



Qualification Specification:

OCN NI Level 3 Certificate in Generalist Advice

- **Qualification No: 601/3234/6**

Version: 2.0



1. Specification Updates

Key changes have been listed below:

Section	Detail of change	Version and date of Issue
Specification	Qualification extended to 31 October 2030	2.0

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3. Introduction to Open College Network Northern Ireland (OCN NI)

The Open College Network Northern Ireland (OCN NI) is a UK recognised awarding organisation based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is also regulated by Ofqual to award qualifications in England.

OCN NI is also an educational charity that advances education by developing nationally recognised qualifications and recognising the achievements of learners. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME's and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment. OCN NI's Strategic Plan can be found on the OCN NI website www.ocnni.org.uk.

For further information on OCN NI qualifications or to contact us, you can visit our website at www.ocnni.org.uk. The website should provide you with details about our qualifications, courses, contact information, and any other relevant information you may need.

OCN NI Contact Details

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4. About this Specification

This specification details OCN NI's specific requirements for the delivery and assessment of the **OCN NI Level 3 Certificate in Generalist Advice**.

This specification will provide guidelines for centres to ensure the effective and correct delivery of this qualification. OCN NI qualification specifications are based on research and engagement with the practitioner community to ensure they provide appropriate skills and knowledge for learners.

The qualification specification will detail the following aspects of the **OCN NI Level 3 Certificate in Generalist Advice**.

- **Qualification Features**: this includes the key characteristics and features of this qualification, such as its intended audience, purpose, and credit value.
- **Centre Requirements**: this details the prerequisites and obligations that centres must fulfil to be eligible to deliver and assess this qualification. These includes guidelines on staff qualifications, resources, and required procedures.
- **Structure and Content**: this details the structure and content of the qualification including units, and any specific content that learners will be required to study.
- **Assessment Requirements**: this details assessment criteria and assessment methods for this qualification, ensuring that summative assessment approaches are clear.
- **Quality Assurance**: the quality and consistency of delivery and assessment of this qualification are of paramount importance to OCN NI. The mandatory quality assurance arrangements including processes for internal and external verification that all centres offering this qualification must adhere to are detailed.
- **Administration**: guidance on the administrative aspects of delivering this qualification, including registration, certification, and record-keeping.
- Reference to other handbooks and policies as appropriate to the qualification.

It is important to note that OCN NI will communicate any significant updates or changes to this specification in writing to our centres. Additionally, we will make these changes available on our official website at www.ocnni.org.uk.

To stay current, please refer to the online version of this specification as it is the most authoritative and up-to-date publication. Be aware that downloaded and printed copies may not reflect the latest revisions.

4.1 Additional Support

OCN NI offers a comprehensive range of support services designed to assist centres in meeting the delivery and quality assurance requirements of OCN NI qualifications. These services include:

- **Learner Assessment Booklets**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.
- **Qualification Support Pack**: A support pack has been developed to support centres in the delivery of this qualification. The pack includes planning and assessment templates, guides to best practice, etc.
- **Professional Development for Educators**: OCN NI provides opportunities for professional development tailored to meet the various needs of practitioners and quality assurance staff. Centres can join our training sessions, available in both face-to-face and online formats, or explore a wealth of training materials by visiting www.ocnni.org.uk
- **OCN NI Subject Advisors**: Our team of subject advisors offers vital information and support to centres. They provide guidance on specification details, non-exam assessment advice, updates on resource developments, and various training opportunities. They actively engage with subject communities through an array of networks to facilitate the exchange of ideas and expertise, to support practitioners to provide quality education programs to learners.

All centres can access information, support and guidance to support the delivery and quality assurance of this qualification by contacting their designated Business Development Advisor or by contacting us on [Contact Us | OCN NI](#)

5. About this Qualification

5.1 Qualification Regulation Information

OCN NI Level 3 Certificate in Generalist Advice

Qualification Number: 601/3234/6

Operational start date: 01 June 2014

Operational end date: 31 December 2030

Certification end date: 31 December 2033

The qualification's operational start and end dates define the regulated qualification's lifecycle. The operational end date is the final date for learner registration, while learners have until the certificate end date to complete the qualification and receive their certificates.

