



Qualification Specification for:

- **OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)**
→ Qualification No. 603/2326/7
- **OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives**
→ Qualification No. 603/2327/9

Qualification Regulation Information

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

Qualification Number: 603/2326/7

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Qualification Number: 603/2327/9

Operational start date: 01 September 2017

Operational end date: 31 August 2027

Certification end date: 31 August 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. Learners have up to 2 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 qualifications:

- **OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)**
- **OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit details
- Assessment requirements for the qualifications
- OCN NI's quality assurance arrangements for the qualifications
- 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 in England and vocational qualifications in Northern Ireland.

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 Background Development

These qualifications have been developed in partnership with the Irish Congress of Trade Unions and with a range of individual unions in order to meet the needs of trade union members within Northern Ireland.

Trade unions provide a range of services for their members, within organisations as well as in broader society. This suite of qualifications reflects the diverse range of activities undertaken by trade union members and their representatives and develops the skills and knowledge of individuals to undertake these activities

The suite of Trade Union Qualifications has progression opportunities embedded within them as they allow for individuals to progress to higher levels or gain further skills. Outside of the Trade Union qualifications they allow for progression to higher level qualifications, particularly in the business management area.

Qualification Features – OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

Sector Subject Area

15.3 Business Management

Qualification Aim

This qualification will enable the learner to develop skills and knowledge required to undertake the role of a trade union representative.

Qualification Objectives

The unions provide a range of services for their members, within organisations as well as in broader society. This qualification reflects the range of activities undertaken by a trade union representative including:

- addressing work place issues on behalf of members, and
- promoting broad trade union objectives
- working with members

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at individuals who wish to develop skills and knowledge to enable them to undertake the role of a trade union representative.

Progression Opportunities

Progression from the OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2) is to a range of Trade Union qualifications at Level 3, which are currently in development.

Entry Requirements

It would be preferable that learners will have completed OCN NI Level 2 Certificate for Trade Union Representatives (Stage 1) or can demonstrate a similar level of skills and knowledge. Learners should also have the necessary communication and ICT skills to be able to complete assessments within the qualifications, and be 18 years or older.

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.

Qualification Features – OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Sector Subject Area

15.3 Business Management

Qualification Aim

This qualification will enable the learner to develop skills and knowledge related to employment law in order to advise and represent trade union members.

Qualification Objectives

The unions provide a range of services for their members, within organisations as well as in broader society. This qualification reflects the range of activities undertaken by a trade union representative in relation to issues associated with employment law including:

- understanding the implications of employment law on workers
- skills in locating and understanding the application of employment law to individual workplace employment cases
- representing members in tribunals, and
- promoting broad trade union objectives in relation to employment law

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at individuals who wish to develop skills and knowledge to enable them to advise and represent trade union members on issues related to employment law.

Progression Opportunities

Progression from the OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives is to a range of Trade Union qualifications at Level 3, which are currently in development.

Entry Requirements

There are no formal entry requirements. It would be expected that learners have the necessary communication and ICT skills to be able to complete assessments within the qualifications, and be 18 years or older.

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 these qualifications 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
- Assessor
- Internal Verifier

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

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 these qualifications.

Assessors must:

- have a minimum of one year's experience in the occupational area they are assessing
- have direct or related relevant experience in assessment

Assessors are required to:

- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained 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 direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and ensure records are maintained for the external verifier
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

Learners must successfully complete 15 credits from the optional units listed to achieve the qualification.

Total Credits: 15

Total Qualification Time (TQT) for this qualification: 150 hours

Guided Learning Hours (GLH) for this qualification: 120 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
<i>Optional Units</i>					
A/616/2674	CBD952	Understanding how to Lead on the Trade Union Collective Agenda	3	30	Two
F/616/2675	CBD953	Planning, Organising and Campaigning for Trade Union Representatives	3	30	Two
H/616/2684	CBD954	Recognising and Tackling Discrimination for Trade Union Representatives	3	30	Two
K/616/2685	CBD955	The Trade Union Context	3	30	Two
M/616/2686	CBD956	Equal Rights at Work	3	30	Two
T/616/2687	CBD957	Rights at Work for Trade Union Representatives	3	30	Two

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Learners must successfully complete all units (39 credits).

Total Credits: 39

Total Qualification Time (TQT) for this qualification: 390 hours

Guided Learning Hours (GLH) for this qualification: 312 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
Mandatory Units					
A/616/2688	CBD958	Employment Law and the Individual for Trade Union Representatives	9	90	Two
F/616/2689	CBD959	Legal Skills for Trade Union Representatives	3	30	Two
T/616/2690	CBD960	Employment Law Projects	9	90	Two
A/616/2691	CBD961	Trade Unions and Collective Rights	9	90	Two
F/616/2692	CBD962	Trade Unions and Employment Law	9	90	Two

For reference

RQF Level 2 Descriptors

<i>Knowledge descriptor (the holder...)</i>	<i>Skills descriptor (the holder can...)</i>
<p><i>Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems.</i></p> <p><i>Can interpret relevant information and ideas.</i></p> <p><i>Is aware of a range of information that is relevant to the area of study or work.</i></p>	<p><i>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems.</i></p> <p><i>Identify, gather and use relevant information to inform actions.</i></p> <p><i>Identify how effective actions have been.</i></p>

