD634	Community Learning for Social Change	14	2	Three
<a href="#">T/615/0314</a>	CBD635	Governance and Organisational Development	14	2	Three
<a href="#">K/615/0309</a>	CBD636	Group work and Collective Action	14	2	Three
<a href="#">H/615/0311</a>	CBD637	Understand Community Development Practice	14	2	Three
<a href="#">Y/615/0323</a>	CBD639	Understand and Engage with Communities	14	2	Three

**In order to achieve the Level 3 Certificate learners must complete the six mandatory units for a total of 12 credits, plus 9 credits from the optional units, for a total of 21 credits.**

Total Qualification Time (TQT) for this qualification: 210 hours  
 Guided Learning Hours (GLH) for this qualification: 147 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	GLH	Credit Value	Level
<a href="#">R/615/0319</a>	CBD640	Community Leadership and Management	21	3	Three
<a href="#">J/615/0320</a>	CBD648	Group Work Skills	21	3	Three
<a href="#">L/615/0321</a>	CBD642	Support Collaborative and Partnership Work	21	3	Three
<a href="#">R/615/0322</a>	CBD643	Understanding the Strategic Planning Process	21	3	Three

## Unit Details

Title	Community Development Practice
Level	One
Credit Value	6
Guided Learning Hours (GLH)	48
Total Qualification Time (TQT)	60
OCN NI Unit Code	CBD604
Unit Reference No	Y/508/6631
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain a basic knowledge of the key areas and standards of community development practice.	
Learning Outcomes	Assessment Criteria
1. Understand and engage with communities.	1.1. State why it is important to understand and engage with diverse communities. 1.2. List inclusive methods for gathering information about a community. 1.3. Complete a map of a community.
2. Understand the purpose and values of community development practice.	2.1. Identify the key purpose and values of community development practice and reasons why people may get involved. 2.2. Outline the process of community development practice.
3. Understand group work and collective action.	3.1. State the stages of group development. 3.2. State the benefits and limitations of working collectively within communities. 3.3. Identify barriers to participation and methods/strategies for overcoming barriers. 3.4. Reflect on the roles which people take in group work and collective action.
4. Understand collaborative and cross-sectoral working.	4.1. Outline the benefits of collaborative and cross-sectoral working. 4.2. Outline the range of sectors that community practitioners engage with.
5. Be aware of governance and organisational development.	5.1. State the organisational roles and legal structures appropriate for community organisations. 5.2. Use basic organisational and meeting systems and procedures. 5.3. Outline the main sources of funding for community groups and associated documentation. 5.4. Indicate why monitoring and evaluation are important for effective community development practice.
6. Know why community learning for social change is important.	6.1. Identify and reflect on own community learning needs. 6.2. State a range of participatory learning methods. 6.3. Use a participatory method to reflect on a community activity.

