



Qualification Specification for:

OCN NI Level 2 Award in Media Techniques

➤ Qualification No: 603/4774/0

OCN NI Level 2 Certificate in Media Techniques

➤ Qualification No: 603/4775/2

Qualification Regulation Information

OCN NI Level 2 Award in Media Techniques
Qualification Number: 603/4774/0

OCN NI Level 2 Certificate in Media Techniques
Qualification Number: 603/4775/2

Operational start date: 15 June 2019
Operational end date: 31 May 2029
Certification end date: 31 May 2031

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

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

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Foreword

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

- **OCN NI Level 2 Award in Media Techniques**
- **OCN NI Level 2 Certificate in Media Techniques**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

Sector Subject Area

9.3 Media and communication

[NOS - Media Techniques](#)

Qualifications' Aim

The OCN NI Level 2 Award and Certificate in Media Techniques qualifications are designed to provide learners with the skills and knowledge in general media techniques to prepare for employment in the media industry.

Qualifications' Objectives

The qualifications are designed to help presenters/journalists develop competency and proficiency in the following areas:

- law
- ethics
- writing
- interview skills and
- editing

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

These qualifications are initially targeted at further education colleges but there may also be potential within the schools' market as well as a range of other third sector organisations such as community groups, ethnics groups and faith-based groups.

Progression Opportunities

The OCN NI Level 2 Award in Media Techniques will enable the learner to progress to the OCN NI Level 2 Certificate in Media Techniques. From the OCN NI Level 2 Certificate in Media Techniques learners may progress to Level 3 qualifications in journalism, media or Public Relations (PR) and/or employment.

Entry Requirements

Learners must be at least 16 years of age and have a good standard of English.

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

This qualification is available in English only at this time. If you wish to offer this 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 these qualifications should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area of media skills.

Assessors

The 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.

Assessors must:

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

Internal Verification

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

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

Internal Verifiers must:

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

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

OCN NI level 2 Award in Media Techniques

In order to achieve the OCN NI Level 2 Award in Media Techniques learners must complete the core unit - 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 24 hours

OCN NI level 2 Certificate in Media Techniques

In order to achieve the OCN NI Level 2 Certificate in Media Techniques learners must complete all six units for a total of 18 credits.

Total Qualification Time (TQT) for this qualification: 180 hours
 Guided Learning Hours (GLH) for this qualification: 144 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<i>Core Unit</i>					
J/617/6643	CBE533	Law and Ethics for Media Techniques	30	3	Two
<i>Other Units</i>					
L/617/6644	CBE534	Media Research Techniques	30	3	Two
R/617/6645	CBE535	Grammatical Presentation for Media Techniques	30	3	Two
Y/617/6646	CBE536	Media Interview Techniques	30	3	Two
D/617/6647	CBE537	Media Editing Skills	30	3	Two
H/617/6648	CBE538	Multi-platform Skills for Media	30	3	Two

Unit Details

Title	Law and Ethics for Media Techniques		
Level	Two		
Credit Value	3		
Guided Learning Hours (GLH)	24		
OCN NI Unit Code	CBE533		
Unit Reference No	J/617/6643		
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand essential media law, ethical codes and how to apply them within media products.			
Learning Outcomes		Assessment Criteria	
1. Understand essential media law and how it should be adhered to.	1.1 Describe key media law required to create legally competent products. 1.2 Describe with examples possible consequences of not adhering to media law. 1.3 Describe with examples the process of adhering to media law.		
2. Be able to produce media items and products which comply with media law.	2.1 Produce at least three media items and products that adhere to media law. 2.2 Assess final products for compliance.		
3. Understand essential ethical codes applicable to the media.	3.1 Describe key media ethical codes required to create ethically competent products. 3.2 Describe with examples possible consequences of not adhering to ethical codes. 3.3 Describe with examples the process for adhering to ethical codes.		
4. Be able to produce media items and products which comply with ethical codes.	4.1 Produce at least three media items and products that adhere to ethical codes. 4.2 Assess final products for compliance.		
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	Possible Evidence
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	Resource - McNae's Essential Law for Journalists (latest edition/ www.naes.com) – (1.1, 1.2, 3.1 & 3.2)
		Learner log/diary	Learner log demonstrating relevant laws and ethical codes to products e.g. Defamation/Copyright/ Privacy & Source protection – (1.3, 2.1, 2.2, 4.1 & 4.2)
		Peer notes	Class based discussion on case studies – (1.2, 1.3, 3.2 & 3.3)

