

Open College Network West Midlands  
**Level 1 Qualifications in  
Employability and Development Skills**

Qualification Guide





## **'Passionate about enabling learning and releasing the potential of people and their communities'**

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA), to develop and award nationally recognised qualifications. We work in partnership with employers, training providers, colleges, universities, schools and voluntary and community organisations to offer vocational credit-based qualifications, Access to Higher Education Diplomas and quality assured Customised Accreditation to help learners gain employment or to progress into further learning and Higher Education.

### **Why choose us?**

- **Outstanding personalised customer service and support**
- Proven expertise in developing vocational qualifications and credit based learning
- **Responsive and flexible qualification development service**
- Diverse range of qualifications
- **National accreditation, local service**
- Quality assurance, enhancement and improvement services
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- Charitable organisation with ethical and sustainable business practices

**[www.opencolnet.org.uk](http://www.opencolnet.org.uk)**

601/6338/0 Open College Network West Midlands Level 1 Award in Employability and Development Skills

601/6574/1 Open College Network West Midlands Level 1 Certificate in Employability and Development Skills

601/6694/0 Open College Network West Midlands Level 1 Diploma in Employability and Development Skills



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## 1. About these qualifications

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The Open College Network West Midlands Level 1 qualifications in Employability and Development Skills offer opportunities to a range of learners to gain knowledge and skills in a variety of subject areas. The qualifications provide a flexible approach to study, enabling learners to sample different vocational areas. These qualifications are stepping stones to further study and enable the development of generic transferable skills. The units offered will help learners to gain confidence and overcome barriers to the workplace and to further learning.

### Objectives of the qualifications

The qualifications can be used flexibly to meet learner needs. Depending on the context of the learning and the needs of each individual learner, the qualifications can:

- prepare individuals to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding;
- prepare learners for employment;
- support a role in the workplace;
- encourage engagement in learning.

These qualifications have been designed to enable learners to:

- Enhance personal growth by developing and / or updating employability skills.
- Return to work / plan to return to work;
- Progress to a course at the next level in education;
- Progress into new areas of work.

It is a requirement that assessment of these qualifications is conducted in English.

The Open College Network West Midlands Level 1 Qualifications in Employability and Development Skills are accredited by Ofqual.

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## **Guided Learning Hours (GLH)**

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification. Some learners will be able to achieve units and qualifications in a shorter time than indicated. Others, for example those with additional support requirements, may need longer.

## **Total Qualification Time (TQT)**

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Guided learning hours and total qualification time for the qualifications is:

### **Level 1 Award**

GLH: 40 hours

TQT: 60 hours

### **Level 1 Certificate**

GLH: 102 hours

TQT: 148 hours

### **Level 1 Diploma**

GLH: 278 hours

TQT: 370 hours

## **2. Learner requirements**

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### **Entry requirements**

There are no entry requirements.

### **Minimum age**

There is no minimum age for access to these qualifications. Centres ought to satisfy themselves, however, that learners have a level of maturity appropriate for units included in the courses that they offer. If in doubt, please contact Open College Network West Midlands for advice.

## Reasonable Adjustment and Special Considerations

Assessment within the Open College Network West Midlands Level 1 Employability and Development Skills qualifications is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the *Reasonable Adjustment and Special Considerations Policy*, available from Open College Network West Midlands. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

## 3. Achieving the qualification

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### Rules of combination

Centres are responsible for ensuring that learners are able to achieve the qualification for which they are aiming. Centres must ensure that the following rules of combination that apply to each qualification are met.

To be awarded the Open College Network West Midlands **Level 1 Award** in Employability and Development Skills, learners must achieve 6 credits. A minimum of 4 credits must be at Level 1. A maximum of 3 credits can be taken from the IT for Users Unit Group.

To be awarded the Open College Network West Midlands **Level 1 Certificate** in Employability and Development Skills, learners must achieve 15 credits. A maximum of 3 credits can be taken from the IT for Users Unit Group. A maximum of 6 credits may be achieved at Entry 3.

To be awarded the Open College Network West Midlands **Level 1 Diploma** in Employability and Development Skills, learners must achieve 37 credits. A maximum of 6 credits can be taken from the IT for Users Unit Group. A maximum of 12 credits may be achieved at Entry 3.