It is important to note that all OCN NI regulated qualifications are listed on the Register of Regulated Qualifications (RQF), which can be found at [Ofqual Register](#). This register is maintained by Ofqual in England and CCEA Regulation in Northern Ireland. It contains information about qualifications that are regulated and accredited. It is a key resource for learners, employers, and educational institutions to verify the status and recognition of qualifications.

Centres must adhere to administrative guidelines diligently, with special attention to the fact that fees, registration, and certification end dates for the qualification may be subject to changes. It is a centre's responsibility to make itself aware of updates on any modifications to ensure compliance with the latest requirements. OCN NI provides centres with timely updates through various channels including website, newsletters and through this specification. Information on qualification fees can be found on the Centre Login section of the OCN NI website www.ocnni.org.uk.

5.2 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for this qualification is:

15.5 Law and Legal Services

5.3 Grading

Grading for this qualification is pass/fail.

5.4 Qualification's Aim and Objectives

Qualification's Aim

The OCN NI Level 3 Certificate in Generalist Advice has been designed to develop skills of individuals to enable them to provide advice to others.

Qualification's Objectives

The objectives of the qualification are to enable learners to provide advice on a range of issues such as:

- benefits
- immigration
- consumer law
- money management

This qualification relates to the National Occupational Standards for advice and guidance [NOS - Advice and Guidance](#)

5.5 Target Learners

The qualification is aimed at individuals who wish to develop skills in the area of advice.

5.6 Entry Requirements

There are no formal entry requirements. However, learners should seek appropriate advice about the suitability of the qualification prior to commencement. Learners should be at least 16 years of age.

5.7 Progression

The OCN NI Level 3 Certificate in Generalist Advice qualification enables progression to corresponding degree level qualifications in this area or into related employment.

5.8 Delivery Language

This qualification is exclusively available in English. If there is a desire to offer this qualification in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

6. Centre Requirements for Delivering this Qualification

6.1 Centre Recognition

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

6.2 Qualification Approval

Once a centre has successfully undergone the Centre Recognition process, it becomes eligible to apply for qualification approval. The centre's capability to meet and sustain the qualification criteria will be assessed. Throughout the qualification approval process, OCN NI will aim to ensure that:

- centres possess suitable physical resources (e.g., equipment, IT, learning materials, teaching rooms) to support qualification delivery and assessment
- centre staff involved in the assessment process have relevant expertise and/or occupational experience
- robust systems are in place for ensuring ongoing professional development for staff delivering the qualification
- centres have appropriate health and safety policies concerning learner equipment use
- qualification delivery by centres complies with current equality and diversity legislation and regulations
- as a part of the assessment process for this qualification it may be useful for learners to have access to a practical work setting

6.3 Centre Staffing

To offer this qualification centres are mandated to establish the following roles as a minimum, although a single staff member may serve in more than one capacity*:

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

*Note: An individual cannot serve as an Internal Verifier for their own assessments.

6.4 Tutor Requirements

Tutors responsible for delivering this qualification are expected to possess a high degree of occupational competency. They should meet the following criteria:

- **Occupational Competency:** Tutors should demonstrate a clear understanding of the subject matter including up-to-date knowledge. This competence should enable them to effectively impart knowledge and practical skills to learners.
- **Qualifications:** Tutors should hold qualifications at a level that is at least one level higher than the qualification they are teaching. This ensures that they have the necessary academic foundation to provide in-depth guidance and support to learners.
- **Relevant Industry Experience:** In addition to academic qualifications, tutors must have a minimum of three years of relevant, hands-on experience working in providing advice.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors, thereby enhancing the quality and effectiveness of their educational experience.

6.5 Assessor Requirements

The assessment of this qualification takes place within the centre and is subjected to OCN NI's rigorous quality assurance procedures. The achievement of individual units is based on the criteria defined in each unit.

Assessors play a pivotal role in ensuring the validity and fairness of assessments. They are required to meet the following criteria:

- **Occupational Competency:** Assessors should possess a high degree of occupational competency in the relevant subject matter. This expertise enables them to accurately evaluate and measure a learner's knowledge and skills. Additionally, they should hold qualifications at a level that is at least one level higher than the qualification they are assessing, ensuring their in-depth understanding of the subject matter.
- **Relevant Industry Experience:** A minimum of three years of practical experience in providing advice is a prerequisite. This practical background is essential for assessors to effectively evaluate a learner's capabilities in real-world contexts.
- **Assessment Expertise:** Assessors should have direct or related experience in the field of assessment. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.

