



Qualification Specification for:

OCN NI Entry Level Award in Substance Misuse (Entry 3)

➤ Qualification No: 601/3331/4

OCN NI Level 1 Award in Substance Misuse Awareness

➤ Qualification No: 601/3332/6

OCN NI Level 2 Award in Substance Misuse Awareness

➤ Qualification No: 601/3333/8

Qualification Regulation Information

OCN NI Entry Level Award in Substance Misuse (Entry 3)

Qualification Number: **601/3331/4**

Operational start date: 01 June 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2028

OCN NI Level 1 Award in Substance Misuse Awareness

Qualification Number: **601/3332/6**

Operational start date: 01 June 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2028

OCN NI Level 2 Award in Substance Misuse Awareness

Qualification Number: **601/3333/8**

Operational start date: 01 June 2014
Operational end date: 31 December 2027
Certification end date: 31 December 2029

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

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

- **OCN NI Entry Level Award in Substance Misuse (Entry 3)**
- **OCN NI Level 1 Award in Substance Misuse Awareness**
- **OCN NI Level 2 Award in Substance Misuse Awareness**

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

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

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 1st 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

Substance misuse, the harmful use of substances including drugs and alcohol for non-medical purposes, can prove damaging and even fatal to those who abuse them. Awareness programmes can help people learn about substance misuse and know what the effects might be.

Sector Subject Area

14.1 Foundations for learning and life

Qualifications' Aim and Objectives

The OCN NI Entry Level Award in Substance Misuse Awareness (Entry 3) will help learners understand what is meant by drugs/alcohol awareness. They will learn about the differences between legal/illegal substances and the possible consequences of their misuse. The OCN NI Level 1 and 2 Awards in Substance Misuse Awareness will enable learners to understand the difference between legal/illegal substances and where to seek support.

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications provide an opportunity for learners to gain an accredited qualification in the area of substance misuse. They also provide an induction to OCN NI's suite of vocational skills qualifications.

Progression Opportunities

The OCN NI qualifications in Substance Misuse enable progression into further learning in this area or into employment. The qualification will benefit those interested in a career involving helping those with substance misuse.

Entry Requirements

There are no formal restrictions on entry for these qualifications however learners should be at least 14 years old.

Qualification Support

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

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer these qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

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

Centre Staffing

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

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

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

Tutors

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

Assessors

The qualification is assessed within the centre and is subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent to at least one level higher than the qualification
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained 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 qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

The tables below summarise the structure of these qualifications.

OCN NI Entry Level Award in Substance Misuse (Entry 3)

In order to achieve the qualification learners must complete a total of 3 credits from the optional units below.

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

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
T/506/3308	CAZ893	Drug and Alcohol Awareness for the Individual	20	2	Entry 3
J/506/3006	CAZ854	Exploring Issues of Substance Misuse	10	1	Entry 3
A/506/3004	CAZ855	Understanding Alcohol Awareness for the Individual	30	3	Entry 3
F/506/3005	CAZ856	Understanding Drug Awareness for the Individual	30	3	Entry 3

OCN NI Level 1 Award in Substance Misuse Awareness

In order to achieve the qualification learners must complete a total of 1 credit (the one mandatory unit).

Total Qualification Time (TQT) for this qualification: 10 hours
 Guided Learning Hours (GLH) for this qualification: 9 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Y/506/3009	CAZ859	Exploring Issues of Substance Misuse	10	1	One

OCN NI Level 2 Award in Substance Misuse Awareness

In order to achieve the qualification learners must complete a total of 1 credit (the one mandatory unit).

Total Qualification Time (TQT) for this qualification: 10 hours
 Guided Learning Hours (GLH) for this qualification: 8 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Y/506/3012	CAZ862	Exploring Issues of Substance Misuse	10	1	Two

Unit Details

Title	Drug and Alcohol Awareness for the Individual	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	20	
OCN NI Unit Code	CAZ893	
Unit Reference No	T/506/3308	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand what is meant by drug and alcohol misuse and associated effects.		
Learning Outcomes	Assessment Criteria	
1. Know what is meant by drug and alcohol misuse.	1.1. Define drug and alcohol misuse. 1.2. Identify different types of drugs and their effects. 1.3. Identify different types of alcoholic drinks and the unit strength of each.	
2. Understand the effects of drug and alcohol misuse.	2.1. Identify physical and psychological effects of drug and alcohol misuse. 2.2. Identify the effects of withdrawing from drugs and alcohol.	
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