### Unit achievement

All of the assessment criteria in a unit must be met before the unit is deemed to be achieved. The unit achievement is not graded: units are either achieved or not achieved.

### Recording achievement

You must record the learner's achievement of each unit on an appropriate form(s). You should record the learner's achievement against the specific units assessment criteria evidenced by the task.

## 4. The units

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For a complete list of units available for each of these qualifications, please visit the Open College Network West Midlands website [www.opencollnet.org.uk](http://www.opencollnet.org.uk) or follow this [link](#).

### Level descriptors

The level of the units within these qualifications is linked to the latest QCF level descriptors published by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Entry 3</b>	Has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and Knows and understands the steps needed to complete structured tasks and activities in familiar contexts.	Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Level 1</b>	Has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and Is aware of aspects of information relevant to the area of study or work.	Use basic cognitive and practical skills to complete well-defined routine tasks. Select and use relevant information. Identify whether actions have been effective.

*Extracted from 'After the QCF A New Qualification Framework' October 2015*

## 5. Assessment

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This qualification requires achievement of the specified units with no further requirements for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment. The assessment process is as follows:

- Assessments are internally set and approved at the centre by assessors, against the requirements detailed in the assessment criteria of the unit.
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are quality assured either by an Open College Network West Midlands Quality Adviser (QA) or, for centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands.

### Assessment methods

When delivering Open College Network West Midlands units and qualifications, centres may choose from a range of assessment methods. It is important that the most effective and appropriate methods are selected. We therefore strongly advise that all those involved in assessment and internal quality assurance of this qualification refer to the *Open College Network West Midlands Centre Handbook* and our *Assessment Methods* publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each. These publications are available on our website [www.opencollnet.org.uk](http://www.opencollnet.org.uk).

It is important when devising assessments to differentiate between the assessment method (what the learner is asked to do) and the evidence (what the learner produces).

When designing any assessment method, tutors or assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors or assessors may also need to consider arrangements for learners with particular learning difficulties and will need to be aware of Open College Network West Midlands' policy on reasonable adjustments.

All proposed assessment tasks must be checked and confirmed as appropriate, fair, valid and reliable by an appropriately qualified and experienced Internal Quality Assurer (IQA) before being issued to learners.



## 6. Offering the qualification

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Centres wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification and certification will be completed through Open College Network West Midlands, who will have an identified officer to support your centre. If you have any queries or difficulties at any time you should contact the Open College Network West Midlands office on 01902 624230.

### Approval to offer the qualification

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please also complete and submit an *Open College Network West Midlands New Course Notification Form*. This is available to download from [here](#). The completed form should be forwarded to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email [enquiries@opencollnet.org.uk](mailto:enquiries@opencollnet.org.uk) or telephone 01902 624 239.

For more information visit 'Becoming a Centre' on our website.

### Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:

- establishes statements on the standard of evidence required to meet the assessment criteria for the units in Open College Network West Midlands qualifications;
- makes recommendations on assessment practice;
- produces advice and guidance for the assessment of units;
- identifies good practice in assessment.

It is a requirement of the centre recognition process that each centre offering units from Open College Network West Midlands qualifications must contribute assessment materials and learners' evidence for standardisation if requested.

Open College Network West Midlands will notify centres of the required sample for standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be sent to Open College Network West Midlands by centres.

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Outcomes from standardisation will be available to centres through Open College Network West Midlands.

## **Support for centres**

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

If centres approved to offer Open College Network West Midlands units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers), this will be used as the centre reference number. If a centre has not obtained a UKPRN they will be issued with a unique Open College Network West Midlands centre number.

Information about obtaining a Unique Learner Number (ULN) on behalf of the learners is included in the *Open College Network West Midlands Centre Handbook*.

## **Centre responsibilities**

Each centre should identify a centre contact who will be responsible for Open College Network West Midlands provision within the centre.

The centre contact must ensure all procedures relating to the delivery of the qualification operate effectively in the centre.

The centre contact is the person responsible for confirming and ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition.

The centre contact is responsible for ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

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**The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.**

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