



## **Qualification Specification for:**

**OCN NI Level 4 Award in Working with Parents**

➤ **Qualification No: 603/3507/5**

**OCN NI Level 4 Certificate in Working with Parents**

➤ **Qualification No: 603/3508/7**

## Qualification Regulation Information

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Qualification Title: OCN NI Level 4 Award in Working with Parents  
Qualification Number: 603/3507/5

Qualification Title: OCN NI Level 4 Certificate in Working with Parents  
Qualification Number: 603/3508/7

Operational start date: 15 August 2018  
Operational end date: 01 December 2028  
Certification end date: 01 December 2032

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. The certification end date is the last date by which learners can complete the qualification and 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

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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 4 Award in Working with Parents**
- **OCN NI Level 4 Certificate in Working with Parents**

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.

## Contents

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<b>About Regulation .....</b>	<b>5</b>
OCN NI.....	5
<b>Qualification Features.....</b>	<b>6</b>
Sector Subject Area .....	6
Qualifications' Aim.....	6
Qualifications' Objectives .....	6
Grading .....	6
Qualification Target Group .....	6
Progression Opportunities.....	6
Entry Requirements.....	7
Qualification Support.....	7
Delivery Languages.....	7
<b>Centre Requirements for Delivering the Qualification.....</b>	<b>8</b>
Centre Recognition and Qualification Approval .....	8
Centre Staffing .....	8
Tutors .....	8
Assessors.....	8
Internal Verification.....	9
<b>Structure and Content .....</b>	<b>10</b>
<b>Unit Details .....</b>	<b>11</b>
<b>Quality Assurance of Centre Performance.....</b>	<b>18</b>
External Verification .....	18
Standardisation .....	18
<b>Administration.....</b>	<b>19</b>
Registration .....	19
Certification .....	19
Charges.....	19
Equality, Fairness and Inclusion.....	19

## 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 Features

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### Sector Subject Area

1.5 Child development and wellbeing

These qualifications are mapped to National Occupational Standards (NOS) in Working with Parents where appropriate.

#### [NOS - Work with Parents](#)

### Qualifications' Aim

These qualifications are aimed at key workers who deliver support to families with multiple needs. Key Workers may be working in family intervention projects, community settings and/or social care settings.

### Qualifications' Objectives

The objectives of these qualifications are to enhance the skills and knowledge of practitioners by providing support to parents through:

- promoting parent and child play
- improving quality through parent support
- reflective practice
- supporting parents with multiple and complex needs
- building and maintaining effective relationships

### Grading

Grading for these qualifications is pass/fail.

### Qualification Target Group

The qualifications are targeted at Childcare Workers from private childcare settings, Sure Start workers, Classroom Assistants, Community Workers, Early Years Workers, After School Workers, Family Support Workers or anyone who works with parents.

### Progression Opportunities

These qualifications will help learners to progress to other qualifications in similar or related areas.

### **Entry Requirements**

Learners should be 18 years old and have at least a Level 3 qualification in Early Years, Health & Social Care, Playwork or equivalent and at least 2 years' experience in a relevant setting.

### **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 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 these qualifications must have at least one year's occupational experience in supporting families and hold a relevant qualification to at least level 5.

### Assessors

OCN NI 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. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

#### **Assessors must:**

- have at least one year's occupational experience in supporting families and hold a relevant qualification to at least level 5
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)

Assessors are required to 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 occupational experience in supporting families and hold a relevant qualification to at least level 5
- have direct or related relevant experience in assessment and verification
- 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

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### OCN NI Level 4 Award in Working with Parents

Learners must successfully complete a minimum of 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours  
 Minimum Guided Learning Hours (GLH) for this qualification: 15 hours

### OCN NI Level 4 Certificate in Working with Parents

Learners must successfully complete all five units for a total of 17 credits.

Total Qualification Time (TQT) for this qualification: 170 hours  
 Guided Learning Hours (GLH) for this qualification: 93 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">F/617/1747</a>	CBE287	Promoting Parent and Child Play	30	3	Four
<a href="#">J/617/1748</a>	CBE288	Quality Improvement within Parenting Support	30	3	Four
<a href="#">L/617/1749</a>	CBE289	Reflective Practice when Working with Parents	30	3	Four
<a href="#">F/617/1750</a>	CBE290	Supporting Parents with Multiple and Complex Needs	40	4	Four
<a href="#">J/617/1751</a>	CBE291	Working with Parents to Build and Maintain Effective Relationships	40	4	Four

