



**Qualification Specification for:**

**OCN NI Level 2 Award in Corporate  
Governance for the Third Sector**

➤ **Qualification No: 603/2980/4**

## Qualification Regulation Information

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Qualification Title:	OCN NI Level 2 Award in Corporate Governance for the Third Sector
Qualification Number:	603/2980/4
Operational start date:	01 March 2018
Operational end date:	28 February 2023
Certification end date:	28 February 2025

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 qualification:

→ **OCN NI Level 2 Award in Corporate Governance for the Third Sector**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- 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.ocni.org.uk](http://www.ocni.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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### Sector Subject Area

15.3 Business management

### Qualification Aim

The OCN NI Level 2 Award in Corporate Governance for the Third Sector has been designed for those carrying out trustee and governance roles, serving on management committees, or performing similar roles within not for profit organisations. The qualification will allow learners to develop a range of skills and understanding in areas such as financial management, responsibility and accountability and strategy and structure.

### Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand the key features of a governing body
- understand the skills required to be an effective trustee
- know the responsibilities and accountability of trustees
- understand financial management functions
- understand the impact of strategy and structures relating to governance
- use tools and equipment correctly

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

This qualification is for learners who are or wish to become a trustee or member of a third sector organisation.

### Progression Opportunities

The OCN NI Level 2 Award in Corporate Governance for the Third Sector will allow learners to progress to a level 3 qualification in leadership and governance.

### Entry Requirements

There are no formal entry requirements, however learners should be at least 18 years of age.

### **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**

This qualification is available in English only at this time. If you wish to offer the qualification 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 this qualification should have a third level qualification as well as:

- experience of working within the community and voluntary sector
- knowledge of the regulatory requirements of the Charities Commission for Northern Ireland
- experience of delivering OCN NI qualifications

### 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:**

- experience of working within the community and voluntary sector
- knowledge of the regulatory requirements of the Charities Commission for Northern Ireland
- experience of delivering OCN NI qualifications
- 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:***

- be occupationally competent in the subject area
- have direct or related relevant experience in assessment and verification
- have an internal verification award and attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and records maintained for the external verifier
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

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### OCN NI Level 2 Award in Corporate Governance for the Third Sector

Learners must successfully complete all 5 units to achieve the qualification - 9 credits.

Total Qualification Time (TQT) for this qualification: 90 hours

Guided Learning Hours (GLH) for this qualification: 72 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">M/616/8844</a>	CBE141	Financial Management for the Not for Profit Sector	30	3	Two
<a href="#">T/616/8845</a>	CBE142	Responsibilities and Accountability in Governance	20	2	Two
<a href="#">A/616/8846</a>	CBE143	Skills and Effectiveness in Governance	10	1	Two
<a href="#">F/616/8847</a>	CBE144	Strategy and Structure in Governance	20	2	Two
<a href="#">J/616/8848</a>	CBE145	The Role of a Governing Body Member	10	1	Two

## Unit Details

Title	Financial Management for the Not for Profit Sector	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE141	
Unit Reference No	M/616/8844	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and utilise financial management functions in the not for profit sector.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the financial management responsibilities of trustees in the not for profit sector.	1.1. Describe at least three key financial management functions of a trustee board and committee. 1.2. Summarise the purpose of a financial strategy. 1.3. Describe at least three stakeholders which not for profit organisations may be financially accountable to.	
2. Know how to utilise financial information to support the management of a not for profit organisation.	2.1. Give at least three reasons for setting financial budgets. 2.2. Illustrate how and why trustees monitor actual financial performance against budget. 2.3. Describe why the management of working capital is important to the organisation. 2.4. Describe at least three ways to help minimise financial risk for a not for profit organisation.	
3. Know how to monitor and support income generation activities.	3.1. Describe what is meant by sustainable funding. 3.2. Illustrate the difference between the main sources of income available for not for profit organisations. 3.3. Describe the trustee role in monitoring and supporting different types of income generation in a not for profit 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

Title	Responsibilities and Accountability in Governance	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBE142	
Unit Reference No	T/616/8845	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and know the responsibilities of trustees.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand good practice to ensure organisations are effective, responsible and accountable.	1.1. Describe at least three key policies and procedures required by an organisation and their purpose. 1.2. Give at least three examples of information required for board or committee meetings and their purpose.	
2. Know the methods which may be used to ensure governing bodies meet their responsibilities.	2.1. Describe the role of a trustee in assessing risk. 2.2. Give an example of a conflict of interest for a trustee. 2.3. Describe how a trustee may ensure that an organisation meets its legal and charitable commission 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

Title	Skills and Effectiveness in Governance	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBE143	
Unit Reference No	A/616/8846	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the key features of a governing body and effective meetings.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the key features of a governing body.	1.1. Describe three key roles of members of a governing body. 1.2. Identify skills, qualities and experience required by a member of a governing body. 1.3. Assess own performance as a member of a governing body. 1.4. Describe how a member of a governing body may implement the standards of conduct or code of governance.	
2. Understand the key features of effective meetings.	2.1. Outline five key principles of an effective meeting. 2.2. Give reasons why others may attend governing body meetings. 2.3. Describe what should happen before, during and after a meeting.	
<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	Strategy and Structure in Governance	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBE144	
Unit Reference No	F/616/8847	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the impact of strategy and structures in relation to organisational governance.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the current strategic position, direction and structures of a given organisation.	1.1. Describe at least three key features of the internal and external environment for a given organisation. 1.2. Outline given organisation's key stakeholders and their role. 1.3. Assess current governance and operational structures. 1.4. Describe how current governance and operational structures reflect the values and aims of a given organisation.	
2. Understand the process of strategic planning.	2.1. Describe an inclusive planning process. 2.2. Describe at least three key components of a strategic plan. 2.3. Evaluate the effectiveness of the strategic planning process for given organisation.	
3. Understand the characteristics of commonly used voluntary, community and charitable organisational structures.	3.1. Describe at least three characteristics of commonly used voluntary, community and charitable organisational structures.	
<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	The Role of a Governing Body Member	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBE145	
Unit Reference No	J/616/8848	
<i>Unit purpose and aim(s):</i> The unit will enable the learner to understand and know the skills required to be an effective governing body member.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Understand the key roles of a governing body and how they relate to an organisation's vision and values.	1.1. Describe the leadership role of a governing body in setting the strategic direction of an organisation. 1.2. Describe the role of the governing body in safeguarding the viability of an organisation. 1.3. Outline the purpose of an organisation's governance documents.	
2. Know how to fulfil the role of a governing body member effectively.	2.1. Identify the skills and knowledge of an effective governing body member. 2.2. Describe at least two key methods for collective 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

## 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 Level 2 Award in Corporate Governance for the Third Sector**

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