### 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

Title	Collaborative and Cross-sectoral Work	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
Total Qualification Time (TQT)	10	
OCN NI Unit Code	CBD605	
Unit Reference No	D/508/6632	
<i>Unit purpose and aim(s):</i> this unit will enable the learner to gain a knowledge of collaborative and cross-sectoral work in community development.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand political and civic structures available to support communities.	1.1. Describe the political and civic structures available to support communities.	
2. Understand the role and responsibilities of public bodies in supporting communities.	2.1. Illustrate the role and responsibilities of public bodies in supporting communities.	
3. Understand collaborative and partnership working.	3.1. Describe with examples the advantages and challenges of collaborative and partnership working. 3.2. Describe the power dynamics which may exist within collaborative and partnership working. 3.3. Assess the skills required to support the decision making process within collaborative and partnership working.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Community Learning for Social Change	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
Total Qualification Time (TQT)	10	
OCN NI Unit Code	CBD616	
Unit Reference No	H/508/6633	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how community learning contributes to social change.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the purpose and practice of community learning for social change.	1.1. Outline the purpose of community learning for social change. 1.2. Outline the barriers to community learning and participation and how these may be overcome. 1.3. Illustrate a range of participatory methods for community learning.	
2. Be able to identify own learning needs and reflect on practice.	2.1. Identify own learning needs for effective community development practice recognising areas for improvement. 2.2. Outline, with examples, the benefits of reflective practice. 2.3. Reflect on own and others' practice identifying improvements.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Governance and Organisational Development	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
Total Qualification Time (TQT)	10	
OCN NI Unit Code	CBD617	
Unit Reference No	K/508/6634	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand organisational governance and development.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand appropriate organisational and legal structures for community development.	1.1. Illustrate the organisational and legal structures appropriate for community organisations. 1.2. Illustrate the main procedures for running meetings, membership and decision making in community organisations. 1.3. Illustrate a range of organisational policies and procedures.	
2. Recognise what is meant by charitable status.	2.1. Describe what is meant by charitable status. 2.2. Define what public benefit is.	
3. Be aware of the roles of governing bodies.	3.1. Illustrate key roles of governing bodies and good governance practice guidelines.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Group work and Collective Action	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
Total Qualification Time (TQT)	10	
OCN NI Unit Code	CBD618	
Unit Reference No	T/508/6636	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the workings of community based groups and how to make them more effective.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand why people become involved in groups/networks.	1.1. Describe a range of reasons why people become involved in groups/networks.	
2. Understand group work.	2.1. Illustrate how each of the following contribute to effective group work: a) Roles b) Interpersonal Skills c) Group dynamics d) Conflict Resolution e) Communication f) Participatory Techniques	
3. Understand the issues on inclusion and exclusion within groups.	3.1. Identify processes and practices which can lead to a group becoming exclusive. 3.2. Describe ways that a group can remain open and inclusive.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understanding Community Development Practice	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
Total Qualification Time (TQT)	10	
OCN NI Unit Code	CBD619	
Unit Reference No	A/508/6637	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply community development Practice.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the purpose and process of community development.	1.1. Describe the purpose and process of community development practice. 1.2. Illustrate factors that impact on the community development process.	
2. Know and apply the values and process of community development practice.	2.1. Outline and apply the community development values and process. 2.2. Review own community development practice identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understand and Engage with Communities	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
Total Qualification Time (TQT)	10	
OCN NI Unit Code	CBD620	
Unit Reference No	J/508/6639	
<i>Unit purpose and aim(s):</i> This unit will enable to understand and engage with communities.		
<b>Learning Outcomes participants will:</b>		<b>Assessment Criteria</b>
1. Understand the range and diversity of community development structures.	1.1 Illustrate the range and diversity of community development structures including: a) Groups b) Networks c) Forums d) Partnerships	
2. Be able to use a range of methods to understand and engage with individuals and diverse communities.	2.1 Use a range of appropriate methods and styles to understand and engage with diverse communities.	
3. Understand how legislation and policies impact on communities.	3.1 Describe, with working examples, how key legislation and policies may impact on communities.	
4. Understand the assets and needs within a community.	4.1 Carry out a community profile evaluating the assets and needs within chosen community and how these may be addressed.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Community Leadership	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD621	
Unit Reference No	F/508/6641	
<i>Unit purpose and aim(s):</i> This unit will enable the learner develop leadership skills and assess areas for development.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know the key concepts, skills and qualities of effective community leadership.	1.1 Describe the key concepts of leadership and effective community leadership. 1.2 Compare and contrast the positive and negative impacts of different leadership styles. 1.3 Outline styles of leadership appropriate to community development. 1.4 Describe key skills and qualities for effective community leadership.	
2. Be able to assess and develop own leadership skills.	2.1 Assess the role of community leadership in promoting innovative and creative solutions for community change. 2.2 Demonstrate effective community leadership skills. 2.3 Assess own leadership skills, identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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Title	Community Development History and Context	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
Total Qualification Time (TQT)	40	
