



Qualification Specification for: OCN NI Level 3 Diploma in the Theory of Holistic Health and Complementary Therapies

➤ Qualification No: 603/1794/2

Qualification Regulation Information

Qualification Title:	OCN NI Level 3 Diploma in the Theory of Holistic Health and Complementary Therapies
Qualification Number:	603/1794/2
Operational start date:	15 June 2017
Operational end date:	31 December 2027
Certification end date:	31 December 2030

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. Learners have up to 3 years after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

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

→ **OCN NI Level 3 Diploma in the Theory of Holistic Health and Complementary Therapies**

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.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.

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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).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

Qualification Features

Sector Subject Area

1.3 Health and social care

UCAS Tariff

The OCN NI Level 3 Diploma in the Theory of Holistic Health and Complementary Therapies qualification is recognised by UCAS, with 32 points allocated. This allocation is comparable to a Grade C at A Level.

Qualification Aim

The OCN NI Level 3 Diploma in the Theory of Holistic Health and Complementary Therapies qualification has been designed to provide an understanding of how holistic health and complementary therapies contribute to an individual's health/well-being. The qualification will provide the learners with an understanding of the requirements of practitioners in the areas of holistic health and complementary therapies.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- develop knowledge and understanding about current practice in the holistic health and complementary therapy area
- develop an understanding of the application of holistic health and complementary therapies
- provide a link to degree and progression to degree level qualification in Holistic Health and Complementary Therapy

Learners will develop an understanding of the principles and theories on which Holistic Health and Complementary Therapies are based. This qualification relates to the National Occupational Standards for Complementary Therapies.

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

The qualification is targeted at learners who wish to develop their understanding of holistic health and complementary therapies and/or who wish to follow a career in this area.

Progression Opportunities

The OCN NI Level 3 Diploma in the Theory of Holistic Health and Complementary Therapies qualification enables progression to higher level qualifications in this area and/or into employment.

Entry Requirements

There are no formal entry requirements though it is expected that learners will receive appropriate advice and guidance regarding the level and suitability of the qualification and have a minimum level two qualification or equivalent.

Learners must be at least 16 years old.

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

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 must have at least one year's occupational experience in the areas they are teaching.

Assessors

OCN NI qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must have at least one year's occupational experience in the areas they are teaching and are required to assess all assessment tasks and activities.

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

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

Structure and Content

Learners must successfully complete a minimum of 52 credits; the three mandatory units (30 credits) plus an additional 22 credits from the optional units.

Total Qualification Time (TQT) for this qualification: 520 hours

Guided Learning Hours (GLH) for this qualification: 364 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Mandatory Units					
K/615/7616	CBD829	Holistic Health & Well Being	100	10	Three
M/615/7617	CBD830	Theory and Principles of Holistic Health and Complementary Therapies	100	10	Three
M/615/7620	CBD831	Anatomy, Physiology and Pathology	100	10	Three
Optional Units					
F/615/7623	CBD832	Evidence Based Care in Complementary Therapies	80	8	Three
J/615/7624	CBD833	Psychoneuroimmunology in Complementary Medicine	60	6	Three
Y/615/7630	CBD834	Reflection on Own Learning and Development within Holistic Health and Complementary Therapy	80	8	Three
H/615/7632	CBD835	Managing a Small Business	50	5	Three
T/615/7635	CBD836	Study Skills	30	3	Three
A/615/7636	CBD837	Undertaking a Research Project	80	8	Three

