



Qualification Specification for:

OCN NI Level 3 Award in Modern Languages

➤ **Qualification No: 603/3501/4**

OCN NI Level 3 Certificate in Modern Languages

➤ **Qualification No: 603/3506/3**

Qualification Regulation Information

OCN NI Level 3 Award in Modern Languages

Qualification Number:	603/3501/4
Operational start date:	15 August 2018
Operational end date:	31 July 2030
Certification end date:	31 July 2033

OCN NI Level 3 Certificate in Modern Languages

Qualification Number:	603/3506/3
Operational start date:	15 August 2018
Operational end date:	31 July 2030
Certification end date:	31 July 2033

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.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk

Foreword

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

- **OCN NI Level 3 Award in Modern Languages**
- **OCN NI Level 3 Certificate in Modern Languages**

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.

Contents

About Regulation	6
OCN NI.....	6
Qualification Summary	7
Sector Subject Area	7
UCAS Tariff Points	7
OCN NI Languages Qualifications.....	7
OCN NI Languages at Level 3.....	7
Modern Languages Pathways.....	7
Links to National Standards	8
Grading	8
Progression Opportunities.....	8
Qualification Target Group	8
Entry Requirements.....	8
Qualification Support.....	8
Delivery Languages.....	8
Centre Requirements for Delivering the Qualification.....	9
Centre Recognition and Qualification Approval	9
Centre Staffing	9
Tutors	9
Assessors.....	9
Internal Verification.....	10
Structure and Content	11
Unit Details	13
Quality Assurance of Centre Performance.....	20
External Verification	20
Standardisation	20

Administration	21
Registration	21
Certification	21
Charges.....	21
Equality, Fairness and Inclusion.....	21
Retention of Evidence	21

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

Sector Subject Area

12.2 Other languages, literature and culture

UCAS Tariff Points

The OCN NI Level 3 Certificate in Modern Languages qualification is recognised by UCAS, with 16 points allocated. The OCN NI Level 3 Award in Modern Languages is also recognised by UCAS, with 8 points allocated.

OCN NI Languages Qualifications

The OCN NI suite of qualifications in Languages aims to provide an opportunity for accreditation in language skills. Learners benefit from improved communication skills in both vocational and social context and may also expand cultural knowledge. Learning a language also enhances career opportunities. OCN NI language provision covers a range of languages including Arabic, French, German, Irish, Italian, Japanese and Spanish.

OCN NI Languages at Level 3

The modern language qualifications at Level 3 will be offered in French, German, Irish, Italian, Polish and Spanish. Each language will cover the main skills areas of Reading, Listening, Speaking and Writing. They offer learners the opportunity to enhance and progress their skills in preparation for employment, further and/or higher education and in a social context. Being proficient in a second language will help learners compete in a growing, global market.

Modern Languages Pathways

There are six separate pathways available for the OCN NI Level 3 modern language qualifications. They are:

- French
- German
- Irish
- Italian
- Polish
- Spanish

When the qualification has been achieved, the certificate will show the chosen language pathway in brackets, eg:

OCN NI Level 3 Award in Modern Languages (Spanish)

Links to National Standards

OCN NI language units have been mapped to NOS standards. For a breakdown of knowledge and skills at each level please click on the link <https://www.instructus-skills.org/wp-content/uploads/Language.pdf>

Grading

Grading for these qualifications is pass/fail.

Progression Opportunities

The Level 3 qualifications in languages offer learners the opportunity to build on their skills and knowledge from the Level 2 qualifications. Learners can progress from the Level 3 Award to the Level 3 Certificate. They may then progress to the OCN NI Level 4 languages qualifications, further/higher education and/or into employment where being proficient in a second language is desirable.

Qualification Target Group

The qualifications are targeted at a range of learners including:

- learners in schools and colleges
- adults in full time and part time learning
- adults in the workplace
- anyone who wishes to study languages for enjoyment

Entry Requirements

There are no formal entry requirements for these qualifications. However, the learner may need a certain amount of knowledge and understanding before being able to fully benefit from a language qualification at Level 3. The learner should be at least 16 years old and receive appropriate advice and guidance on the suitability of the qualification.