- **Assessors' Qualification:** Assessors should hold or be currently undertaking a recognised assessor's qualification; or must have attended the OCN NI Assessment Training.
- **Comprehensive Assessment Oversight:** Assessors are responsible for evaluating all assessment tasks and activities comprehensively. They must thoroughly review and assess each element to ensure a fair and accurate representation of a learner's skills and knowledge.

These rigorous requirements uphold the quality and integrity of the qualification's assessment process, ensuring that learners receive a fair and reliable evaluation of their competencies.

6.6 Internal Verifier Requirements

The Internal Verifier plays a crucial role in the centre's internal quality assurance processes. The centre must designate a skilled and trained Internal Verifier who assumes the role of an internal quality monitor responsible for verifying the delivery and assessment of the qualifications.

The Internal Verifier for this qualification must meet the following criteria:

- **Relevant Industry Experience:** A minimum of three years of practical experience in providing advice is a prerequisite. This practical background is essential for assessors to effectively evaluate a learner's capabilities in real-world contexts.
- **Internal Verification Expertise:** Internal Verifiers should have direct or related experience in the field of verification. This includes knowledge of best practices in designing, conducting and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **Internal Verifiers' Qualification:** Internal Verifiers should hold or be currently undertaking a recognised Internal Verifier's qualification; or must have attended the OCN NI Internal Verification Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** Internal verifiers are tasked with conducting in-depth reviews and assessments of all assessment tasks and activities. Their responsibility is to ensure a comprehensive and meticulous oversight of each element to guarantee a just and precise reflection of a learner's abilities and knowledge and to ensure that all assessment and quality assurance requirements are fulfilled.

7. Qualification Structure

7.1 Qualification Purpose

The OCN NI Level 3 Certificate in Generalist Advice is a unitised qualification on a scale of pass or fail. Learners are expected to demonstrate a comprehensive understanding of the subject matter, ensuring a level of proficiency.

7.2 Qualification Level

In the context of the OCN NI Level 3 Certificate in Generalist Advice it is essential to understand the significance of qualification levels, as they play a pivotal role in assessing the depth and complexity of knowledge and skills required for successful attainment. This qualification aligns with Level 3 which signifies a higher level of difficulty and intricacy. It's important to note that qualification levels in the educational framework range from Level 1 to Level 8, complemented by three 'entry' levels, namely Entry 1 to Entry 3.

7.3 Qualification Size

Total Qualification Time (TQT)

This represents the total amount of time a learner is expected to spend to complete the qualification successfully. It includes both guided learning hours (GLH) and independent study or additional learning time.

Guided Learning Hours (GLH)

These are the hours of guided instruction and teaching provided to learners. This may include classroom instruction, tutorials, or other forms of structured learning.

OCN NI Level 3 Certificate in Generalist Advice	
Total Qualification Time (TQT):	190 hours
Total Credits Required:	19 credits
Guided Learning Hours (GLH):	126 hours

7.4 How to Achieve the Qualification

To achieve the OCN NI Level 3 Certificate in Generalist Advice learners must complete a total of 19 credits from the optional units.

8. Assessment Structure

This qualification is assessed through internal assessment and each unit is accompanied by specific assessment criteria that define the requirements for achievement.

8.1 Assessment Guidance: Portfolio

The portfolio for this qualification is designed to provide a comprehensive view of a learner's skills and knowledge. It is a holistic collection of evidence that may include a single piece of evidence that satisfies multiple assessment criteria. There is no requirement for learners to maintain separate evidence for each assessment criterion.

When learners are creating their portfolio they should refer to the assessment criteria to understand the evidence required.

It is essential that the evidence in the portfolio reflects the application of skills in real-world situations. Learners should ensure that they provide multiple examples or references whenever the assessment criteria require it.

8.2 Understanding the Units

The units outlined in this specification establish clear assessment expectations. They serve as a valuable guide for conducting assessments and ensuring quality assurance efficiently. Each unit within this specification follows a consistent structure. This section explains the operational framework of these units. It is imperative that all educators, assessors, Internal Verifiers, and other personnel overseeing the qualification review and familiarise themselves with this section to ensure a comprehensive understanding of how these units function.