OCN NI Unit Code	CBD622	
Unit Reference No	J/508/6642	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the history and context of community development.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the historical background of local community development.	1.1 Illustrate key historical events which impacted upon the evolution of community development practice. 1.2 Summarise the key historical factors which contributed to the development of a community to include: a) Demographics b) Political developments c) Employment d) Social relationships e) Technology f) Environment g) Legal	
2. Be aware of issues which may impact on community development.	2.1 Illustrate contemporary issues impacting on community development practice. 2.2 Outline different approaches taken by local and regional government to community development.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understanding Community Planning	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD623	
Unit Reference No	L/508/6643	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain a knowledge of community planning and the processes involved.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand community planning.	1.1. Describe what is meant by community planning. 1.2. Illustrate why it is important for communities to engage in community planning processes. 1.3. Outline the agencies/partners involved in the community planning process. 1.4. Summarise the main community planning legislative and policy framework.	
2. Know the community planning process.	2.1. Illustrate how community planning links with other planning processes. 2.2. Illustrate community planning partnership arrangements.	
3. Be able to engage with the community planning process.	3.1. Illustrate knowledge and skills for effective community engagement in the community planning process. 3.2. Illustrate barriers for community participation in community planning. 3.3. Give examples of effective community planning in practice.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Community Development Monitoring and Evaluation	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD624	
Unit Reference No	R/508/6644	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the value of monitoring and evaluation within community development.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know the purpose of monitoring and evaluation within community development.	1.1. Illustrate the purposes and importance of monitoring and evaluation.	
2. Be able to plan monitoring and evaluation activity.	2.1. Plan a monitoring and evaluation activity. 2.2. Compare the advantages and disadvantages of qualitative and quantitative evidence.	
3. Be able to collect monitoring and evaluation data.	3.1. Identify a range of open and inclusive methods for collecting evidence. 3.2. Collect a range of qualitative and quantitative evidence for a chosen community development activity.	
4. Be able to analyse monitoring and evaluation data.	4.1. Carry out an analysis of data collected. 4.2. Illustrate the structure of an evaluation report.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Planning Community Projects	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD625	
Unit Reference No	Y/508/6645	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply community planning.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the importance of planning for community development.	1.1. Illustrate the importance and benefit of planning for community development projects. 1.2. Apply the project planning cycle.	
2. Be able to engage communities in planning a community project.	2.1. Demonstrate engagement with communities in planning a community project using relevant community development skills.	
3. Be able to support community project planning.	3.1. Develop a project development plan which may include: a) highlights b) objectives c) outcomes d) outputs e) roles f) timescales g) potential funding	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understanding the Strategic Planning Process	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD626	
Unit Reference No	H/508/6647	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply strategic planning processes.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the concept of strategic planning.	1.1 Define what is meant by strategic planning. 1.2 Illustrate the benefits of strategic planning. 1.3 Describe key stakeholders in the strategic planning process.	
2. Know the key stages of strategic planning.	2.1 Illustrate the following stages of strategic planning which may include: a) organisational mission, vision and values b) strategic aims and objectives c) outputs and outcomes d) performance indicators 2.2 Develop a strategic planning template for a given organisation.	
3. Be able to carry out a strategic audit for a given organisation.	3.1 Demonstrate the use of the tools in strategic planning which may include: a) <b>SWOT</b> (Strengths, Weaknesses, Opportunities, Threats) b) <b>PESTLE</b> (Political, Economic, Social, Technological, Legal, Environmental)	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Funding and Resourcing Community Projects	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
Total Qualification Time (TQT)	40	
OCN NI Unit Code	CBD627	
Unit Reference No	K/508/6648	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore the concepts and practice of sustainable development and identify what is needed to create sustainable communities.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the role and purpose of fundraising for community projects.	1.1. Describe the range of funding sources available to support community projects. 1.2. Describe the range of roles that are required to initiate and develop a community project. 1.3. Identify sources of information and advice regarding fundraising for a community project.	
2. Understand funding information policies and procedures.	2.1. Describe the financial policies and procedures required to maintain a community project. 2.2. Summarise the benefits and challenges of different forms of funding.	
3. Be able to carry out a funding activity for a community project.	3.1. Demonstrate a fundraising activity for a community project. 3.2. Reflect on own fundraising activity, identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Guidance</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Support Collaborative and Partnership Work	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD628	
Unit Reference No	M/508/6649	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the value of partnership working to the various sectors making up civic society.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the value of partnership working.	1.1. Define partnership working. 1.2. Illustrate the value and limitation of partnership working across and within different sectors.	
2. Understand models of formal and informal partnership arrangements.	2.1. Describe a range of formal partnership agreements including the advantages and disadvantages of each. 2.2. Describe a range of informal partnership agreements including the advantages and disadvantages of each.	
