



## Qualification Specification for:

### OCN NI Suite of TUC Qualifications

- OCN NI Level 2 Award in Confidence at Work for Trade Union Representatives
  - Qualification No. 603/0669/5
- OCN NI Level 2 Award in Trade Unions and the Global Economy
  - Qualification No. 603/0661/0
- OCN NI Level 2 Certificate in Employment Law for Trade Union Representatives
  - Qualification No. 603/0660/9
- OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1)
  - Qualification No. 603/0659/2

## Qualification Regulation Information

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OCN NI Level 2 Award in Confidence at Work for Trade Union Representatives

Qualification Number: [603/0669/5](#)

OCN NI Level 2 Award in Trade Unions and the Global Economy

Qualification Number: [603/0661/0](#)

OCN NI Level 2 Certificate in Employment Law for Trade Union Representatives

Qualification Number: [603/0660/9](#)

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1)

Qualification Number: [603/0659/2](#)

Operational start date: 15 October 2016  
Operational end date: 01 January 2029  
Certification end date: 02 January 2031

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

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

- **OCN NI Level 2 Award in Confidence at Work for Trade Union Representatives**
- **OCN NI Level 2 Award in Trade Unions and the Global Economy**
- **OCN NI Level 2 Certificate in Employment Law for Trade Union Representatives**
- **OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1)**

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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Trade unions provide a range of services for their members, within organisations as well as in broader society. This suite of qualifications reflects the diverse range of activities undertaken by trade union members and their representatives and develops the skills and knowledge of individuals to undertake these activities.

The suite of Trade Union Qualifications have progression opportunities embedded within them as they allow for individuals to progress to higher levels or gain further skills. Outside of the Trade Union qualifications they allow for progression to higher level qualifications, particularly in the business management area.

Progression from the OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1) is to the OCN NI Level 2 Certificate in Employment Law for Trade Union Representatives, and from this qualification progression is to a range of Trade Union qualifications at Level 3, which are currently in development.

The OCN NI Level 2 Award in Confidence at Work for Trade Union Representatives and the OCN NI Level 2 Award in Trade Unions and the Global Economy qualifications provide additional learning for existing and new Trade Union representatives. Progression from these short awards is into higher level Trade Union qualifications.

### Grading

Grading for these qualifications is pass/fail.

### Sector Subject Area

15.3 Business Management

### Qualification Target Group

The qualifications are targeted at individuals who wish to develop the required skills and knowledge to undertake a range of trade union related roles.

### Entry Requirements

There are no formal entry requirements. It would be expected that learners have the necessary communication and ICT skills to be able to complete assessments within the qualifications and be 18 years or older.

### 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 the 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 these qualifications 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
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for any evidence they have assessed.

Centres must ensure that staff delivering, assessing and internally verifying qualifications are both qualified to teach in Northern Ireland and competent to do so.

### Tutors

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

### 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:**

- be occupationally competent and qualified to at least one level higher than the qualification
- 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 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 occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

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

### OCN NI Level 2 Award in Confidence at Work for Trade Union Representatives

Learners must successfully 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: 48 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">M/615/1316</a>	CBD685	Building Confidence in the Workplace for Trade Union Representatives	30	3	Two
<a href="#">H/615/2625</a>	CBD686	Challenging Intimidating Behaviour in the Workplace	30	3	Two

### OCN NI Level 2 Award in Trade Unions and the Global Economy

Learners must successfully 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: 48 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">M/615/2790</a>	CBD710	Globalisation and the Economy	30	3	Two
<a href="#">T/615/2791</a>	CBD711	Globalisation and Trade Unions	30	3	Two

### **OCN NI Level 2 Certificate in Employment Law for Trade Union Representatives**

Learners must successfully complete all four units for a total of 15 credits.

Total Qualification Time (TQT) for this qualification: 150 hours  
 Guided Learning Hours (GLH) for this qualification: 120 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">R/615/2863</a>	CBD712	Changing Employment Law	30	3	Two
<a href="#">A/615/2792</a>	CBD713	Employment Law	30	3	Two
<a href="#">F/615/2793</a>	CBD714	Employment Rights: A Trade Unions Approach	60	6	Two
<a href="#">J/615/2794</a>	CBD715	Understanding Workplace Employment Rights Negotiations	30	3	Two

### **OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1)**

Learners must successfully complete all four units for a total of 15 credits.

Total Qualification Time (TQT) for this qualification: 150 hours  
 Guided Learning Hours (GLH) for this qualification: 120 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">L/615/2795</a>	CBD716	Skills for a Trade Union Representative	60	6	Two
<a href="#">R/615/2796</a>	CBD717	Tackling Workplace Discrimination for Trade Union Representatives	30	3	Two
<a href="#">Y/615/2797</a>	CBD718	Trade Union Organising and Recruitment	30	3	Two
<a href="#">D/615/2798</a>	CBD719	Understanding Trade Union Organisations	30	3	Two

## Unit Details

Title	Building Confidence in the Workplace for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD685	
Unit Reference No	M/615/1316	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to build the confidence of unions members within the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand how building confidence may impact on union members within the workplace.	1.1. Describe attitudes that affect confidence. 1.2. Describe ways to build the confidence of union members. 1.3. Describe with examples the impact of building confidence within the workplace.	
2. Understand how behaviours may contribute to building confidence in the workplace.	2.1. Summarise the types of behaviour that contribute to and detract from building confidence. 2.2. Describe ways in which unions may influence negative behaviours.	
3. Understand how to bring about change in the workplace.	3.1. Describe how to identify priorities for change within the workplace. 3.2. Compare three differing approaches to overcoming obstacles to change. 3.3. Describe how the union representative may influence change within the workplace.	
<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
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	Challenging Intimidating Behaviour in the Workplace	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD686	
Unit Reference No	H/615/2625	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to address intimidating behaviour in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the types and impact of intimidating behaviour in the workplace.	1.1. Summarise types of intimidating behaviour that may occur within the workplace and how these may put members at risk.	
2. Know how legislation and policy may assist with addressing intimidating behaviour in the workplace.	2.1. Clarify employers' responsibilities regarding intimidating behaviour in the workplace. 2.2. Describe how implementing appropriate policies may assist in addressing intimidating behaviour. 2.3. Summarise the key elements of relevant legislation regarding addressing intimidating behaviour.	
3. Be able to develop a trade union plan for dealing with intimidation in the workplace.	3.1. Describe the challenges unions and employers may face in preventing intimidating behaviour in the workplace. 3.2. Produce a plan for dealing with intimidating behaviour in the workplace.	
<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	Globalisation and the Economy
Level	Two
Credit Value	3
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBD710
Unit Reference No	M/615/2790
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the function of economies within a globalised environment.	
Learning Outcomes	Assessment Criteria
1. Understand the birth and early development of capitalism.	<p>1.1 Describe the birth and early development of capitalism.</p> <p>1.2 Summarise the major economic theories of the nineteenth century including links between economic thought and political ideology.</p> <p>1.3 Describe the emergence of trade unionism and trade union responses to the development of capitalism.</p>
2. Understand the development of capitalism in the twentieth and twenty-first centuries.	<p>2.1 Describe key periods in the evolution of political economy during the twentieth century including.</p> <ul style="list-style-type: none"> <li>a) Imperialism, the Scramble for Africa and the First World War</li> <li>b) The Great Depression</li> <li>c) Keynesianism, the New Deal and the welfare state</li> <li>d) The social-democratic compromise</li> <li>e) The Golden Age of Capitalism</li> <li>f) The 1970s crisis</li> <li>g) Neoliberalism</li> <li>h) Third Way responses to neoliberalism</li> <li>i) The financial crash of 2008</li> </ul> <p>2.2 Describe the influence of major theorists of the twentieth and twenty-first centuries on economy.</p> <p>2.3 Outline the ideologies which underpin the economic programmes of the main British and Irish political parties.</p> <p>2.4 Compare and contrast the development, implementation and impact of the economic policies adopted by the main British and Irish political parties.</p>
3. Understand the emergence, development and key features of neoliberalism and economic globalisation.	<p>3.1 Illustrate with examples the emergence and development of neoliberalism and economic globalisation.</p> <p>3.2 Describe the key features of neoliberalism and economic globalisation.</p>

### Assessment Guidance

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

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Globalisation and Trade Unions	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD711	
Unit Reference No	T/615/2791	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand trade unionism within a globalized environment.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the impact of neoliberalism and economic globalisation on trade unions	1.1 Describe the impact of neoliberalism and economic globalisation on trade unions. 1.2 Describe with examples how trade unions have responded globally and nationally to neoliberalism and economic globalisation.	
2. Understand how governments and supranational bodies manage the economy.	2.1 Describe what is meant by fiscal and monetary policy and how they are used by governments and supranational bodies to manage the economy.	
3. Be aware of alternative approaches to economic development.	3.1 Describe using examples, the economic and political thought underpinning alternative approaches to economic development such as: a) social-democratic b) green movement c) co-operativist d) post-capitalism 3.2 Describe using examples the impact of alternative approaches to economic development such as: a) social-democratic b) green movement c) co-operativist d) post-capitalism 3.3 Summarise trade union and progressive critiques of modern day capitalism.	
<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	Changing Employment Law	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD712	
Unit Reference No	R/615/2863	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the impact of changing employment law.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the main features of changing legislation, measures or legal decisions.	1.1 Summarise the main features of changing legislation, measures or legal decisions. 1.2 Give examples of how the changing measures or decisions will impact on the current employment environment.	
2. Understand the use and value of sources / resources.	2.1 Describe the use and value of at least three sources / resources in relation to new legislation, measures or legal decisions.	
3. Be aware of the potential impact of new legislation, measures or legal decisions on the workplace.	3.1 Give examples of how new legislation, measures or legal decisions may be addressed by trade unions.	
<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	Employment Law	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD713	
Unit Reference No	A/615/2792	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand employment law.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the purpose of employment law.	1.1. Describe the purpose of employment law. 1.2. Illustrate the development of employment law over the preceding 50 years.	
2. Understand the wider trade union context of employment law.	2.1. Describe how employment law in the UK is influenced by: a) global standards b) membership of the European Community 2.2. Identify key principles underpinning employment law at: a) global level b) national level c) regional level	
3. Understand the range and scope of employment law in the UK.	3.1. Describe what is meant by mean employment status and significance for union organising. 3.2. Give advantages and disadvantages of uneven distribution of employment rights for: a) individuals b) employers 3.3. Illustrate the features of a contract of employment.	
4. Understand employment law reform.	4.1. Summarise the main features of employment law reform and impact on the existing position.	
<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
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	Employment Rights: A Trade Unions Approach	
Level	Two	
Credit Value	6	
Guided Learning Hours (GLH)	48	
OCN NI Unit Code	CBD714	
Unit Reference No	F/615/2793	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand a trade union approach to employment rights.		
Learning Outcomes	Assessment Criteria	
1. Know different types of resources for information on employment rights.	1.1. Compare at least two different sources of employment rights information identifying their advantages and disadvantages. 1.2. Assess at least two examples of relevant employment rights information in terms of their value to trade union representatives.	
2. Understand how trade unions approach employment rights in the workplace.	2.1. Describe the main approaches to employment law from a trade union perspective. 2.2. Give examples of how employment law at work affects trade union activity.	
3. Understand how the employment relationship can be ended.	3.1. Describe when dismissal is considered: a) fair b) unfair 3.2. Describe what is meant by an employer acting reasonably. 3.3. Summarise the statutory potentially fair reasons for dismissal.	
4. Know the Employment Tribunal process.	4.1. Illustrate the key stages of taking a case to an Employment Tribunal. 4.2. Summarise the advantages and disadvantages of the Employment Tribunal process.	
5. Know employment rights relating to industrial action.	5.1. Compare different forms of industrial action in terms of their advantages and disadvantages. 5.2. Produce a rights checklist on one aspect of industrial action for members.	
6. Be able to communicate employment rights issues to union members.	6.1. Consult members on an employment rights issue. 6.2. Develop and describe an employment rights project. 6.3. Present an employment rights project to a trade union audience.	
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	Understanding Workplace Employment Rights Negotiations	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD715	
Unit Reference No	J/615/2794	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the process of negotiating workplace employment rights.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the application of employment law.	1.1. Describe how specific rights apply in given workplace situations. 1.2. Describe how employment law affects trade union activity.	
2. Know how to plan for collective bargaining.	2.1. Assess key points for effective collective bargaining. 2.2. Develop an action plan to progress bargaining aims.	
3. Be able to plan for the potential impact of employment rights changes.	3.1. Describe own workplace agreements. 3.2. Describe with examples how changes to employment rights may impact upon: a) unions b) the workplace 3.3. Illustrate the steps required to deal with changes.	
4. Know how to improve employment rights at work.	4.1. Describe employment rights issues in the workplace. 4.2. Produce an action plan to address issues in a given workplace. 4.3. Assess the value of a chosen employment rights compliance agency in relation to: a) key functions b) rights it can affect c) value for individuals in the workplace	
<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>
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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
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Title	Skills for a Trade Union Representative	
Level	Two	
Credit Value	6	
Guided Learning Hours (GLH)	48	
OCN NI Unit Code	CBD716	
Unit Reference No	L/615/2795	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the skills required of trade union representative.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare and present a case on behalf of a member.	1.1. Identify at least three problems that commonly affect members in the workplace. 1.2. Produce a plan for dealing with a specific member's case identifying strengths and weaknesses. 1.3. Present a member's case identifying areas for improvement.	
2. Know techniques to promote member involvement.	2.1. Describe at least three techniques for communicating and consulting with members identifying strengths and weaknesses.	
3. Understand the importance of collective bargaining and collective agreements.	3.1. Summarise the importance, features and goals of collective bargaining and collective agreements.	
4. Know how to take up employment rights issues.	4.1. Identify sources of information on basic legal employment rights. 4.2. Outline the status of the contract of employment in UK law. 4.3. Outline ways of responding to employment rights related issues. 4.4. Identify potential challenges in taking up employment rights issues.	
5. Understand equality as a trade union issue.	5.1. Describe how equality relates to trade union issues. 5.2. Identify how issues of equality relate to chosen workplace as a trade union representative.	
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
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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
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Title	Tackling Workplace Discrimination for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD717	
Unit Reference No	R/615/2796	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to recognise and understand how to address discrimination in the workplace.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand how discrimination occurs.	1.1. Describe using examples direct and indirect discrimination. 1.2. Describe possible reasons for and impact of discrimination in the workplace.	
2. Understand legislative sources and policies for tackling discrimination.	2.1. Identify different legislative sources for tackling discrimination. 2.2. Describe using examples of how legislation and policies contribute to tackling discrimination. 2.3. Describe the usefulness of different legislation and trade union policy sources in tackling discrimination.	
3. Understand ways of tackling discrimination and promoting equality.	3.1. Describe ways of tackling discrimination in the workplace. 3.2. Describe ways in which equality may be promoted in the workplace.	
<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
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	Trade Union Organising and Recruitment	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD718	
Unit Reference No	Y/615/2797	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the processes involved in organising and recruiting within workplaces.		
Learning Outcomes	Assessment Criteria	
1. Understand approaches to workplace organising and recruitment.	1.1. Describe current methods for organising and recruiting in a chosen workplace identifying strengths and weaknesses. 1.2. Describe the key features of the organising approach to trade unionism. 1.3. Produce an action plan for organising and recruitment in chosen workplace.	
2. Understand the importance of bargaining, negotiation and/or consultation.	2.1. Describe key issues over which bargaining, negotiation and/ or consultation takes place in the workplace or sector. 2.2. Describe key sources of information relevant to workplace issues. 2.3. Summarise at least three workplace issues on which employers have a legal obligation to provide information. 2.4. Identify ways to strengthen bargaining, negotiation and/or consultation in chosen workplace.	
3. Understand the importance of trade union campaigning.	3.1. Describe the importance of trade union campaigns in wider society. 3.2. Give examples of workplace, sector and wider society campaigns in which a union has been involved. 3.3. Illustrate the main features of planning and organising a trade union campaign.	
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
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Title	Understanding Trade Union Organisations	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD719	
Unit Reference No	D/615/2798	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand trade union organisations.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the key functions of a trade union.	1.1. Describe the purpose and function of a trade union. 1.2. Describe the activities of trade unions in the workplace. 1.3. Summarise advantages of trade union membership. 1.4. Identify how key union documents support the work of a trade union representative.	
2. Understand the role of unions in society.	2.1. Give examples of how unions have influenced state policy. 2.2. Summarise prominent problems that have confronted trade unions in recent history. 2.3. Summarise key issues of concern for trade unions today.	
3. Understand the role and responsibilities of a trade union representative.	3.1. Describe the role of a trade union representative. 3.2. Summarise own responsibilities as a trade union representative.	
4. Understand own trade union functions.	4.1. Describe how own role as a trade union representative relates to own local trade union. 4.2. Illustrate the main decision-making bodies within own union.	
<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
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

## 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 qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. 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 a 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 these qualifications. 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.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

## OCN NI Suite of Trade Union Qualifications

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OCN NI Level 2 Award in Confidence at Work for Trade Union Representatives  
Qualification Number: 603/0669/5

OCN NI Level 2 Award in Trade Unions and the Global Economy  
Qualification Number: 603/0661/0

OCN NI Level 2 Certificate in Employment Law for Trade Union Representatives  
Qualification Number: 603/0660/9

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1)  
Qualification Number: 603/0659/2

Operational start date: 15 October 2016  
Operational end date: 01 January 2029  
Certification end date: 02 January 2031

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