Unit Details

Title	Holistic Health and Well-being
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBD829
Unit Reference No	K/615/7616
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand personal growth for holistic health and well-being.	
Learning Outcomes	Assessment Criteria
1. Understand own health and well-being.	1.1 Explain what is meant by each of the following: a) physical health b) emotional health c) mental health d) spiritual health 1.2 Analyse own state of health and signs of imbalance with reference to: a) physical health b) emotional health c) mental health d) spiritual health 1.3 Demonstrate how to construct own body map and perform a self-assessment. 1.4 Develop own health and learning goals.
2. Understand the impact of nutrition on health and well-being.	2.1. Analyse the advantages and disadvantages of current nutritional trends. 2.2. Explain how poor diet impacts on the digestive process and other physical systems. 2.3. Analyse own diet. 2.4. Explain the concept of food as medicine. 2.5. Develop own nutritional plan to assist with achieving a balanced diet and promoting health and well-being.
3. Understand the positive and negative impact of stress on health and well-being.	3.1. Explain what is meant by stress and associated signs and symptoms. 3.2. Explain the effects of stress on health and well-being. 3.3. Evaluate the role of physical activity in stress management. 3.4. Explain and demonstrate two stress reduction techniques. 3.5. Evaluate the impact of stress reduction techniques on own health and well-being.
4. Understand the relationship between emotions and health and well-being.	4.1. Explain the impact of emotions on health and well-being. 4.2. Summarise common triggers for emotional distress. 4.3. Select two therapies that may be used to address emotional trauma and analyse their benefits.
5. Understand the impact of mental health on health and well-being.	5.1. Explain what is meant by mental health and its impact on overall health and well-being. 5.2. Evaluate the impact of mental health on health and well-being.

		5.3. Analyse the health and well-being benefits of two commonly used approaches to improving mental health.
6. Understand the role that spirituality plays in holistic health and well-being.		6.1. Explain what is meant by spirituality and its impact on overall health and well-being. 6.2. Analyse the benefits of two commonly used spiritual practices. 6.3. Explain how meditation impacts on holistic health and well-being.
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:	Theory and Principles of Holistic Health and Complementary Therapies
Level:	Three
Credit Value:	10
Guided Learning Hours (GLH):	70
OCN NI Unit Code:	CBD830
Unit Reference No:	M/615/7617
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the theory and principles of Holistic Health and Complementary Therapies.	
Learning Outcomes	Assessment Criteria
1. Understand different approaches to holistic health and well-being.	1.1 Analyse and critically compare the following approaches to holistic health and well-being: a) complementary therapies b) holistic health c) integrative health d) allopathic medicine e) traditional medicine f) naturopathy
2. Understand a range of holistic health and complementary therapies.	2.1 Develop a directory of holistic practices and complementary therapies. 2.2 Analyse and critically compare three practices/therapies and evaluate their benefits in relation to at least two of the following body systems: • cardio-vascular • digestive • immune • lymphatic • musculo-skeletal • nervous
3. Understand the Chakra anatomy and energy system.	3.1 Explain the seven major Chakras and their connection to health and well-being. 3.2 Explain the energy system of the Chakras. 3.3 Explain Chakra anatomy.
4. Understand the application of aromatherapy for the treatment of common physical conditions.	4.1 Explain the use of essential oils in aromatherapy treatment. 4.2 Select four essential oils and evaluate their benefits in relation to the treatment of common physical conditions. 4.3 Summarise six contra-indicators to be considered when applying essential oils. 4.4 Explain the safe storage of essential oils.
5. Understand best practice protocols for holistic health and complementary therapists.	5.1 Analyse best practice including legislative requirements when conducting client consultations. 5.2 Develop a protocol for practice to include process and documentation. 5.3 Illustrate how a client consultation is performed.
6. Understand the application of self-evaluation and personal goal setting within holistic health and complementary therapy.	6.1 Explain the importance of self-awareness and reflection within a holistic health and complementary therapy. 6.2 Perform a self-evaluation to include reference to the following: a) teaching session b) pre-and post-teaching analysis c) personal growth