3. Understand the implications for community groups or organisations when involved in partnership arrangements.	3.1. Summarise the implication for community groups or organisations when becoming involved in partnership arrangements including: a) conflict management b) effective decision making c) ethics d) legal and contractual responsibilities	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understanding and Influencing Political Governance	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
Total Qualification Time (TQT)	40	
OCN NI Unit Code	CBD629	
Unit Reference No	M/508/6652	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to gain an understanding of local government and the decision making processes.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know how political governance structures works at different levels.	1.1 Explore participatory, representative and critical perspectives on democracy. 1.2 Illustrate the different levels and structures of political governance. 1.3 Outline the services for which each level of political governance has responsibility.	
2. Understand the roles and responsibilities of elected representatives within all structures.	2.1 Describe the roles and responsibilities of elected representatives at all levels of political governance.	
3. Be able to work with others to influence local decision making.	3.1 Identify a range of public bodies whose services impact upon local communities. 3.2 Illustrate the decision making processes of a public body impacting on public services. 3.3 Demonstrate how to influence a decision making process in relation to a community issue.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understanding Social Enterprise	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD630	
Unit Reference No	T/508/6653	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the purpose and function of a social enterprise.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the purpose and function of a social enterprise.	1.1. Define the key characteristics, purpose and function of a social enterprise. 1.2. Illustrate with examples, the differences between the following: a) a business operating for profit b) a social enterprise c) a charity	
2. Be aware of social enterprise structures.	2.1. Illustrate the legal structures commonly used by social enterprises. 2.2. Identify a range of businesses that operate as a social enterprise. 2.3. Identify sources of support and help for setting up a social enterprise.	
3. Be able to assess potential business ideas as social enterprises.	3.1. Illustrate potential barriers to developing business ideas as a social enterprise. 3.2. Summarise a potential business idea as a social enterprise.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Equality and Good Relations	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD633	
Unit Reference No	J/615/0544	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by diversity and good relations.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand key concepts relating to equality and good relations.	1.1. Illustrate key concepts relating to equality and good relations including: a) stereotypes b) prejudice c) discrimination d) good relations e) equality f) racism g) sectarianism	
2. Understand the importance of Equality legislation.	2.1 Illustrate key legislation and policies supporting equality. 2.2 Illustrate how key inequalities affect individuals and groups. 2.3 Illustrate how social, economic and political structures can both reproduce inequality and redress inequality.	
3. Understand what is meant by good relations.	3.1 Define what is meant by good relations. 3.1 Illustrate key legislation and policies supporting good relations. 3.2 Compare different types of good relations work to include: a) single identity b) cross-community c) work with ethnic minority groups	
4. Know the causes and consequences of conflict within and between communities.	4.1 Illustrate the impact of prejudices and stereotypes on individuals and communities. 4.1 Illustrate the causes and consequences of conflict within and between communities.	
5. Use a range of strategies to address community tension and conflict.	5.1 Demonstrate how to deal with tensions within and between communities.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Community Learning for Social Change	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
Total Qualification Time (TQT)	20	
OCN NI Unit Code	CBD634	
Unit Reference No	D/615/0307	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how community learning contributes to social change.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of formal and informal community development learning opportunities.	1.1. Summarise a range of formal and informal community development learning opportunities.	
2. Understand, use and evaluate participatory learning methods with a community group.	2.1. Summarise a range of participatory learning methods. 2.2. Demonstrate and evaluate a range of participatory methods. 2.3. Use reflective action techniques to improve future practice.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Governance and Organisational Development	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
Total Qualification Time (TQT)	20	
OCN NI Unit Code	CBD635	
Unit Reference No	T/615/0314	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand organisational governance and development.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand appropriate organisational and legal structures for community development.	1.1. Summarise the organisational and legal structures appropriate for community organisations. 1.2. Summarise the main procedures for running meetings, membership and decision making in community organisations. 1.3. Analyse organisational policy in line with good governance guidance.	
2. Understand what is meant by charitable status.	2.1. Summarise what is meant by charitable status and associated public benefit.	
3. Understand the roles of governing bodies.	3.1. Summarise key roles of governing bodies and good governance practice guidelines.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Group Work and Collective Action	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
Total Qualification Time (TQT)	20	
OCN NI Unit Code	CBD636	
Unit Reference No	K/615/0309	
<i>Unit purpose and aim(s):</i> this unit will enable the learner to understand the workings of community based groups and how to make them more effective.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the skills required to create an effective group.	1.1. Explain and evaluate the stages of group development in relation to a particular group. 1.2. Create an action plan for group development.	
2. Understand the issues on inclusion, exclusion and engagement within groups.	2.1. Analyse issues on inclusion and exclusion in relation to groups and community development. 2.2. Illustrate a strategy to ensure that a group remains open, transparent and inclusive.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understand Community Development Practice	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
Total Qualification Time (TQT)	20	
OCN NI Unit Code	CBD637	
Unit Reference No	H/615/0311	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply community development practice		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the purpose and context of community development.	1.1. Analyse the purpose and context of community development practice. 1.2. Analyse the contribution community development may make to local and regional policies and initiatives.	