Unit Details – OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

Title	Understanding How to Lead on the Trade Union Collective Agenda	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD952	
Unit Reference No	A/616/2674	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to lead on the trade union collective agenda.		
Learning Outcomes	Assessment Criteria	
1. Understand the concept of trade union collective leadership.	1.1. Summarise at least three leadership styles most appropriate to trade union principles and priorities. 1.2. Describe the role of collective leadership within trade unions.	
2. Understand techniques for effective trade union collective leadership.	2.1. Identify collective leadership techniques and how they may be utilised within own role.	
3. Know how to develop leadership capacity.	3.1. Identify own and others' experience of leadership in a trade union context. 3.2. Illustrate how leadership capacity may be developed in a trade union context.	
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	Planning, Organising and Campaigning for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD953	
Unit Reference No	F/616/2675	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to plan, organise and campaign on trade union issues, and barriers to union participation.		
Learning Outcomes	Assessment Criteria	
1. Know the methods of union organising.	1.1. Describe two different approaches to trade union organising. 1.2. Assess the effectiveness of a given approach to union organising.	
2. Understand how to build participation in a union.	2.1 Describe at least three key obstacles to members' participation in a union. 2.2 Describe at least three ways of improving participation by union members.	
3. Know how to develop a union campaign.	3.1 Illustrate the key elements of proposing, planning and organising a union campaign.	
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	Recognising and Tackling Discrimination for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD954	
Unit Reference No	H/616/2684	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to recognise and tackle discrimination.		
Learning Outcomes	Assessment Criteria	
1. Understand how discrimination may occur.	1.1. Describe at least one example of direct and one example of indirect discrimination. 1.2. Describe at least three possible reasons for discrimination in the workplace and their associated impact.	
2. Be aware of legislation, legislative sources and policies for tackling discrimination.	2.1. Identify at least three legislative sources for tackling discrimination. 2.2. Describe at least three examples of how legislation and policies contribute to tackling discrimination. 2.3. Assess the usefulness of different legislation and trade union policy sources in tackling discrimination.	
3. Understand ways of tackling discrimination and promoting equality.	3.1. Describe at least three examples of ways discrimination in the workplace may be tackled. 3.2. Describe at least three examples of ways in which equality may be promoted in the workplace.	
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	The Trade Union Context	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD955	
Unit Reference No	K/616/2685	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand trade unions and their relation to the workplace.		
Learning Outcomes	Assessment Criteria	
1. Be able to progress trade union priorities.	1.1. Describe union priorities in own workplace and the wider union. 1.2. Identify ways of progressing union priorities.	
2. Be able to identify company or organisational information which may impact on the workplace.	2.1. Identify relevant company or organisational information and its possible impact on the workplace.	
3. Understand key aspects of union principles, structure and resources.	3.1. Identify at least three of the key principles that guide trade unions. 3.2. Describe a union structure and how it may be used to effect change. 3.3. Describe the value of union focused resources.	
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	Equal Rights at Work	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD956	
Unit Reference No	M/616/2686	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand equal rights at work.		
Learning Outcomes		Assessment Criteria
1. Be aware of the legal provisions for equal rights at work.	1.1. Describe the specific legal provisions for equal rights at work.	
2. Be able to relate equal rights provisions to the experience of members at work.	2.1. Describe at least three different methods for identifying members' experience of equal rights at work. 2.2. Give at least three examples of members' experience at work with respect to equal rights issues.	
3. Be aware of actions that unions may take to promote equal rights at work.	3.1. Describe at least three ways of promoting equal rights at work. 3.2. Illustrate how to develop proposals for promoting specific equal rights at work.	
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	Rights at Work for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD957	
Unit Reference No	T/616/2687	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand workplace rights for trade union representatives.		
Learning Outcomes		Assessment Criteria
1. Understand the trade union approach to rights at work issues.	1.1. Describe at least three main trade union approaches to rights at work issues. 1.2. Give at least three examples of how rights at work affect trade union activity.	
2. Know how to use sources of information on employment rights.	2.1. Describe at least three different sources of employment rights information.	
3. Understand the application of key aspects of employment rights information.	3.1. Describe how specific rights apply in given workplace situations. 3.2. Prepare information on employment rights for a given workplace scenario.	
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