Title	Exploring Issues of Substance Misuse	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAZ854	
Unit Reference No	J/506/3006	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the difference between legal and illegal substance, its impact and where to seek support.		
Learning Outcomes	Assessment Criteria	
1. Recognise legal and illegal substances.	1.1. Name one legal and illegal substance.	
2. Be aware of the impact of the use and misuse of substances.	2.1. State why people may use a substance. 2.2. Give an example of personal and social effects of misuse.	
3. Be able to identify agencies offering help and information on substance misuse.	3.1. Name an organisation that offers support to people who misuse substances.	
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

Title	Understanding Alcohol Awareness for the Individual	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ855	
Unit Reference No	A/506/3004	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the safe limits of alcohol intake and possible consequences of alcohol misuse.		
Learning Outcomes		Assessment Criteria
1. Be aware of alcohol unit strengths and safe limits.	1.1. State the alcoholic unit strength of four alcoholic drinks and the recommended safe limits.	
2. Recognise possible causes of alcohol misuse and its effects on self and others.	2.1. Identify reasons why people may misuse alcohol and its impact on health. 2.2. State at least one effect that alcohol misuse may have on the following: a) self b) family c) friends d) community	
3. Understand the effects of alcohol withdrawal.	3.1. Give examples of effects of alcohol withdrawal.	
4. Be aware of agencies offering help and information about alcohol misuse.	4.1. Identify sources of help and information in relation to alcohol abuse.	
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

Title	Understanding Drug Awareness for the Individual	
Level	Entry 3	
Credit Value	3	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CAZ856	
Unit Reference No	F/506/3005	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand different types of drugs and their legal status. The learner will also understand the possible consequences of drug misuse.		
Learning Outcomes	Assessment Criteria	
1. Be aware of different types of drugs and their legal status.	1.1. Name different types of drugs stating if they are class A or class B drugs.	
2. Recognise possible causes of drug misuse and its effects on self and others.	2.1. Identify reasons why people may misuse drugs and its impact on health including: a) physical effects b) psychological effects 2.2. State at least one effect that drug misuse may have on the following: a) self b) family c) friends d) community	
3. Understand the effects of drug withdrawal.	3.1. Give examples of effects of drug withdrawal.	
4. Be aware of agencies offering help and information about drug misuse.	4.1. Identify sources of help and information in relation to drug abuse.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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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	Exploring Issues of Substance Misuse	
Level	One	
Credit Value	1	
Guided Learning Hours (GLH)	9	
OCN NI Unit Code	CAZ859	
Unit Reference No	Y/506/3009	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the difference between legal and illegal substances, its impact and where to seek support.		
Learning Outcomes	Assessment Criteria	
1. Recognise different forms of misuse of legal and illegal substances.	1.1. Outline the difference between a legal and an illegal substance. 1.2. List a range of legal and illegal substances that may be misused.	
2. Be aware of the impact of the use and misuse of substances.	2.1. Outline reasons why people may use substances. 2.2. Give examples of personal and social effects of the misuse of substances.	
3. Be able to identify agencies offering help and information on substance misuse.	3.1. Identify sources of help and information in relation to substance misuse for: a) individual b) families	
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

Title	Exploring Issues of Substance Misuse	
Level	Two	
Credit Value	1	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CAZ862	
Unit Reference No	Y/506/3012	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the difference between legal and illegal substances, its impact and where to seek support.		
Learning Outcomes	Assessment Criteria	
1. Recognise different forms of misuse of legal and illegal substances.	1.1. Explain the difference between a legal and an illegal substance. 1.2. Describe a range of legal and illegal substances that may be misused.	
2. Be aware of the impact of the use and misuse of substances.	2.1. Describe reasons why people may use substances. 2.2. Give examples of personal and social effects of the misuse of substances.	
3. Be able to identify agencies offering help and information on substance misuse.	3.1. Describe sources of help and information in relation to substance misuse for: a) individual b) families	
Assessment Guidance		
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Quality Assurance of Centre Performance

External Verification

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

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

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

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

Certification

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

Charges

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

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

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

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Operational start date: 01 June 2014
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