- **Title:** The title will reflect the content of the unit and should be clear and concise.
- **Level:** A unit can have one of six RQF levels: Entry, One, Two, Three, Four or Five. All units within this qualification are level 3.
- **Credit Value:** This describes the number of credits ascribed to a unit. It identifies the number of credits a learner is awarded upon successful achievement of the unit. One credit is awarded for the learning outcomes which a learner, on average, might reasonably be expected to achieve in a notional 10 hours of learning.
- **Learning Outcome:** A coherent set of measurable achievements.
- **Assessment Criteria:** These enable a judgement to be made about whether or not, and how well, the students have achieved the learning outcomes.
- **Assessment Guidance and Methods:** These detail the different assessment methods within the unit that may be used.
- **Possible Content:** This provides indicative content to assist in teaching and learning.

9. Qualification Summary by Unit

OCN NI Level 3 Certificate in Generalist Advice

Total Qualification Time (TQT) for this qualification: 190 hours

Guided Learning Hours (GLH) for this qualification: 126 hours

To achieve this qualification learners must successfully complete a total of 19 credits from the optional units.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<i>Optional units</i>					
K/506/2754	CAZ788	Case Recording	3	21	Three
M/506/2755	CAZ790	Consumer Law	1	6	Three
T/506/2756	CAZ791	Disability Benefits	3	21	Three
A/506/2757	CAZ792	Employment Law	1	6	Three
F/506/2758	CAZ789	Advisor Immigration and Nationality	2	13	Three
J/506/2759	CAZ793	Interview Skills	2	13	Three
A/506/2760	CAZ794	Money Advice	1	6	Three
F/506/2761	CAZ795	Welfare Benefits	6	42	Three
J/506/2762	CAZ367	Understanding Personal Independence Payments	1	6	Three
L/506/2763	CAZ366	Understanding Universal Credit	2	13	Three

10. Unit Content

Title	Case Recording
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CAZ788
Unit Reference No	K/506/2754
<i>Unit purpose and aim(s):</i> This unit will enable the learner to perform case recording.	
Learning Outcomes	Assessment Criteria
1. Be able to record and maintain case notes.	1.1. Summarise and record key case information and actions undertaken for clients. 1.2. Review and revise case notes to ensure accuracy, appropriateness and clarity. 1.3. Comply with all relevant legislation, codes of practice, guidelines and ethical requirement.
2. Be able to establish priorities for dealing with personal caseload.	2.1. Develop criteria for setting priorities for cases and assess priorities. 2.2. Demonstrate effective time management skills. 2.3. Comply with all relevant legislation, codes of practice, guidelines and ethical requirements when making client referrals.
3. Be able to provide appropriate and accurate advice.	3.1. Evaluate possible options for action for presentation to clients. 3.2. Ensure the client has an accurate understanding of the advice offered. 3.3. Negotiate any further action that needs to be taken by you and/or the client. 3.4. Summarise client details and agreed actions using organisational procedures for recording and storing client details.
4. Be able to research information relevant to the client's situation.	4.1. Review and access sources of internal and external information relevant to the client's situation. 4.2. Ensure the information obtained is accurate and up to date. 4.3. Ensure that the information obtained is appropriate to enable you to advise the client. 4.4. Analyse the information received from the client and the research process and formulate options that could meet client needs. 4.5. Perform work within agreed organisational procedures and time limits for researching information.

