



Qualification Specification for:

OCN NI Level 5 Award in Leadership and Management

➤ **Qualification No: 603/7908/X**

OCN NI Level 5 Certificate in Leadership and Management

➤ **Qualification No: 603/7907/8**

Qualification Regulation Information

OCN NI Level 5 Award in Leadership and Management

Qualification Number: 603/7908/X

OCN NI Level 5 Certificate in Leadership and Management

Qualification Number: 603/7907/8

Operational start date: 01 October 2021
Operational end date: 30 September 2026
Certification end date: 30 September 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 qualification:

- **OCN NI Level 5 Award in Leadership and Management**
- **OCN NI Level 5 Certificate in Leadership and Management**

This specification sets out:

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

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

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

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About Regulation

OCN NI

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

The Regulated Qualifications Framework: an overview

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

Qualification Level

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

Qualification Size

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

Qualification Summary

Sector Subject Area

15.3 Business management

[NOS - Management and Leadership](#)

Qualifications' Aim

The OCN NI Level 5 Award in Leadership and Management and the OCN NI Certificate in Leadership and Management have been designed to develop leadership and management skills.

Qualifications' Objectives

The OCN NI Level 5 Award in Leadership and Management and the OCN NI Certificate in Leadership and Management qualifications have been designed to provide the learner with the skills and knowledge to be able to:

- plan and lead teams
- manage performance in the workplace
- manage workplace investigations, grievances and disciplinary issues
- manage absence and supporting staff mental health and well being
- manage recruitment and selection
- analyse budgets and management reports

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications are targeted at those who are new or existing managers or individuals who wish to progress into leadership and management roles.

Progression Opportunities

The OCN NI Level 5 Award in Leadership and Management and the OCN NI Certificate in Leadership and Management qualifications enable progression to further learning in this area and/or relevant employment.

Entry Requirements

The learner should have at least 5 GCSEs including English and Maths or equivalent qualifications. Learners should be at least 18 years of age.

Qualification Support

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

Delivery Languages

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

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

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

Centre Staffing

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

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

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

Tutors

Tutors delivering the qualification must be occupationally competent. They must also be either qualified to at least one level higher than the qualification or have a minimum of three years' experience in a leadership or management role.

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
- be either qualified to at least one level higher than the qualification or have a minimum of three years' experience in the area they are assessing
- have direct or 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 three years' occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

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

Structure and Content

In order to achieve the OCN NI Level 5 Award in Leadership and Management the learner must complete 6 credits from any of the units below.

Total Qualification Time (TQT) for this qualification: 60 hours
 Guided Learning Hours (GLH) for this qualification: 16 hours

In order to achieve the OCN NI Level 5 Certificate in Leadership and Management the learner must complete all six units below for 18 credits.

Total Qualification Time (TQT) for this qualification: 180 hours
 Guided Learning Hours (GLH) for this qualification: 48 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
J/618/8517	CBF473	Budgets and Management Reports	3	8	Five
L/618/8518	CBF474	Leading Teams	3	8	Five
R/618/8519	CBF475	Managing Absence and Supporting Employee Mental Health and Well-being	3	8	Five
J/618/8520	CBF476	Managing Performance in the Workplace	3	8	Five
L/618/8521	CBF477	Conducting Effective Workplace Investigations	3	8	Five
R/618/8522	CBF478	Recruitment and Selection	3	8	Five