		Record of observation	Notes from visit media newsroom, interview experienced journalist – (1.3, 3.3)
		Record of discussion	Possible scenario's/simulation outlined in the Independent Press Standards Organisation (IPSO) Editors' Code of Practice. Possible assignment on section 14 confidential sources – (2.1, 2.2, 4.1 & 4.2)
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	Tutor observation on student interviewing guest speaker on a field trip.
		Learner notes/written work	Research and information from field trip visit.
		Tutor notes/record	Home study questions relating to underpinning knowledge or case study practice from lecture notes.
		Learner log/diary	Student log on initial views on medial law and ethics and how these may have evolved following completion of the unit.

Title	Media Research Techniques	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE534	
Unit Reference No	L/617/6644	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of research techniques in gaining information for media products.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of research techniques in media.	1.1 Describe the reasons why research is an important tool in media. 1.2 Illustrate with examples how research techniques can be used effectively to produce accurate media products.	
2. Understand different research techniques used in media.	2.1 Describe and compare different research techniques used in media. 2.2 Demonstrate at least three research techniques to produce effective media products. 2.3 Assess own research techniques identifying 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
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

Title	Grammatical Presentation for Media Techniques	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE535	
Unit Reference No	R/617/6645	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply media grammar techniques.		
Learning Outcomes	Assessment Criteria	
1. Understand how nouns, adjectives and verbs are used in media grammar.	1.1 Describe with examples how the following are used in media grammar: a) nouns b) adjectives c) verbs	
2. Understand how punctuation is used in media grammar.	2.1 Describe with examples how punctuation may be used accurately in media grammar.	
3. Be able to create articles using appropriate media grammar.	3.1 Produce the following articles ensuring they make sound grammatical sense: a) news report of a minimum 250 words b) feature article of a minimum 500 words c) online tweet	
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

Title	Media Interview Techniques	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE536	
Unit Reference No	Y/617/6646	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of interview techniques in gaining information for media products.		
Learning Outcomes		Assessment Criteria
1. Understand the role of interviews in the media.	1.1 Describe with examples how interviews are used in the media. 1.2 Compare how techniques may be used in the following interviews: a) print b) radio c) television	
2. Understand different interview techniques used in media.	2.1 Describe and compare different interview techniques used in media. 2.2 Demonstrate at least three interview techniques used in media. 2.3 Assess own interview techniques identifying 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
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

Title	Media Editing Skills	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE537	
Unit Reference No	D/617/6647	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to edit media products using multi-platform skills.		
Learning Outcomes	Assessment Criteria	
1. Be able to edit media print products.	1.1 Describe the key editing skills associated with print media. 1.2 Apply editing skills to create a print media product. 1.3 Assess own editing skills in producing a print media product.	
2. Be able to edit audio media products.	2.1 Describe the key editing skills associated with audio media. 2.2 Apply editing skills to create an audio media product. 2.3 Assess own editing skills in producing an audio media product.	
3. Be able to edit moving image media products.	3.1 Describe the key editing skills associated with moving image media. 3.2 Apply editing skills to create a moving image media product. 3.3 Assess own editing skills in producing a moving image media product.	
4. Be able to edit social media products.	4.1 Describe the key editing skills associated with social media. 4.2 Apply editing skills to create a social media product. 4.3 Assess own editing skills in producing a social media product.	
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
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Title	Multi-platform Skills for Media	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBE538	
Unit Reference No	H/617/6648	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the role of multi-platform skills and apply these skills to different media products.		
Learning Outcomes		Assessment Criteria
1. Understand the role of multi-platform skills in modern media.	1.1	Describe and compare multi-platform skills which are used to create media products.
2. Be able to create media products using multi-platform skills.	2.1	Illustrate the use of at least three media products using multi-platform skills.
	2.2	Assess own multi-platform skills identifying 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
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.

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