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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Consumer Law	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CAZ790	
Unit Reference No	M/506/2755	
Unit purpose and aim(s): This unit will enable the learner to advise on consumer law.		
Learning Outcomes	Assessment Criteria	
1. Understand the Law of Contract.	1.1. Explain the common elements of contract law as it applies in your country. 1.2. Explain the relevant statutory rights and associated remedies in relation to consumer and contract legislation as they apply in your country.	
2. Understand the relevant legislation with respect to the supply and sale of goods.	2.1. Explain the relevant legislation with respect to the supply and sale of goods. 2.2. Clarify criminal issues and discrimination within the provision of goods, services and credit as they apply in your country. 2.3. Explain the role of relevant consumer organisations and agencies in your country. 2.4. Explain how to recognise and challenge unfair conditions.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Disability Benefits	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CAZ791	
Unit Reference No	T/506/2756	
Unit purpose and aim(s): This unit will enable the learner to advise on disability benefits.		
Learning Outcomes	Assessment Criteria	
1. Understand the main disability benefits available.	1.1. Explain the definition of disability as it is defined in the Disability Discrimination Act and explain the implications of the definition for combatting disability discrimination. 1.2. Summarise the main disability benefits. 1.3. Explain the procedures for challenges and appeals with reference to disability benefits. 1.4. Explain the basic principles of the appeal system relating to disability benefits.	
2. Understand the conditions of entitlement.	2.1. Explain the rules qualifying conditions for claiming disability benefits. 2.2. Explain the assessment procedure for each benefit.	
3. Know how to calculate disability benefits.	3.1. Explain the appropriate rates for each benefit. 3.2. Calculate entitlement under differing circumstances and at different stages of claim.	
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
E-assessment	The use of information technology to assess learners’ work	Electronic portfolio E-tests

Title	Employment Law	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CAZ792	
Unit Reference No	A/506/2757	
Unit purpose and aim(s): This unit will enable the learner to advise on employment law and related issues.		
Learning Outcomes	Assessment Criteria	
1. Understand the different categories of employment status.	1.1. Explain the different categories of employment status and where to find the detail of the tests to determine this. 1.2. Summarise and evaluate the main statutory rights determined by employment status and the specific rights protecting different clients or client groups. 1.3. Critically compare the difference between statutory and contractual rights in employment and describe the sources of evidence for contractual terms.	
2. Understand the framework of legislation relating to discrimination in employment.	2.1. Explain the framework of legislation relating to discrimination in employment in terms of eligibility and scope. 2.2. Explain where to find the detail of the tests for discrimination in employment. 2.3. Explain the different forms of employment proceedings, their jurisdictions and time limits covered by the legislative framework in your country. 2.4. Critically compare the potential outcomes from possible options for redress.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Advisor Immigration and Nationality	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	13	
OCN NI Unit Code	CAZ789	
Unit Reference No	F/506/2758	
Unit purpose and aim(s): This unit will enable the learner to advise on immigration related issues.		
Learning Outcomes	Assessment Criteria	
1. Understand the background government policy relating to immigration and legislation.	1.1. Explain the background of immigration policy and legislation in general terms. 1.2. Summarise the legislative framework and statutory basis of the immigration rules. 1.3. Assess when to signpost or refer clients to additional or alternative sources of support or advice.	
2. Understand the relevant rights and responsibilities of EEA nationals and the role of the European Court post Brexit.	2.1. Explain the settlement options for citizens of the European Union (EU) and the European Economic Area (EEA) post Brexit. 2.2. Explain in general terms the role of the European Court post Brexit.	
3. Know the rights and entitlement to public funding and services available to different categories of immigrants.	3.1. Identify clients’ rights to public funding appropriate to their circumstances. 3.2. Explain the entitlement to public services in relation to client status and demonstrate how to access them. 3.3. Clarify the potential adverse impact of providing incomplete advice. 3.4. Explain good practice relating to the use of interpreters and how to source them.	
4. Be able to identify how and where to signpost/refer clients for additional advice.	4.1. Summarise the options for signposting and referral. 4.2. Critically analyse when and how to refer/signpost. 4.3. Analyse own performance.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Interview Skills
Level	Three
Credit Value	2
Guided Learning Hours (GLH)	13
OCN NI Unit Code	CAZ793
Unit Reference No	J/506/2759
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to record advice interviews.	
Learning Outcomes	Assessment Criteria
1. Know how to establish communication with clients.	1.1. Summarise for clients the service available to them. 1.2. Summarise the organisational policy on confidentiality and communicate this to clients. 1.3. Explain how to take appropriate action to minimise the effect of any difficulties with communication. 1.4. Demonstrate the provision of first line information to clients using telephone. 1.5. Analyse situations where immediate action is required to assist clients and take appropriate action.
2. Evaluate own practice.	2.1. Collate valid and reliable evidence to enable the assessment of own work, which includes an assessment of the effects of own behaviour and values on others. 2.2. Assess the validity and importance of critical feedback on performance and evaluating own practice. 2.3. Analyse own performance.
3. Know how to enable clients to explore their problems and concerns.	3.1. Create an atmosphere and environment in which clients feel comfortable enough to express their concerns and problems. 3.2. Explain how to provide clients with opportunities to explore their issues. 3.3. Analyse the issues raised by clients to establish their nature and a scope.
4. Know how to manage the interview process.	4.1. Persuade clients to provide additional information on their situation or needs. 4.2. Respond according to the guidelines and procedures of the organisation. 4.3. Explain the organisation's systems and procedures for working with the client. 4.4. Comply with relevant legislation, codes of practice guidelines and ethical requirements.
5. Know how to bring interviews to an end.	5.1. Explain to clients that their decisions will be respected after the interview. 5.2. Summarise the discussions and outcomes achieved or agreed and check client's understanding. 5.3. Clarify opportunities for providing further support for clients. 5.4. Summarise the interview outcomes and agreed actions in the appropriate systems.