Unit Details

Title	Budgets and Management Reports	
Level	Five	
Credit Value	3	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBF473	
Unit Reference No	J/618/8517	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to develop and use management reports including finance reports.		
Learning Outcomes		Assessment Criteria
1. Understand how to analyse and manage a budget.	1.1. Research and explain the budgeting cycle of a given organisation. 1.2. Research methods for developing and managing a budget justifying selection for organisation identified in AC 1.1. 1.3. Analyse and manage a budget for a given period of time for the organisation identified in AC 1.1 explaining how this informs decision making.	
2. Understand how to use management reports to inform decision making.	2.1. Summarise various management reports used to inform decision making. 2.2. Research and explain using examples, approaches taken within a given organisation to analyse management reports and how these inform decision making.	
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	Leading Teams	
Level	Five	
Credit Value	3	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBF474	
Unit Reference No	L/618/8518	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and be able to demonstrate effective leadership skills.		
Learning Outcomes	Assessment Criteria	
1. Understand how an organisation's vision, mission, values, strategy and planning cycle relates to the role of a manager and team objectives.	1.1. Research a given organisation's vision, mission, values and strategy and evaluate how this relates to a given manager's role. 1.2. Summarise how a given organisation's planning cycle informs team objectives. 1.3. Explain how to develop and communicate team objectives which support a given organisation's strategy and vision.	
2. Understand leadership and management styles.	2.1. Research and evaluate the effectiveness of different leadership and management styles. 2.2. Evaluate own managerial style identifying possible areas for improvement.	
3. Understand delegation and how to manage own time effectively.	3.1. Explain the importance of delegation 3.2. Evaluate the most effective approach for delegation for a given team to optimise time management. 3.3. Demonstrate how to prioritise work and manage conflicting priorities to optimise own time management.	
4. Be able to communicate effectively with stakeholders.	4.1. Explain the importance of non-verbal communication and how this may influence others. 4.2. Demonstrate how to communicate effectively with different stakeholders including verbal and non-verbal communication.	
5. Know how to manage conflict.	5.1. Illustrate how to manage conflict for each of the following situations: a) between individuals b) between multiple team members	
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	Managing Absence and Supporting Employee Mental Health and Well-being
Level	Five
Credit Value	3
Guided Learning Hours (GLH)	8
OCN NI Unit Code	CBF475
Unit Reference No	R/618/8519
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and be able to apply organisational absence policies and procedures and support employee mental health and well-being.	
Learning Outcomes	Assessment Criteria
1. Be able to manage sickness absence of employees.	1.1. Critically compare using examples, policies and procedures relating to the management of short and long-term absence due to illness. 1.2. Explain using examples how absence reporting procedures should be communicated to employees. 1.3. Demonstrate how to perform a return-to-work interview after sickness leave.
2. Be able to manage maternity leave.	2.1. Research and explain using examples approaches taken within a given organisation to support employees on maternity leave. 2.2. Demonstrate how to support employees who need to avail of maternity leave including: <ul style="list-style-type: none"> a) appropriate communication with employees and human resources b) completion of risk assessment c) support for employees whilst on maternity leave 2.3. Support for employees returning to work.
3. Understand the process for dealing with absence other than sickness or maternity leave.	3.1. Summarise the process for dealing with at least two types of absence other than sickness or maternity leave.
4. Be able to support the mental health and well-being of employees.	4.1. Research and explain using examples, approaches taken within a given organisation to support the mental health and well-being of employees. 4.2. Demonstrate how to support employees that may be experiencing mental health and well-being issues including: <ul style="list-style-type: none"> a) identification of potential issues b) appropriate communication with employees and human resources c) support for employees whilst on leave d) support for employees returning to 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
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Title	Managing Performance in the Workplace	
Level	Five	
Credit Value	3	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBF476	
Unit Reference No	J/618/8520	
Unit purpose and aim(s): This unit will enable the learner to understand and be able to apply an organisation's performance management processes.		
Learning Outcomes	Assessment Criteria	
1. Understand how to build a high-performance staff team.	1.1. Research and evaluate approaches to building a high-performance staff team. 1.2. Explain how to set goals and objectives to inform team development plans.	
2. Be able to research, plan, prepare and conduct an effective appraisal meeting.	2.1. Research examples of effective appraisal processes explaining how they contribute to performance management objectives. 2.2. Plan, prepare and conduct an effective appraisal meeting.	
3. Be able to evaluate coaching models and give constructive feedback to staff.	3.1. Research and evaluate different coaching models. 3.2. Demonstrate how to give positive and constructive feedback in the management of staff including: a) using open and probing questioning b) using effective listening skills	
4. Know how to motivate individuals and teams.	4.1. Research and evaluate approaches to motivate individuals and staff teams.	
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	Conducting Effective Workplace Investigations	
Level	Five	
Credit Value	3	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBF477	
Unit Reference No	L/618/8521	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the processes of and be able to conduct an effective workplace investigation.		
Learning Outcomes		Assessment Criteria
1. Understand workplace investigation processes.	1.1. Explain the need for workplace investigations and how these relate to grievances and disciplinary processes. 1.2. Research and evaluate given workplace investigations including objectives, approaches taken and their effectiveness.	
2. Be able to demonstrate investigation skills and produce a workplace investigation report.	2.1. Demonstrate key investigation skills while conducting a given workplace investigation including: a) effective communication skills b) questioning c) planning d) fact finding 2.2. Produce a clear, concise and objective workplace investigation report including appropriate recommendations.	
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	Recruitment and Selection	
Level	Five	
Credit Value	3	
Guided Learning Hours (GLH)	8	
OCN NI Unit Code	CBF478	
Unit Reference No	R/618/8522	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and apply recruitment and selection policies and procedures.		
Learning Outcomes	Assessment Criteria	
1. Understand the impact of employment and equality legislation on recruitment and selection procedures.	1.1 Research current employment and equality legislation in own region. 1.2 Explain using examples, how the legislation researched in AC 1.1 may affect an organisation's recruitment and selection procedures.	
2. Understand organisational recruitment and selection policy and procedures.	2.1 Research a given organisation's recruitment and selection policy and procedures.	
3. Be able to conduct an effective candidate selection and interview process.	3.1 Demonstrate how to effectively: a) shortlist candidates fairly and consistently b) interview candidates using appropriate questioning and listening techniques c) keep accurate and comprehensive interview notes d) use an interview scoring scale appropriately	
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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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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