		<p>6.3 Analyse own body map and findings of self-evaluation.</p> <p>6.4 Summarise personal goals and develop an action plan to improve own learning and development within holistic health and complementary therapy.</p>
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p> <p>Audio/video/photographic record</p> <p>Charts/graphs</p>
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	<p>Tutor record of observation</p> <p>Learner notes</p> <p>Tutor lesson plan</p> <p>Tutorial notes</p> <p>Audio/video/photographic record</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Tutor record of observation</p> <p>Learner notes</p> <p>Tutor lesson plan</p> <p>Tutorial notes</p> <p>Audio/video/photographic record</p> <p>Learner log/diary</p>
E-assessment	The use of information technology to assess learners' work	<p>Electronic portfolio</p> <p>E-tests</p>

Title	Anatomy, Physiology and Pathology
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBD831
Unit Reference No	M/615/7620
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand anatomy, physiology and pathology of the human body.	
Learning Outcomes	Assessment Criteria
1. Understand the structure and function of human cells.	1.1. Explain the following in terms of human cells: a) structure and function b) diffusion and osmosis c) organisation within the human body
2. Understand the structure and function of human skin and associated diseases and disorders.	2.1 Explain the structure and function of human skin. 2.2 Summarise the characteristics and impact of three common bacterial, viral and fungal diseases or disorders of the skin.
3. Understand the structure and function of the human skeletal system and associated diseases and disorders.	3.1 Explain the structure and function of the human skeletal system including at least three joints. 3.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human skeletal system.
4. Understand the structure and function of the human muscular system and associated diseases and disorders.	4.1 Explain the structure and function of the human muscular system. 4.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human muscular system.
5. Understand the structure and function of the human circulatory system and associated diseases and disorders.	5.1 Explain the structure and function of the human circulatory system including the following: a) main components of blood b) structure of and blood flow through the heart c) main arteries and veins 5.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human circulatory system.
6. Understand the structure and function of the human lymphatic system and associated diseases and disorders.	6.1 Explain the structure and function of the human lymphatic system including the main lymph nodes and ducts in the body. 6.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human lymphatic system.
7. Understand the structure and function of the human nervous system and associated diseases and disorders.	7.1 Explain the structure and function of the following human nervous systems: a) central b) peripheral c) autonomic 7.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human nervous system.
8. Understand the structure and function of the human endocrine system and associated diseases and disorders.	8.1 Explain the structure and function of the human endocrine system including the six main glands.

	8.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human endocrine system.
9. Understand the structure and function of the human reproductive system and associated diseases and disorders.	9.1 Explain the structure and function of the human male and female reproductive systems. 9.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human male and female reproductive systems.
10. Understand the structure and function of the human digestive system and associated diseases and disorders.	10.1 Explain the structure and function of the human digestive system. 10.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human digestive system.
11. Understand the structure and function of the human respiratory system and associated diseases and disorders.	11.1 Explain the structure and function of the human respiratory system. 11.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human respiratory system.
12. Understand the structure and function of the human urinary system and associated diseases and disorders.	12.1 Explain the structure and function of the human urinary system. 12.2 Summarise the characteristics and impact of three common diseases or disorders associated with the human urinary system.