2. Know and apply the values and process of community development practice.	2.1. Explain and apply the community development values and process. 2.2. Critically compare how community development values are used in practice in a range of situations. 2.3. Explain tensions which may exist within community development practice. 2.4. Review own community development practice against recognised standards.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Collaborative and Cross-Sectoral Work	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
Total Qualification Time (TQT)	20	
OCN NI Unit Code	CBD631	
Unit Reference No	M/615/0313	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understanding how public bodies and other agencies work, make decisions, and influence decision making processes.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand political and civic structures available to support communities.	1.1. Analyse the political and civic structures available to support communities. 1.2. Analyse how participatory and representative democracy works in practice.	
2. Understand the roles and responsibilities of public bodies in supporting communities.	2.1. Summarise the roles, responsibilities, regulation and management of public bodies in supporting communities.	
3. Understand collaborative and partnership working.	3.1. Summarise with examples the advantages and challenges of collaborative and partnership working. 3.2. Explain how power relationships may impact on collaborative and partnership working. 3.3. Analyse the skills required to support the decision making process within collaborative and partnership working.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understand and Engage with Communities	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
Total Qualification Time (TQT)	20	
OCN NI Unit Code	CBD639	
Unit Reference No	Y/615/0323	
<i>Unit purpose and aim(s):</i> this unit will enable the learner to understand and engage with communities.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the range and diversity of community development structures.	1.1. Summarise the range and diversity of community development structures including: a) Groups b) Networks c) Forums d) Partnerships	
2. Be able to use a range of methods to understand and engage with individuals and diverse communities.	2.1. Use a range of methods and styles to understand and engage with diverse communities. 2.2. Analyse the impact of engagement with diverse communities.	
3. Be able to produce a community audit using research and statistical information.	3.1. Produce an audit for a chosen community using research and statistical information. 3.2. Evaluate the community audit identifying gaps and need. 3.3. Present key findings from the community unit.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Community Leadership and Management	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD640	
Unit Reference No	R/615/0319	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand leadership and management theories, styles and models.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand leadership and management theories, styles and models.	1.1 Summarise a range of theories, models and styles of leadership and management and how these may be applied. 1.2 Critically compare the advantages and disadvantages of leadership models. 1.3 Summarise how leadership styles may impact on the following: a) Organisations and/or groups b) Communities c) Individuals	
2. Understand the skills required to be an effective leader and/or manager.	2.1 Explain the skills and qualities required for an effective leader and/or manager.	
3. Be able to apply creative and innovative leadership skills to meet own community development needs.	3.1 Apply creative and innovative leadership skills to meet own community development needs. 3.2 Analyse own leadership style identifying how it may be adapted to meet changing situations in a community setting.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Group Work Skills	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD648	
Unit Reference No	J/615/0320	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore and analyse community based groups.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the reasons why people become involved in groups/networks.	1.1. Summarise the reasons why people become involved in groups/networks.	
2. Understand group roles and their impact.	2.1. Summarise key roles in groups and their impact on group dynamics. 2.2. Summarise how interpersonal skills can be developed to impact positively on groups. 2.3. Explain how group roles contribute effectively to collective action.	
3. Understand group dynamics.	3.1. Summarise group dynamics to include conflict resolution techniques. 3.2. Analyse the dynamics of a given group situation.	
4. Understand the processes for developing group objectives and priorities.	4.1. Explain and apply the processes for developing group objectives and priorities. 4.2. Summarise with examples ways in which groups may meet their aims and objectives.	
5. Understand issues on inclusion and exclusion within groups.	5.1. Analyse issues around inclusion and exclusion in relation to groups and community development. 5.2. Create a strategy to ensure that a group remains open, transparent and inclusive.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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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Title	Support Collaborative and Partnership Work	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD642	
Unit Reference No	L/615/0321	
<i>Unit purpose and aim(s):</i> To explore the effectiveness of partnership working as a tool for change within communities.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the value of partnership working.	1.1. Summarise partnership working. 1.2. Analyse the political and economic value for partnership working across and within different sectors.	
2. Understand models of formal and informal partnership arrangements.	2.1. Analyse a range of formal and informal partnership arrangements including the advantages and disadvantages of each.	
3. Understand the implications for community groups or organisations when involved in partnership arrangements.	3.1. Analyse the following issues for community groups or organisations when involved in partnership arrangements: a) conflict management b) effective decision making c) ethics d) legal and contractual responsibilities	
4. Understand the techniques and approaches involved in partnership working.	4.1. Critically compare a range of techniques and approaches within partnership working. 4.2. Summarise possible tensions which may arise in partnerships and how these may be resolved.	
5. Recognise what constitutes good decision making processes and accountability.	5.1. Summarise the features of good decision making processes. 5.2. Explain accountability issues for partnership members and methods to ensure effective accountability.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the 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

Title	Understanding the Strategic Planning Process	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
Total Qualification Time (TQT)	30	
OCN NI Unit Code	CBD643	
Unit Reference No	R/615/0322	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply strategic planning processes.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the concept of strategic planning.	1.2 Explain what is meant by strategic planning. 1.3 Summarise the benefits of strategic planning. 1.4 Critically compare strategic planning and business planning.	
2. Understand the key stages of strategic planning.	2.2 Explain the stages of strategic planning to include: a) organisational mission, vision and values b) strategic aims and objectives c) outputs and outcomes d) performance indicators 2.3 Develop a strategic plan for a given organisation. 2.4 Explain factors which may affect the implementation of a strategic plan.	
3. Be able to carry out a strategic audit for a given organisation.	3.2 Use and evaluate a range of strategic planning tools within a strategic audit for a given organisation.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### 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 and correspond directly with centres regarding event outcomes.

## Administration

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### Registration

A centre must register learners within 20 working days of commencement of this qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

## OCN NI Suite of Community Development Qualifications

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- OCN NI Level 1 Award in Community Development – 603/0492/3
- OCN NI Level 2 Award in Community Development – 603/0493/5
- OCN NI Level 3 Award in Community Development – 603/0514/9
- OCN NI Level 2 Certificate in Community Development – 603/0502/2
- OCN NI Level 3 Certificate in Community Development - 603/0501/0

Operational End Date (all qualifications):	30 June 2025
Certification End Date (L1):	30 June 2026
Certification End Date (L2):	30 June 2027
Certification End Date (L3):	30 June 2028

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

Phone: 028 90463990  
Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)