6. Support clients to identify options to meet their needs.	6.1. Explain to clients those needs that cannot be met and signpost or refer them to additional or alternative sources of support or advice. 6.2. Summarise options for achieving clients' needs and encourage the clients' involvement in the process where possible.
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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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Money Advice	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CAZ794	
Unit Reference No	A/506/2760	
Unit purpose and aim(s): This unit will enable the learner to provide advice on money matters.		
Learning Outcomes	Assessment Criteria	
1. Understand the various causes and reasons for debt.	1.1. Summarise the various causes and reasons for debt accumulation. 1.2. Explain how to establish the nature and extent of debt in individual circumstances and why this is important.	
2. Understand the impact of debt on individuals.	2.1. Explain how to gather information from the client to establish their current levels of income and expenditure and explain why this is important. 2.2. Explain the key components of a financial statement of income and expenditure and explain how to prepare a statement. 2.3. Explain how to prioritise debt in individual circumstances and why this is important. 2.4. Critically compare different payment methods in relation to debt.	
3. Understand the options that clients may take when dealing with debt problems.	3.1. Summarise the Money Advice process. 3.2. Explain what could constitute an emergency situation in relation to debt and money advice and explain the appropriate action to take in relation to client need. 3.3. Summarise the key ways in which clients can maximise their income and why it is important to do this. 3.4. Identify and describe a variety of options that clients may take when dealing with debt problems. 3.5. Clarify and agree needs that cannot be met and signpost or refer clients to additional or alternative sources of support or advice.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Welfare Benefits	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	42	
OCN NI Unit Code	CAZ795	
Unit Reference No	F/506/2761	
Unit purpose and aim(s): This unit will enable the learner to understand and apply criteria relating to welfare benefits.		
Learning Outcomes	Assessment Criteria	
1. Understand first line welfare benefits.	1.1. Explain the legislative framework in your country relating to welfare benefits. 1.2. Explain the current structure of the welfare benefits system and the nature of the key agencies involved in the administration of benefits at a local and national level. 1.3. Explain means tested contributory and non-contributory benefits. 1.4. Critically compare the differences, relationship and interaction between different types of benefits.	
2. Know how to apply first line welfare benefits to client circumstances.	2.1. Explain how to identify the eligibility criteria for all benefits relevant to specific client groups and explain how entitlement may be affected by individual circumstances. 2.2. Explain appropriate options for maximising benefit income. 2.3. Explain the legal position and what action should be taken in cases of benefit overpayment or fraud. 2.4. Explain the relationship between housing and entitlement to other benefits.	
3. Know how to calculate first line welfare benefits.	3.1. Calculate benefit entitlement and make benefit claims for clients in at least three different circumstances. 3.2. Describe the impact of one type of benefit on other benefits. 3.3. Assess the impact of one type of benefit on other benefits.	
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
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title:	Understanding Personal Independence Payments	
Level:	Three	
Credit Value:	1	
Guided Learning Hours (GLH):	6	
OCN NI Unit Code:	CAZ367	
Unit Reference No:	J/506/2762	
Unit purpose and aim(s): This unit will enable the learner to demonstrate a knowledge and understanding of Personal Independence Payments.		
Learning Outcomes		Assessment Criteria
1. Know the rules and qualifying criteria for making a Personal Independence Payment claim.	1.1. Explain the rules and qualifying criteria for making a Personal Independence Payment claim. 1.2. Explain the circumstances where clients are exempt from key eligibility conditions.	
2. Understand the Disability tests for Personal Independence Payment.	2.1. Explain assessment procedures for Personal Independence Payment. 2.2. Demonstrate completion of a Personal Independence payment form.	
3. Know Personal Independence Payment rates and components.	3.1. Explain the selection of appropriate rates for each benefit based on client circumstances. 3.2. Demonstrate entitlement calculation.	
4. Know the Personal Independence Payment application procedure.	4.1. Explain application procedure. 4.2. Summarise what support is available to assist clients with the application process.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Understanding Universal Credit	
Level:	Three	
Credit Value:	2	
Guided Learning Hours (GLH):	13	
OCN NI Unit Code:	CAZ366	
Unit Reference No:	L/506/2763	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to demonstrate a knowledge and understanding of the rules and qualifying criteria associated with Universal Credit.		
Learning Outcomes		
1. Know the rules and qualifying criteria for making a Universal Credit claim.	1.1. Explain the rules and qualifying criteria for making a Universal Credit claim. 1.2. Explain when clients are exempt from key eligibility conditions. 1.3. Explain what is meant by the term transitional protection.	
2. Understand how to calculate Universal Credit.	2.1. Explain the component parts of a Universal Credit calculation. 2.2. Demonstrate manual and electronic entitlements calculations. 2.3. Summarise what is meant by the benefit cap.	
3. Know the procedure to claim Universal Credit.	3.1. Explain application procedure. 3.2. Summarise the support available to assist clients with the application process.	
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 Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record 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	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