Unit Details – OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Title	Employment Law and the Individual for Trade Union Representatives	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD958	
Unit Reference No	A/616/2688	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the application of employment law.		
Learning Outcomes	Assessment Criteria	
1. Understand contracts of employment.	1.1. Describe how a Contract of Employment is formed and the main terms by which it is comprised. 1.2. Describe how, and in what circumstances, contracts may be varied.	
2. Understand key legal aspects relating to termination of employment.	2.1. Summarise the main ways that employment may be terminated. 2.2. Describe the requirements for legally fair dismissal. 2.3. Describe key aspects of the law relating to redundancy.	
3. Understand key legal aspects of discrimination in employment.	3.1. Summarise common forms of discrimination that may be encountered within the workplace. 3.2. Describe the key elements of the law relating to discrimination in employment.	
4. Understand legislation relating to employment rights and trade unions.	4.1. Summarise the key aspects of legislation relating to at least two areas of employment law. 4.2. Describe the implications of possible change to legislation.	
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	Legal Skills for Trade Union Representatives	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD959	
Unit Reference No	F/616/2689	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop legal skills to support the role of being a trade union representative		
Learning Outcomes		Assessment Criteria
1. Understand the impact of case law on workplace issues.	1.1. Describe key features of case law that relate to workplace issues. 1.2. Describe two specific examples of how case law impacts on workplace issues or problems.	
2. Know how to locate and use written legal resources.	2.1. Describe at least three examples of relevant legal resources available in employment law and how they can be accessed. 2.2. Describe at least two examples of legal resources which can assist with addressing workplace issues or problems.	
3. Understand how union representatives use the law in negotiating.	3.1. Describe how unions use the law when negotiating workplace issues or problems.	
4. Be aware of negotiating techniques and how they may be applied.	4.1. Summarise at least five negotiating techniques which may be used by trade unions in tackling workplace problems. 4.2. Describe how unions may apply negotiating techniques in tackling workplace problems.	
5. Understand the preparation required to present a case to an employment tribunal.	5.1. Describe the processes and required information associated with preparing a case for presentation to an employment tribunal.	
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
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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 Projects	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD960	
Unit Reference No	T/616/2690	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop skills in undertaking employment law related projects.		
Learning Outcomes		Assessment Criteria
1. Be aware of research methods.	1.1. Describe the key elements of both quantitative and qualitative research methodologies.	
2. Know how to prepare an employment law project plan.	2.1. Prepare an employment law project plan to include: a) selection b) purpose and aim c) outline d) methodology e) outcomes	
3. Be able to carry out an employment law project.	3.1. Carry out an employment law project adhering to project plan, appropriate procedures and utilising appropriate research.	
4. Be able to report on an employment law project.	4.1. Produce a written project report in an appropriate format and present a summary of findings to a given audience. 4.2. Summarise the strengths and limitations of the employment law project plan.	
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
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E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Trade Unions and Collective Rights	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD961	
Unit Reference No	A/616/2691	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand trade union organisation, administration and the legal framework under which trade unions operate.		
Learning Outcomes	Assessment Criteria	
1. Understand key aspects of the law concerning trade unions.	1.1. Describe the legal position regarding two of the following: a) independence of trade unions b) political funds c) trade union elections d) rights of members e) trade union mergers	
2. Understand the law regarding recognition rights for trade unions.	2.1. Illustrate the legal procedures for gaining trade union recognition in own region. 2.2. Describe the rights associated with trade union recognition.	
3. Understand key aspects of the law on consultation and information rights for trade unions, representatives and members.	3.1. Describe the law on consultation and information rights for trade unions, representatives and members for two of the following: a) information for bargaining b) transfer of Undertakings - Protection of employment (TUPE) transfers c) collective redundancies d) Health and Safety	
4. Be aware of the law on trade unions and industrial action.	4.1. Describe the legal position on trade unions and industrial action.	
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	Trade Unions and Employment Law	
Level	Two	
Credit Value	9	
Guided Learning Hours (GLH)	72	
OCN NI Unit Code	CBD962	
Unit Reference No	F/616/2692	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how employment law, role of trade unions and the legal system have developed and may develop in the future.		
Learning Outcomes		Assessment Criteria
1. Understand the origins and development of employment law and the role of trade unions.	1.1. Illustrate the changes in employment law over the last 50 years. 1.2. Give at least 3 examples of the role of the trade union movement in the development of employment law.	
2. Know how the legal system is structured.	2.1. Illustrate the key elements of the legal system including civil and criminal components. 2.2. Describe with examples the main links between the European and UK/NI legal frameworks.	
3. Be aware of the function of legal institutions associated with employment law.	3.1. Describe the terms of reference and procedures of two legal institutions involved in employment law. 3.2. Give two examples of the types of cases which can be brought to an employment tribunal in own region. 3.3. Describe how employment tribunals operate including: a) jurisdiction b) time limits c) outcomes	
4. Be aware of how employment law is developed and influenced.	4.1. Describe at least three examples of how employment law is developed, influenced and/or changed.	
5. Be aware of how European Union legislation is incorporated into UK and NI employment law.	5.1. Describe at least three examples of how European Union legislation is incorporated into UK and NI employment law.	
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

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 External Verification 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 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 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 log-in of the OCN NI website. www.ocnni.org.uk

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

OCN NI Level 2 Certificate for Trade Union Representatives (Stage 2)

Qualification Number: 603/2326/7
Operational start date: 01 September 2017
Operational end date: 31 August 2027
Certification end date: 31 August 2029

OCN NI Level 2 Diploma in Employment Law for Trade Union Representatives

Qualification Number: 603/2327/9
Operational start date: 01 September 2017
Operational end date: 31 August 2027
Certification end date: 31 August 2029

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