## Unit Details

Title	Promoting Parent and Child Play	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE287	
Unit Reference No	F/617/1747	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles and values of effectively promoting parent and child play.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the importance of promoting parent and child play.	1.1. Critically analyse the importance of parent and child play through the ages and stages of child development. 1.2. Research and critically compare the theories of promoting child initiated play and adult led play.	
2. Be able to improve parent and child play.	2.1. Demonstrate how to improve parent and child play by: a) promoting the importance of play b) enabling child initiated play c) supporting adult led play	
<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	Quality Improvement within Parenting Support	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE288	
Unit Reference No	J/617/1748	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to embed quality approaches and improvement strategies to promote continuous service improvement in working with parents.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be aware of current parenting support services.	1.1. Research and critically analyse parenting support services provided by own organisation. 1.2. Analyse the current quality assurance approaches in relation to parenting support services within own organisation.	
2. Be able to develop and implement improvements to parenting support.	2.1. Research, utilising parental feedback, how to improve parenting support within own organisation. 2.2. Implement improvements to parenting support within own organisation. 2.3. Evaluate improvements to parenting support ensuring effective parental participation is evident throughout.	
<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	Reflective Practice when Working with Parents	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CBE289	
Unit Reference No	L/617/1749	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the need for reflective practice when working with parents and support parental self-reflection.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to reflect on own work practice.	1.1. Research the importance of reflective practice when working with parents. 1.2. Critically compare methods for reflective practice. 1.3. Review own practice when working with parents identifying areas for improvement.	
2. Be able to support parental self-reflection.	2.1. Demonstrate how to support parental self-reflection by assisting parents to: <ul style="list-style-type: none"> <li>a) understand how they were parented</li> <li>b) identify their strengths and areas for development</li> <li>c) implement strategies to promote change and develop their parenting capacity</li> </ul>	
<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	Supporting Parents with Multiple and Complex Needs	
Level	Four	
Credit Value	4	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE290	
Unit Reference No	F/617/1750	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop their skills and knowledge in evidence based and evidence informed practice to support parents with multiple and complex needs.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the diverse needs of parents and their impact on families.	1.1. Critically analyse the multiple and complex needs of parents and the impact on families. 1.2. Evaluate the potential risks to a practitioner if safeguarding procedures are not followed.	
2. Understand family dynamics and their impact on family relationships.	2.1. Research and analyse family dynamics. 2.2. Analyse and illustrate how family relationships may be improved through: <ul style="list-style-type: none"> <li>a) building parent child relationships</li> <li>b) supporting parents to understand their child's developmental needs</li> <li>c) support networks for parents</li> <li>d) establishing a safe and secure environment for children</li> <li>e) parental self-care</li> </ul>	
3. Be able to work with parents to address multiple and complex needs to facilitate change.	3.1. Critically compare evidence informed and evidence based practice when working with parents to facilitate positive change. 3.2. Explain and analyse the importance of building resilience, confidence and self-esteem with parents. 3.3. Demonstrate how to work appropriately with parents to address complex needs and facilitate change.	
4. Understand the importance of working in partnership with support services.	4.1. Research and analyse the importance of working in partnership with support services.	
<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
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Title	Working with Parents to Build and Maintain Effective Relationships
Level	Four
Credit Value	4
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBE291
Unit Reference No	J/617/1751
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles and values needed to establish relationships and work effectively with parents.	
Learning Outcomes	Assessment Criteria
1. Understand the principles and values for working with parents.	1.1. Explain and apply the principles and values that underpin standards for working with parents to include: a) equality b) inclusion c) diversity 1.2. Analyse possible impacts of ineffective practice when working with parents.
2. Understand how to build and maintain positive relationships when working with parents.	2.1. Analyse how to build positive relationships when working with parents to incorporate: a) trust b) parent friendly language c) ground rules 2.2. Summarise the parental participation model and strategies for working with parents. 2.3. Select and implement an appropriate parental participation model and strategy for working with parents in own practice to include: a) open and honest communication b) roles and responsibilities for all parties c) improvement in confidence and self-esteem d) ongoing contact
3. Understand the barriers to engaging effectively with parents.	3.1. Research and analyse barriers that may be encountered when engaging effectively with parents and how these may be overcome. 3.2. Review own practice when engaging with hard to reach parents and implement possible improvements in own practice.
4. Understand own organisational processes for working with parents.	4.1. Summarise own organisational policies when working with parents and how they are implemented and adhered to.



### Assessment Guidance

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

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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## 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.

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**Qualification Number: 603/3507/5**

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**OCN NI Level 4 Certificate in Working with Parents**  
**Qualification Number: 603/3508/7**

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Operational start date: 15 August 2018  
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