11. Quality Assurance of Centre Performance

11.1 Internal Assessment

When delivering and assessing this qualification, centres must align with stakeholders' expectations and address learners' needs by implementing a practical and applied programme. Centres have the flexibility to customise programmes to meet local requirements and establish connections with local employers and the broader vocational sector.

The Assessor should work with the Internal Verifier to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Verifier prior to the delivery of the qualification.

All units within this qualification must undergo internal assessment. Learners must provide evidence that they have appropriately met all assessment criteria required for that grade.

The assessment format for all units involves a task conducted after the delivery of the unit's content, or part of it, if multiple tasks are used. Tasks may exhibit in various forms, encompassing practical and written types. Please refer to 'OCN NI's Assessment Definitions Guide' for additional details.

A task constitutes a distinct activity completed independently by learners, separated from teaching, practice, exploration, and other activities guided by tutors. Tasks are assigned to learners with a specified start date, completion date, and explicit requirements for the evidence to be produced. Some tasks may include observed practical components and require diverse forms of evidence.

A valid assignment will enable a clear and formal assessment outcome, which meets the requirements of the assessment criteria. Assessment decisions are based on the specific assessment criteria given in each unit and set at each grade level. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

It is the Assessor's role to ensure that learners are appropriately prepared for assessment, this begins from induction onwards. Assessors should ensure that learners understand how assessment tasks are used to determine the award of credit, the importance of meeting assessment timelines, and that all learners work must be independently created, where source documents are used this should be appropriately referenced, learners should be aware of what would constitute plagiarism and the possible consequences.

When conducting the assessment, Assessors must ensure they do not provide direct input, instructions or specific feedback which may compromise the authenticity of the work submitted.

Once the Assessor has authenticated the learners work, they must transparently demonstrate the rationale behind their assessment decisions. Once a learner completes all assigned tasks for a unit, the Assessor will allocate a grade for the unit. Refer to the 'Unit Grading Matrix' for additional information on the grading process.

Once the Assessor has completed the assessment process for the task, the assessment decision is recorded formally, and feedback is provided to the learner. The feedback should show the learner the outcome of the assessment decision, how it was determined or where the criteria has been met, it may indicate to the learner why achievement of the assessment criteria has not been met. It must be clear to the learner that this Assessment outcome is subject to verification.

For further information on assessment practice, please see the 'OCN NI Centre Handbook'. Assessment Training is also available and can be booked through the OCN NI Website.