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 this qualification should be occupationally competent at a higher level than the qualification and have a minimum of one year's relevant experience.

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 a minimum of one year's experience in the occupational area they are assessing
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities

Internal Verification

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

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

Internal Verifiers must:

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

Structure and Content

The tables below summarise the structure of each qualification.

OCN NI Level 3 Award in Modern Languages

In order to achieve the OCN NI Level 3 Award in Modern Languages, the learner is required to complete 6 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification: 60 hours
 Guided Learning Hours (GLH) for this qualification: 45 hours

OCN NI Level 3 Certificate in Modern Languages

In order to achieve the OCN NI Level 3 Certificate in Modern Languages, the learner is required to complete 24 credits. All 4 units must be completed in the same language.

Total Qualification Time (TQT) for this qualification: 240 hours
 Guided Learning Hours (GLH) for this qualification: 180 hours

French pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	GLH	Credit Value	Level
K/617/1743	CBE283	French - Listening	60	45	6	Three
M/617/1744	CBE284	French - Reading	60	45	6	Three
T/617/1745	CBE285	French - Speaking	60	45	6	Three
A/617/1746	CBE286	French - Writing	60	45	6	Three

German pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	GLH	Credit Value	Level
K/617/1743	CBE765	German - Listening	60	45	6	Three
M/617/1744	CBE766	German - Reading	60	45	6	Three
T/617/1745	CBE767	German - Speaking	60	45	6	Three
A/617/1746	CBE768	German - Writing	60	45	6	Three

Irish pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	GLH	Credit Value	Level
K/617/1743	CBE769	Irish - Listening	60	45	6	Three
M/617/1744	CBE770	Irish - Reading	60	45	6	Three
T/617/1745	CBE771	Irish - Speaking	60	45	6	Three
A/617/1746	CBE772	Irish - Writing	60	45	6	Three

Italian pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	GLH	Credit Value	Level
K/617/1743	CBE773	Italian - Listening	60	45	6	Three
M/617/1744	CBE774	Italian - Reading	60	45	6	Three
T/617/1745	CBE775	Italian - Speaking	60	45	6	Three
A/617/1746	CBE776	Italian - Writing	60	45	6	Three

Polish pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	GLH	Credit Value	Level
K/617/1743	CBE777	Polish - Listening	60	45	6	Three
M/617/1744	CBE778	Polish - Reading	60	45	6	Three
T/617/1745	CBE779	Polish - Speaking	60	45	6	Three
A/617/1746	CBE780	Polish - Writing	60	45	6	Three

Spanish pathway

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	GLH	Credit Value	Level
K/617/1743	CBE781	Spanish - Listening	60	45	6	Three
M/617/1744	CBE782	Spanish - Reading	60	45	6	Three
T/617/1745	CBE783	Spanish - Speaking	60	45	6	Three
A/617/1746	CBE784	Spanish - Writing	60	45	6	Three

Unit Details

Title	Listening
Level	Level 3
Credit Value	6
Guided Learning Hours (GLH)	45
OCN NI Unit Code	Please see structure and content section
Unit Reference No	K/617/1743
<i>Unit purpose and aim(s):</i> This unit will enable learners to listen to and extract detailed information from a wide variety of sources.	
Learning Outcomes	Assessment Criteria
1. Be able to understand varied spoken target language on a range of topics in different situations.	1.1. Extract information from the following situations: a) social interactions b) discussions c) news items 1.2. Using the above situations, spoken at normal speed, identify vocabulary and sentence structures to include: a) questions or enquiries b) emotions c) opinions d) instructions e) factual information
2. Be able to understand spoken communication in varied conversations in the target language.	2.1. Extract information from spoken communication to include: a) work related terms b) connectors including adverbs, conjunctions c) numerical terms
3. Be able to understand a varied range of vocabulary and grammar from the above conversations/communications in the target language.	3.1. Extract information to include: a) past, present, future and conditional forms of regular and irregular verbs b) standard question forms c) modal verbs to express permission and obligation d) positive and negative forms

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
Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

