Open College Network West Midlands
QCF Qualifications in
Workplace Learning Champions

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
- **Competitive and transparent pricing**
- Charitable organisation with ethical and sustainable business practices

www.opencollnet.org.uk
Contents

1. Qualifications in this suite ........................................................................ 1
2. About the qualifications .............................................................................. 1
3. Who the qualifications are for .................................................................. 2
4. Achieving the qualifications ...................................................................... 3
5. The units .................................................................................................... 4
6. Assessment ................................................................................................ 7
7. Offering the qualifications ......................................................................... 8
1. **Qualifications in this suite**

- Open College Network West Midlands Level 2 Award in Workplace Learning Champions (QCF)  
  - 601/1917/2
- Open College Network West Midlands Level 3 Award in Workplace Learning Champions (QCF)  
  - 601/1918/4

2. **About the qualifications**

These qualifications offer organisations the opportunity to ensure that staff, employees and volunteers in the workplace have access to a Learning Champion to improve learning and performance, training and development.

**Objectives of the qualifications**

These 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 learners 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.

The qualifications are designed to enable the learners to:

- assess the benefits of learning and development to the sustainability of an organisation;
- explore the training needs within an organisation;
- identify skills gap among staff in an organisation;
- consider solutions to those training needs.

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

The Open College Network West Midlands Workplace Learning Champions qualifications are accredited by Ofqual and are included within the Qualifications and Credit Framework (QCF).
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.

The guided learning hours for these qualifications are:

- **Level 2 Award:** 24
- **Level 3 Award:** 21

**Progression opportunities**

The Open College Network West Midlands Workplace Learning Champions qualifications enable progression to further learning opportunities within employment, or to further study. These qualifications provide an individual with the skills to identify and investigate future training and development needs for staff within the workplace. Achieving the qualifications can give learners further opportunities within the workplace or other working environments.

3. Who the qualifications are for

The qualifications are designed for learners in a work setting and are particularly suitable for experienced staff, supervisors, trainers, middle and senior managers with the skills and experience to initiate and implement training and development opportunities in the workplace.

**Entry requirements**

The minimum age for access to these qualifications is 19 years.

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.

Learners will need to be working in a workplace setting to be able to achieve these qualifications.
Learners with particular requirements

Assessment within the Open College Network West Midlands Workplace Learning Champions 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 requirements you should refer to the *Reasonable Adjustments 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.

4. Achieving the qualifications

Rules of combination

Centres are responsible for ensuring that courses are designed so that learners are able to achieve the qualification for which they are aiming. Courses must allow for a sufficient number of credits to be achieved, and must meet the specific rules of combination that apply to each qualification.

To be awarded the Open College Network West Midlands Level 2 Award in Workplace Learning Champions (QCF), the learner must achieve 3 credits.

To be awarded the Open College Network West Midlands Level 3 Award in Workplace Learning Champions (QCF), the learner must achieve 3 credits.

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 each learner’s performance in each unit on an appropriate form or forms. The form/s should record the learner’s performance against the unit assessment criteria evidenced by the task.
## 5. The units

### Level 2 Award

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
<th>Credit</th>
<th>GLH</th>
<th>Unit code</th>
<th>QCF unit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Champions in the Workplace</td>
<td>2</td>
<td>3</td>
<td>24</td>
<td>GB8/2/NQ/001</td>
<td>L/505/7417</td>
</tr>
</tbody>
</table>

### Level 3 Award

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
<th>Credit</th>
<th>GLH</th>
<th>Unit code</th>
<th>QCF unit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Champions in the Workplace</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>GB8/3/NQ/001</td>
<td>R/505/7418</td>
</tr>
</tbody>
</table>
QCF level descriptors

The level of the units within this qualification has been determined with reference to the QCF level descriptors.

<table>
<thead>
<tr>
<th>Level</th>
<th>Summary</th>
<th>Knowledge and Understanding</th>
<th>Application and Action</th>
<th>Autonomy and Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Achievement at Level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgment subject to overall direction or guidance.</td>
<td>Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems. Interpret relevant information and ideas. Be aware of the types of information that are relevant to the area of study or work.</td>
<td>Complete well-defined, generally routine tasks and address straightforward problems. Select and use relevant skills and procedures. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.</td>
<td>Take responsibility for completing tasks and procedures. Exercise autonomy and judgment subject to overall direction or guidance.</td>
</tr>
<tr>
<td>Level</td>
<td>Summary</td>
<td>Knowledge and Understanding</td>
<td>Application and Action</td>
<td>Autonomy and Accountability</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>-----------------------------</td>
<td>------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Achievement at level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgment within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.</td>
<td>Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine. Interpret and evaluate relevant information and ideas. Have awareness of different perspectives or approaches within the area of study or work.</td>
<td>Address problems that, while well defined, may be complex and non-routine. Identify, select and use appropriate skills, methods and procedures. Use appropriate investigation to inform actions. Review how effective methods and actions have been.</td>
<td>Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility for supervising or guiding others. Exercise autonomy and judgment within limited parameters.</td>
</tr>
</tbody>
</table>

Extracted from ‘Regulatory arrangements for the Qualifications and Credit Framework’, Appendix E, Ofqual, 2008
6. Assessment

The qualifications require 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 these qualifications 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.

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.
7. Offering the qualifications

Centres wishing to deliver these qualifications will need to demonstrate the ability to deliver them including adherence to quality assurance and assessment regulations. Open College Network West Midlands will provide guidance and give support in enabling you to use the qualifications.

All procedures for the use of these qualifications or units of these qualifications, 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.

Approval to offer the qualifications

If you are an Open College Network West Midlands Recognised Centre and you wish to add these qualifications to your curriculum offer please complete and submit an ‘Open College Network West Midlands New Course Notification Form’. This is available to download from our website. The form should be forwarded to Open College Network West Midlands for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualifications, please consider applying for Centre Recognition with us. To start the application process email 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.

Outcomes from standardisation will be available to Centres through Open College Network West Midlands.
Support for Centres

Open College Network West Midlands provides 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.

---

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, and the latest versions of our qualification guides.
Qualification Numbers
Level 2 Award: 601/1917/2
Level 3 Award: 601/1918/4

Open College Network West Midlands
Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA
Tel: (01902) 624230
Fax: (01902) 624231
Email: wolverhampton@opencollnet.org.uk
Web: www.opencollnet.org.uk

Office Hours:
Monday to Thursday - 9.00am to 5.00 pm
Friday - 9.00 am to 4.00 pm

www.opencollnet.org.uk
01902 624 230

v3 March 2015