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	Evidence Based Care in Complementary Therapies	
Level	Three	
Credit Value	8	
Guided Learning Hours (GLH)	56	
OCN NI Unit Code	CBD832	
Unit Reference No	F/615/7623	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of evidence based care in complementary health care and justify the use of a particular therapy.		
Learning Outcomes	Assessment Criteria	
1. Understand what is meant by the term evidence based care.	1.1 Explain what is meant by the term evidence based care. 1.2 Research and evaluate at least three sources of evidence for complementary therapies. 1.3 Summarise at least three reasons why complementary therapies with little evidence base may be used. 1.4 Evaluate possible risks associated with using complementary therapies without a research base to support them. 1.5 Define the terms randomised trial, controlled trial and observational studies as they relate to complementary health care. 1.6 Evaluate the evidence based care related to at least one health condition.	
2. Understand the evidence base for given health conditions.	2.1 Define the terms complementary, alternative, and integrative health therapies. 2.2 Evaluate one medical condition in terms of: a) current evidence relating to this condition b) literature review regarding this condition c) application of complementary therapies commonly used for this condition 2.3 Research and select, providing justification, one evidence based therapy to address a given medical condition.	
3. Present findings and justification for use within a chosen evidence based care.	3.1 Gather and present appropriate information and evidence to justify choice of complementary therapy for evidence based care. 3.2 Respond as required to questions from audience regarding findings and justification within presentation.	
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	Psychoneuroimmunology in Complementary Medicine	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	42	
OCN NI Unit Code	CBD833	
Unit Reference No	J/615/7624	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the interactions between the mind, body and the immune system.		
Learning Outcomes	Assessment Criteria	
1. Understand the term Psychoneuroimmunology (PNI).	1.1 Define what is meant by the term Psychoneuroimmunology (PNI). 1.2 Explain the relationships between the nervous, endocrine and immune systems. 1.3 Analyse the impact of stress on the endocrine and immune systems identifying with justification at least four therapies to address these. 1.4 Explain using case studies the impact of PNI to patients living with illness including the following: a) Cancer b) Irritable Bowel Syndrome c) Mental Health issues	
2. Understand the application of mindfulness.	2.1 Explain the religious and historical origins of mindfulness. 2.2 Explain the scientific approach to mindfulness attributed to Jon Kabat-Zinn. 2.3 Illustrate the role of mindfulness in stress reduction as used by psychologists. 2.4 Explain how the technique of mindfulness benefits a patient's well-being including the following: a) pain relief b) blood pressure c) digestive disorders	
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
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Title	Reflection on Own Learning and Development within Holistic Health and Complementary Therapy	
Level	Three	
Credit Value	8	
Guided Learning Hours (GLH)	56	
OCN NI Unit Code	CBD834	
Unit Reference No	Y/615/7630	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to reflect on own learning and development within holistic health and complementary therapy.		
Learning Outcomes	Assessment Criteria	
1. Understand the principles of reflective practice within holistic health and complementary therapy.	1.1. Define reflective practice within a holistic health and complementary therapy setting. 1.2. Explain the benefits of reflection in developing holistic health and complementary therapy practice. 1.3. Evaluate approaches to reflective practice and their potential strengths and weaknesses.	
2. Be able to create and evaluate a development plan.	2.1. Use regular reflection on own learning, experience, skills and behaviour. 2.2. Evaluate own areas of strength and potential areas for development. 2.3. Create a plan with Specific, Measurable, Attainable, Relevant and Timely (SMART) objectives to address own learning and support needs. 2.4. Evaluate development plan with others identifying possible areas for improvement.	
3. Be able to use reflection in relation to own and others' learning and development.	3.1. Record and monitor outcomes of own and others' learning and development for at least a three-month period of time. 3.2. Review and revise own development based on feedback from others. 3.3. Apply results of own reflection and development to own development. 3.4. Support others in reflecting on their learning and development and provide constructive feedback. 3.5. Demonstrate how reflection can improve own and others' learning and development.	
4. Be able to keep up to date with current practice in holistic health and complementary therapy.	4.1. Explain the importance of keeping up to date with current practice in holistic health and complementary therapy. 4.2. Research and evaluate relevant sources of information on policies and developments relevant to holistic health and complementary therapy.	
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	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
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	Managing a Small Business
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD835
Unit Reference No	H/615/7632
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to manage a small business.	
Learning Outcomes	Assessment Criteria
1. Be able to create a business plan.	1.1. Explain how a business plan may assist with development of a given small business. 1.2. Summarise the key components of a business plan. 1.3. Summarise key areas where a given small business may require support. 1.4. Develop a business plan for a given small business.
2. Be able to market products and/or services of a small business.	2.1. Explain why the branding of products and/or services is important. 2.2. Implement marketing strategies and objectives identified in business plan.
3. Know the legislation relevant to a given small business.	3.1. Summarise key legislation relevant to a given small business and its impact.
4. Be able to maintain accurate accounts.	4.1. Explain why keeping accurate accounts and having a budget is important for a business. 4.2. Summarise the types of accounting records that should be maintained for a given small business. 4.3. Illustrate how to maintain accurate accounting records. 4.4. Illustrate how variance between budget and actuals may be used to inform business decision making.
5. Know the tax requirements relevant to a given small business.	5.1. Summarise the tax requirements of a given small business including timeframes for tax reporting and payment. 5.2. Summarise relevant business expenses that may be claimed against tax.
6. Be able to manage the human resource requirements of a small business.	6.1. Summarise the relevant legislative and reporting requirements of a small business when employing individuals. 6.2. Develop a human resource plan to support the development of a given small business.
7. Be able to maintain accurate and appropriate business records.	7.1. Explain the importance of maintaining accurate and appropriate record keeping for a given small business. 7.2. Summarise the records required to be maintained and their level of detail for a given small business.
8. Understand how technology may be used within a small business.	8.1. Evaluate a given small business identifying areas where use of technology may improve business performance. 8.2. Conduct a cost versus benefit analysis for introduction of new technology to a given area.

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	Study Skills	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBD836	
Unit Reference No	T/615/7635	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to develop own study skills.		
Learning Outcomes	Assessment Criteria	
1. Understand how to develop own personal learning skills.	1.1 Evaluate at least four personal learning styles and preferences in relation to addressing own learning needs. 1.2 Evaluate benefits of: a) active engagement in learning b) participation with others	
2. Be able to use information to support own learning.	2.1 Explain how to locate, retrieve, store and evaluate the quality of information to support own learning. 2.2 Select and interpret key points of information and appropriately reference information sources. 2.3 Use three note making techniques for different purposes.	
3. Be able to manage work to meet deadlines.	3.1 Explain the importance of and develop an action plan for completion of given work to meet deadlines. 3.2 Implement and evaluate the work action plan identifying possible areas for improvement.	
4. Be able to plan, develop, produce and present a piece of work.	4.1 Plan the production of a piece of work to meet given requirements. 4.2 Analyse a given problem, evaluating at least two different ways of resolving it. 4.3 Develop the content of and produce a piece of work in an appropriate structured format in line with work production plan. 4.4 Present work and work methods in a form appropriate to the audience. 4.5 Evaluate work and identify possible areas for improvement based on own and others' feedback.	
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	Undertaking a Research Project	
Level	Three	
Credit Value	8	
Guided Learning Hours (GLH)	56	
OCN NI Unit Code	CBD837	
Unit Reference No	A/615/7636	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how carry out a research project and present findings.		
Learning Outcomes	Assessment Criteria	
1. Be able to decide on purpose of research project.	1.1 Investigate and evaluate research project topics. 1.2 Explain the rationale for an identified research project and its purpose.	
2. Understand different research methods.	2.1 Evaluate at least two research methods including both quantitative and qualitative approaches.	
3. Be able to plan a research project.	3.1 Produce a research project plan to include: a) aims b) methods to be used c) how the research will be carried out 3.2 Explain the rationale for the choice of research to include evaluation of reliability of sources of information.	
4. Be able to carry out a research project.	4.1 Implement a research plan that adheres to procedures and draws on appropriate evidence.	
5. Be able to report on a research project.	5.1 Explain what is meant by and the importance of avoiding plagiarism. 5.2 Produce an accurately referenced written research report using an appropriate standard format, referencing system and presentational style. 5.3 Present and interpret information appropriately, evaluating findings in relation to aims, previous research and relevant theory. 5.4 Present summary of the research and findings to peers.	
6. Be able to evaluate own performance.	6.1 Reflect on the research plan and associated activities identifying possible improvements. 6.2 Evaluate own performance in preparing, planning and delivering a research project identifying possible areas for improvement.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
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Quality Assurance of Centre Performance

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

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.

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 Diploma in the Theory of Holistic Health and Complementary Therapies

Qualification Number: 603/1794/2

Operational start date: 15 June 2017
Operational end date: 31 December 2027
Certification end date: 31 December 2030

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