11.2 Internal Verification

The role of the Internal Verifier is to ensure appropriate internal quality assurance processes are carried out. The Internal Verifier must oversee that assessments are conducted in accordance with relevant OCN NI policies, regulations, and this specification.

The Internal Verifier must ensure assessments are fair, reliable, and uniform, thereby providing a consistent standard for all learners.

Internal Verifiers are required to provide constructive feedback to Assessors, identifying areas of strength and those that may require improvement. This feedback contributes to the ongoing professional development of Assessors.

Contributing to the standardisation of assessment practices within the centre is an important function of this role. This entails aligning assessment methods, grading criteria, and decision-making processes to maintain fairness and equity.

Internal Verifiers will actively engage in the sampling and monitoring of assessments to ensure the consistency and accuracy of assessment decisions. This process helps identify trends, areas for improvement, and ensures the robustness of the overall assessment system.

For further information on internal verification practice, please see the 'OCN NI Centre Handbook'. Internal Verification Training is also available and can be booked through the OCN NI Website.

11.3 Documentation

For internal quality assurance processes to be effective, the internal assessment and internal verification team needs to keep effective records.

- The programme must have an assessment and internal verification plan. When producing a plan, they should consider:
 - the time required for training and standardisation activities
 - the time available to undertake teaching and carry out assessment,
 - consider when learners may complete assessments and when quality assurance will take place
 - the completion dates for different assessment tasks
 - the date by which the assignment needs to be internally verified
 - sampling strategies
 - how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
 - how resubmission opportunities can be scheduled

The following documents are available from OCN NI and document templates can be found in the Centre Login section of the OCN NI website www.ocnni.org.uk:

- A1 – Learner Assessment Record per Learner
- A2 – Assessment Decision Form per Learner
- learner authentication declarations
- Records of any reasonable adjustments applied for and the outcome – please see 'OCN NI's Reasonable Adjustments and Special Consideration Policy' for further information
- M1 Internal Verification Sample Record
- M2 Feedback to Assessor
- Records of any complaints or appeals

11.4 External Quality Assurance

All OCN NI recognised centres are subject to External Quality Assurance. External quality assurance activities will be conducted to confirm continued compliance with the CCEA Regulation General Conditions of Recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurance is assigned by OCN NI. The External Quality Assurer will review the delivery and assessment of this qualification. This will include, but is not limited to, 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 External Quality Assurance report and will help OCN NI determine the centre's risk.

The role of the External Quality Assurer serves as an external overseer of assessment quality, working to uphold consistency, compliance, and continuous improvement within the assessment process. Their role is crucial in ensuring that assessments are valid, reliable, fair, and aligned with the required standards and regulations.

For further information on OCN NI Centre Assessments Standards Scrutiny (CASS) Strategy, please see the OCN NI Centre Handbook.

11.5 Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the 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 this qualification must carry out internal standardisation activities prior to the claim for certification.

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.

12. Administration

12.1 Registration

A centre must register learners for this qualification within 20 days of commencement of the delivery of the programme.

For further information on learner registration please see the OCN NI Centre Handbook and the QuartzWeb Manual, available through the Centre Login section of the OCN NI website. Administration training is also available and can be booked through www.ocnni.org.uk.

12.2 Certification

Once all internal quality assurance activities have been successfully completed, the centre can claim certification for the learner(s).

Certificates will be issued to centres within 20 working days from completion of a satisfactory external quality assurance activity, if appropriate, alternatively from the submission of an accurate and complete marksheet.

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.

For further information on the uploading of results please see the QuartzWeb Manual for guidance, administration training is also available and can be booked through [OCN NI](#)

12.3 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.

12.4 Equality, Fairness and Inclusion

OCN NI's are committed to ensuring all learners have an equal opportunity to access our qualifications and assessment, and that our qualifications are awarded in a way that is fair to every learner.

OCN NI is committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers

For information on reasonable adjustments and special considerations please see the OCN NI Centre Handbook and Reasonable Adjustments and Special Considerations Policy held in the back office of the OCN NI website.

12.5 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 Level 3 Certificate in Generalist Advice

Qualification Number: 601/3234/6

Operational start date: 01 June 2014
Operational end date: 31 December 2030
Certification end date: 31 December 2033

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