Title	Reading	
Level	Level 3	
Credit Value	6	
Guided Learning Hours (GLH)	45	
OCN NI Unit Code	Please see structure and content section	
Unit Reference No	M/617/1744	
<i>Unit purpose and aim(s):</i> This unit will enable learners to understand and extract information from a range of varied sources.		
Learning Outcomes	Assessment Criteria	
1. Be able to understand and respond to a variety of texts in a range of styles in the target language.	1.1. Explain the overall meaning of at least two fictional and two non-fictional texts. 1.2. Extract specific details fully and accurately from at least three texts. 1.3. Extract numerical data from a text or graphical source produced.	
2. Know a broad range of vocabulary from a variety of topics in the target language.	2.1. Extract the following information using the above texts: a) numerical data b) varied vocabulary c) connectors including adverbs	
3. Be able to understand a variety of grammatical forms in texts in target language.	3.1. Extract grammatical forms from a given text: a) major verb and conditional tenses b) modal verbs c) standard question forms	
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
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
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

Title	Speaking
Level	Level 3
Credit Value	6
Guided Learning Hours (GLH)	45
OCN NI Unit Code	Please see structure and content section
Unit Reference No	T/617/1745
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop complex and varied language in a range of situations.	
Learning Outcomes	Assessment Criteria
1. Be able to take part in social interactions in the target language.	1.1. Demonstrate appropriate style of language in formal and informal situations in at least three different contexts. 1.2. Demonstrate a good level of fluency in at least three familiar situations. 1.3. Initiate and maintain at least three conversations.
2. Be able to speak and respond appropriately to questions and comments in the target language.	2.1. Demonstrate the use of varied vocabulary and sentence structures when speaking to express: a) questions or enquiries b) emotions c) opinions d) factual information
3. Be able to use a varied vocabulary in conversations in the target language.	3.1. Demonstrate the use of varied vocabulary including: a) connectors including adverbs, conjunctions b) numerical terms
4. Be able to use a varied range of grammatical forms in target language.	4.1. Demonstrate the use of varied grammatical forms in target language to include: a) past, present, future and conditional forms of regular and irregular verbs b) standard question forms c) modal verbs to express permission and obligation d) positive and negative forms e) pronouns

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
Aural examination	Assessment activities based around listening stimuli, for example, aural question and answer, dictation, transcription, word and sound discrimination	Audio/video record Tutor notes / record Record of observation
Oral examination	An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam	Tutor notes / record Audio/video record Record of observation

Compulsory tasks to be undertaken:

In assessing the learner's skills & knowledge the learner must be recorded on a minimum of two different occasions.

Title	Writing	
Level	Level 3	
Credit Value	6	
Guided Learning Hours (GLH)	45	
OCN NI Unit Code	Please see structure and content section	
Unit Reference No	A/617/1746	
<i>Unit purpose and aim(s):</i> This unit will enable learners to produce texts in varied situations.		
Learning Outcomes		Assessment Criteria
1. Be able to produce texts for varied social purposes in the target language.	1.1. Produce a 300-word text on topics of personal interest. 1.2. Produce written instructions for a specific activity. 1.3. Compose at least three emails for social purposes.	
2. Be able to relay information from the target language into own language.	2.1. Produce information from the target language into own language in a given scenario.	
3. Be able to use varied grammatical structures.	3.1. Produce a short report to include the following: a) past, present, future and conditional forms of regular and irregular verbs b) modal verbs c) positive and negative forms d) expressions of possibility	
4. Be able to use varied vocabulary in the composition of texts.	4.1. Demonstrate the effective use of vocabulary in the composition of texts such as: a) connectors including conjunctions, adverbs b) numerical data	
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

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.

Qualification Regulation Summary Information

OCN NI Level 3 Award in Modern Languages

Qualification Number: 603/3501/4
Operational start date: 15 August 2018
Operational end date: 31 July 2030
Certification end date: 31 July 2033

OCN NI Level 3 Certificate in Modern Languages

Qualification Number: 603/3506/3
Operational start date: 15 August 2018
Operational end date: 31 July 2030
Certification end date: 31 July 2033

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk