

openawards



Qualification Guide

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home ([Entry 1](#)) (QCF) 600/7622/7

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home ([Entry 2](#))(QCF) 600/7623/9

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home ([Entry 3](#))(QCF) 600/6999/5

To view a page, simply click the underlined page title.

Content	Page Number
<u>Open Awards</u>	2
<u>Qualification and Credit Framework</u>	3
<u>Title of the Qualification within this Guide</u>	5
<u>Qualification(s) Rationale and Regulatory Purpose</u>	6
<u>Rationale</u>	6
<u>Purpose and Sub-purpose</u>	6
<u>Operational Details</u>	7
<u>Operational Dates</u>	7
<u>Nationally Recognised Accreditation Number(s)</u>	7
<u>Qualification Overview</u>	8
<u>Who is the Qualification for?</u>	8
<u>The Qualifications serve to</u>	8
<u>Benefits to Learners</u>	8
<u>Benefits to Centres</u>	9
<u>Progression Opportunities</u>	9
<u>Qualification Structure</u>	10
<u>Learning Time</u>	10
<u>Entry Level 1 Certificate Rules of Combination</u>	11
<u>Entry Level 2 Certificate Rules of Combination</u>	12
<u>Entry Level 3 Certificate Rules of Combination</u>	13
<u>About the Units</u>	14
<u>Mandatory Units</u>	15
<u>Optional Units</u>	16
<u>Assessment, Verification and Standardisation</u>	23
<u>Assessment</u>	23
<u>Verification</u>	24
<u>Standardisation</u>	25
<u>Delivering the Qualifications</u>	26
<u>Recognised Centres</u>	26
<u>Notification to Deliver Open Awards Qualifications</u>	26
<u>Additional Information</u>	27
<u>Recognition of Prior Learning & Achievement</u>	27
<u>Funding, Fees and Charges</u>	28
<u>Funding</u>	28
<u>Fees</u>	28
<u>Administration and Support</u>	29
<u>Glossary</u>	30

Open Awards

Set up in 1981 as OCNNWR and now trading as Open Awards, we have been in business for over 30 years. During that time we have helped thousands of learners get started on the education ladder, return to learning, achieve qualifications to help their careers and progress into University.

We were the first to design qualifications and courses based on credit accumulation so that learners could achieve in “bite sized” chunks. We designed the units and qualifications that are now the basis of the Qualification and Credit Framework (QCF). As pioneers and champions of credit we are the experts in the field and we use this expertise to design new qualifications.

We are more than just another Awarding Organisation. Uniquely, we have deep roots in the education sector as forward thinking organisations, FE Colleges and LEAs, created OCNs to promote education and achievement. We have a governance structure, which is drawn from the people who use our services – our providers and centres – so that we can truly say we are “of the sector and for the sector”. Our purpose is to meet the needs of our provider organisations and their learners. We are a not for profit organisation and a registered charity and we use our funds to invest in our products and services to support the very organisations that use our products.

Open Awards qualifications are approved by the regulators (England, Northern Ireland and Wales) and have been developed and endorsed by the relevant Sector Skills Council and are designed to meet the needs of learners and employers. The range of qualifications we offer is designed to meet the aspirations of learners who are seeking a stepping stone to their career, returning to learn or wishing to progress and build their skills and experience. We are constantly adding to our qualification portfolio to ensure that it is fresh and up to date.

Qualification and Credit Framework

The QCF is a framework that awards credit for qualification and unit achievement and aims to present qualifications in a way that is easy to understand and measure. It enables learners to gain qualifications at their own pace.

There are three sizes of qualification in the QCF:

Award	Certificate	Diploma
1 to 12 Credits	13 to 36 Credits	37 Credits and above

Every unit and qualification in the framework is structured in the following way:

- Unit title
- Level
- Credit value
- Learning outcomes
- Assessment criteria

The credit value of a unit specifies the number of credits that will be awarded to a learner who has achieved the learning outcomes of the unit. The credit value of a unit is based on:

- One credit for those learning outcomes that a learner can achieve in 10 hours of learning.
- Learning time is defined as the time taken by learners at the level of the unit, on average, to complete the learning outcomes of the unit, not only guided learning hours. For example if a unit is worth 3 credits then it will take on average 30 hours for the learner to complete

The terms Award, Certificate and Diploma **do not** describe the qualification levels. It is possible to have an Award at level 4 and a Diploma at level 2.

QCF Level Descriptors

Entry Level (Entry 1)

Summary/Knowledge and Understanding/Application and Action/Autonomy and Accountability

Entry recognises progress along a continuum that ranges from the most elementary of achievements to beginning to make use of skills, knowledge or understanding that relate to the immediate environment

Entry Level (Entry 2)

Summary

Achievement at Entry 2 reflects the ability to make use of skills, knowledge and understanding to carry out simple, familiar tasks and activities with guidance.

Knowledge and Understanding

Use knowledge or understanding to carry out simple, familiar activities.

Know the steps needed to complete simple activities.

Application and Action

Carry out simple, familiar tasks and activities.

Follow instructions or use rehearsed steps to complete tasks and activities.

Autonomy and Accountability

With appropriate guidance begin to take some responsibility for the outcomes of simple activities.

Actively participate in simple and familiar activities.

Entry Level (Entry 3)

Summary

Achievement at Entry 3 reflects the ability to make use of skills, knowledge and understanding to carry out structured tasks and activities in familiar contexts, with appropriate guidance where needed.

Knowledge and Understanding

Use knowledge or understanding to carry out structured tasks and activities in familiar contexts.

Know and understand the steps needed to complete structured tasks and activities in familiar contexts.

Application and Action

Carry out structured tasks and activities in familiar contexts.
Be aware of the consequences of actions for self and others.

Autonomy and Accountability

With appropriate guidance take responsibility for the outcomes of structured activities.

Actively participate in activities in familiar contexts.

Further information on the QCF can be found at <http://www.openawards.org.uk>.

Title(s) of the Qualification(s) within this Guide

The Qualifications in this guide include:

- Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1) (QCF)
- Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 2) (QCF)
- Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 3) (QCF)

Qualification(s) Rationale and Regulatory Purpose

Rationale

This suite of Open Awards qualifications in Independent Living has been designed to address the needs of learners working at Entry Level and in particular those with learning difficulties and disabilities. The qualifications ensure that all learners are given the same opportunities to access appropriate and relevant education and improve their life chances by developing the necessary skills and abilities. The qualifications are designed to provide a foundation for lifelong learning and enhance the learner's life experience by providing a focus on essential and transferable social and life skills which enable increased independence and self-determination.

The Open Awards Entry Level Certificates in Independent Living - Looking After Yourself and Your Home have been designed to develop some of the basic skills needed to look after oneself and one's home. The qualifications can build on previous achievement in specific areas, but also allow for a more in depth look at some of the skill areas and ensure, by the rules of combination, that a breadth of skill areas is covered.

The qualifications have been developed in collaboration with providers of education for learners with a wide range of learning difficulties and disabilities as well as professionals in the field.

The Qualifications and Credit Framework (QCF) provides the opportunity to recognise the benefits of this provision and bring it into a national mainstream framework and break down some of the marginalisation often experienced by these learners.

Purpose and Sub-purpose

The Open Awards Entry Level Certificates in Independent Living - Looking After Yourself and Your Home (QCF) have the following purpose:

A. Recognise personal growth and engagement in learning.

And the following sub-purpose:

A1. Recognise development of skills for life

A2. Recognise development of knowledge and/or skills to operate independently and effectively in life, learning and work

A3. Recognise development of personal skills and/or knowledge

Operational Details

Operational Dates

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1) (QCF)

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 2) (QCF)

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 3) (QCF)

are due for review: 31-July-2017

Open Awards will notify centres prior to the review to enable a smooth progression from the current version to the new version.

Nationally Recognised Accreditation Number(s)

The suite of Qualifications is accredited by Qfqual and all Qualifications are on the QCF (Qualifications and Credit Framework). The table below outlines the full and official name* of the Qualification with the regulative QAC code.

Qualification Name	QAC Code
Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1)	600/7622/7
Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 2)	600/7623/9
Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 3)	600/6999/5

*Qualification names may differ in this guidance to those reflected above, however, when searching the QCF Register use the full official names of the qualification or QAC codes to ensure you obtain the correct information.

Qualification Overview

What do the qualifications offer?

The qualifications focus upon raising awareness of issues that learners may face when embarking upon living an increasingly independent life and the development of skills to enable them to do so.

The qualifications offer the opportunity to build a personalised programme for an individual that addresses their specific needs and circumstances. It gives a focus for the learners and providers in planning and recognising progress towards independence.

The qualifications can be delivered in a multi context environment by professional tutors and/or caring professionals, however, it is essential that an overview of an individual's learning programme is shared with all partners and most importantly with the learner. Generally the most appropriate setting for many of the units is in a real life setting which extracts the maximum value from the experience and reinforces the context in which the learning is usefully applied.

Benefits to Learners

The Qualifications:

- Allow increased flexibility for learners.
- Build upon previous achievement
- Enable achievement of a nationally recognised Qualification.
- Bring together elements of looking after yourself and your home and living in the community.
- Relate to personal development and an appreciation of personal rights and responsibilities and those of others.
- Allow for more in depth learning in specific areas
- Offer a breadth of choice to suit learner need
- Mandatory units allow for reflection, a review of the learning achieved and progress made and encourage learners to plan ahead and consider what further advice, guidance and learning they may need
- Provide opportunities to develop a 'spikey' profile enabling achievement at a higher level
- Units are transferable and may be achieved over a period time.
- The Qualifications offer a breadth of progression routes within the Independent Living and Entry level qualifications to more specific qualifications at Level 1.
- A wide range of assessment methods to suit learner needs.

Benefits to Centres

- The Qualifications which are nationally recognised and accredited by Ofqual and are on the QCF (Qualifications & Credit Framework) may be eligible for funding in England, Wales and Northern Ireland. See Funding, Fees and Charges in this guide for more information.
- Clear progression routes for learners.
- Flexibility of delivery
- A varied range of assessment methods enabling innovative delivery to suit learner needs.

Designing an Individual Programme of Learning

Essential care should be taken when designing a programme of units for an individual to ensure that their needs and views are taken into account.. A realistic approach needs to be taken when determining the learning aims of the individual and the purpose of the learning. Consultation with parents, carers and other professionals is encouraged and consideration of the learner's abilities.. On-going assessment of progress and suitability of the programme for the learner should be monitored. The nature of the qualifications allows learners the flexibility to change direction if the original course proves inappropriate or circumstances change. By substituting an alternative unit or by using a different level the learner may still achieve the overall qualification by a different route. Not all units will be suitable for all learners. The key factor in the selection of units is that the learner should be able to benefit from the experience. Therefore a unit that is too easy is not appropriate and neither is a unit that is too difficult.

Progression Opportunities

Learners may wish to extend their skills in other core areas, such as literacy, numeracy or ICT.

Learners progressing to and achieving a full Diploma may be ready to move into independent, supported or sheltered living accommodation. They may also wish to consider other issues such as supported employment or training in that area. Progression to level 1 qualifications for example - Qualifications in Progression or Skills Towards Enabling Progression.

Qualification Structure

Learning Time

The Minimum GLH (Guided Learning Hours) and Recommended Learning Hours for each Qualification is outlined in the table below.

Qualification	Minimum GLH	Learning Hours
Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1)	150	150
Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 2)	150	150
Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 3)	150	150

Rules of Combination

To achieve this Open Awards Qualification each learner must fulfil a particular set of Rules of Combination. Each Qualification Rules of Combination and unit requirements are noted below under the relevant headings.

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1)

Credit Value of the Qualification:	15
Minimum Credits to be achieved at the Level of the Qualification	15 (with a minimum of 8 at Entry 1)
Mandatory Units Group A:	1 credit must be achieved
Group B – Household Skills	A minimum of 3 credits to be achieved
Group C – Personal Care	A minimum of 3 credits to be achieved
Group D – Personal Development and Leisure Activities	A minimum of 3 credits to be achieved
The remaining minimum of 5 credits may be achieved from any of the Groups B, C, D.	

NB: Units with the same Unit Title at different levels are barred.

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 2)

Credit Value of the Qualification:	15
Minimum Credits to be achieved at the Level of the Qualification	15 (with a minimum of 8 at Entry 2)
Mandatory Units Group A:	1 credit must be achieved
Group B – Household Skills	A minimum of 3 credits to be achieved
Group C – Personal Care	A minimum of 3 credits to be achieved
Group D – Personal Development and Leisure Activities	A minimum of 3 credits to be achieved
The remaining minimum of 5 credits may be achieved from any of the Groups B, C, D.	

NB: Units with the same Unit Title at different levels are barred.

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 3)

Credit Value of the Qualification:	15
Minimum Credits to be achieved at the Level of the Qualification	15 (with a minimum of 9 at Entry 3)
Mandatory Units Group A:	1 credit must be achieved
Group B – Household Skills	A minimum of 3 credits to be achieved
Group C – Personal Care	A minimum of 3 credits to be achieved
Group D – Personal Development and Leisure Activities	A minimum of 3 credits to be achieved
The remaining minimum of 5 credits may be achieved from any of the Groups B, C, D.	

NB: Units with the same Unit Title at different levels are barred.

Qualification Units

About the Different Unit Areas in the Independent Living Qualifications

Leisure

These units aim to develop an awareness of the social and personal benefits to be gained from the active participation in meaningful leisure activities and the opportunities to experience an area of new or established interest.

The units offer both indoor and outdoor activities for individuals or groups and range from accessing the countryside, gardening and pet care to computer games, eating out and exploring creative skills (music, art, dance and performance).

Accessing Community Facilities

These units aim to develop an awareness of community facilities and how to access them. Options within the units offer the opportunity for the learner to focus upon the facilities most appropriate to themselves and to become familiar with the requirements specific to a particular facility. The options on offer include: accessing public transport and preparing for and taking a journey; community safety; accessing and using health services and leisure facilities; accessing and using banking and financial services; accessing and obtaining services from professional trades.

Personal Development

These units aim to advance a person's ability to function independently in the community as well as increase self-determination and self-awareness. The units address individual personal development that is not covered by other subject specific units within the suite. Included in the options are units covering making choices, self-advocacy, developing assertiveness / interpersonal skills, awareness of self and others and understanding relationships.

Rights and Responsibilities

These units are designed to increase the learner's awareness of their position within the community by recognising their own rights and responsibilities within it. The units cover the need for laws and what that might involve for them as an individual, what rights they have in terms of the right to be safe, and the responsibilities they have as a member of a community in terms of behaviour, their contribution to the community and wider issues, such as environmental and social issues. The units support the learner in developing the ability to exercise potential new choices that become available to them.

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1, 2 and 3) (QCF)

Each qualification contains one Mandatory Unit to be taken at the level of the qualification. The Mandatory Units for each level/qualification are as follows:

Mandatory Qualification Units

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 1) (QCF)

Unit Name	QAC Code	Level:	Credit Value:
Mandatory Units - Group A			
Looking after Yourself and Your Home	Y/600/6156	Entry Level One	1

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 2) (QCF)

Unit Name	QAC Code	Level:	Credit Value:
Mandatory Units - Group A			
Looking after Yourself and Your Home	H/600/6208	Entry Level Two	1

Open Awards Entry Level Certificate in Independent Living - Looking After Yourself and Your Home (Entry 3) (QCF)

Unit Name	QAC Code	Level:	Credit Value:
Mandatory Units - Group A			
Looking after Yourself and Your Home	D/600/6157	Entry Level Three	1

The remaining units cover the Optional Requirement.

Optional Qualification Units

Units with the same titles at different levels are barred.

Unit Name	QAC Code	Level:	Credit Value:
Household Skills - Unit Group B			
Basic Cooking Techniques	J/600/6198	Entry Level One	3
Basic Cooking Techniques	L/600/6199	Entry Level Two	3
Basic Cooking Techniques	T/600/6200	Entry Level Three	3
Everyday Food and Drink Preparation	L/600/6204	Entry Level One	3
Everyday Food and Drink Preparation	R/600/6205	Entry Level Two	3
Everyday Food and Drink Preparation	Y/600/6206	Entry Level Three	3
Food Safety and Storage	K/600/6209	Entry Level One	3
Food Safety and Storage	D/600/6210	Entry Level Two	3
Food Safety and Storage	H/600/6211	Entry Level Three	3
Household Cleaning	K/600/6212	Entry Level One	3
Household Cleaning	M/600/6213	Entry Level Two	3
Household Cleaning	T/600/6214	Entry Level Three	3
Household Expenses	A/600/6215	Entry Level One	3
Household Expenses	F/600/6216	Entry Level Two	3

Unit Name	QAC Code	Level:	Credit Value:
Household Expenses	J/600/6217	Entry Level Three	3
Household Shopping	L/600/6218	Entry Level One	3
Household Shopping	R/600/6219	Entry Level Two	3
Household Shopping	L/600/6221	Entry Level Three	3
Kitchen Hygiene	A/600/6201	Entry Level One	1
Kitchen Hygiene	F/600/6202	Entry Level Two	1
Kitchen Hygiene	J/600/6203	Entry Level Three	1
Make a Simple Meal	R/600/6222	Entry Level One	3
Make a Simple Meal	Y/600/6223	Entry Level Two	3
Make a Simple Meal	D/600/6224	Entry Level Three	3
Recycling, Managing Waste	H/600/6225	Entry Level One	2
Recycling, Managing Waste	K/600/6226	Entry Level Two	2
Recycling, Managing Waste	M/600/6227	Entry Level Three	2
Using Domestic Appliances	T/600/6228	Entry Level Two	2
Using Domestic Appliances	A/600/6229	Entry Level Three	2

Unit Name	QAC Code	Level:	Credit Value:
Personal Care - Unit Group C			
Choosing Clothing and Footwear	J/600/6251	Entry Level One	2
Choosing Clothing and Footwear	L/600/6252	Entry Level Two	2
Choosing Clothing and Footwear	R/600/6253	Entry Level Three	2
Drug and Alcohol Awareness	T/600/6259	Entry Level One	2
Drug and Alcohol Awareness	K/600/6260	Entry Level Two	2
Drug and Alcohol Awareness	M/600/6261	Entry Level Three	2
Eating a Balanced Diet	T/600/6262	Entry Level One	3
Eating a Balanced Diet	A/600/6263	Entry Level Two	3
Eating a Balanced Diet	F/600/6264	Entry Level Three	3
Health and Fitness	A/501/5194	Entry Level Three	3
Health and Fitness	Y/600/6268	Entry Level One	3
Health and Fitness	R/600/6267	Entry Level Two	3
Looking after Clothes	R/600/6270	Entry Level One	3
Looking after Clothes	D/600/6272	Entry Level Two	3
Looking after Clothes	R/600/6284	Entry Level Three	3
Personal Care and Hygiene	M/600/6289	Entry Level One	3

Unit Name	QAC Code	Level:	Credit Value:
Personal Care and Hygiene	H/600/6290	Entry Level Two	3
Personal Care and Hygiene	K/600/6291	Entry Level Three	3
Personal Health	A/600/6294	Entry Level One	3
Personal Health	F/600/6295	Entry Level Two	3
Personal Health	L/600/6297	Entry Level Three	3
Personal Presentation	M/600/6308	Entry Level One	3
Personal Presentation	T/600/6309	Entry Level Two	3
Personal Presentation	M/600/6311	Entry Level Three	3
Personal Safety	Y/600/6304	Entry Level One	3
Personal Safety	D/600/6305	Entry Level Two	3
Personal Safety	H/600/6306	Entry Level Three	3
Personal Development and Leisure Activities - Unit Group D			
Accessing the Countryside	A/600/6313	Entry Level One	3
Accessing the Countryside	F/600/6314	Entry Level Two	3
Accessing the Countryside	J/600/6315	Entry Level Three	3
Computer Games	L/600/6316	Entry Level One	1
Computer Games	R/600/6317	Entry Level Two	1

Unit Name	QAC Code	Level:	Credit Value:
Computer Games	Y/600/6318	Entry Level Three	1
Developing Assertiveness	J/600/6475	Entry Level One	2
Developing Assertiveness	Y/600/6478	Entry Level Two	2
Developing Assertiveness	Y/600/6481	Entry Level Three	2
Eating Out	D/600/6319	Entry Level One	3
Eating Out	R/600/6320	Entry Level Two	3
Eating Out	Y/600/6321	Entry Level Three	3
Exploring Art	M/600/6423	Entry Level One	3
Exploring Art	A/600/6425	Entry Level Two	3
Exploring Art	F/600/6426	Entry Level Three	3
Exploring Dance	L/600/6428	Entry Level One	3
Exploring Dance	J/600/6430	Entry Level Two	3
Exploring Dance	L/600/6431	Entry Level Three	3
Exploring Music	R/600/6432	Entry Level One	3
Exploring Music	Y/600/6433	Entry Level Two	3
Exploring Music	K/600/6436	Entry Level Three	3
Exploring Performance	T/600/6438	Entry Level One	3

Unit Name	QAC Code	Level:	Credit Value:
Exploring Performance	A/600/6439	Entry Level Two	3
Exploring Performance	M/600/6440	Entry Level Three	3
Gardening for Pleasure	T/600/6441	Entry Level One	3
Gardening for Pleasure	A/600/6442	Entry Level Two	3
Gardening for Pleasure	F/600/6443	Entry Level Three	3
Hobbies	J/600/6444	Entry Level One	2
Hobbies	L/600/6445	Entry Level Two	2
Hobbies	R/600/6446	Entry Level Three	2
Making Choices	M/600/6485	Entry Level One	1
Making Choices	T/600/6486	Entry Level Two	1
Making Choices	A/600/6487	Entry Level Three	1
Observing and Encouraging Birds	Y/600/6447	Entry Level One	3
Observing and Encouraging Birds	D/600/6448	Entry Level Two	3
Observing and Encouraging Birds	H/600/6449	Entry Level Three	3
Outdoor Pursuits	Y/600/6450	Entry Level One	3
Outdoor Pursuits	D/600/6451	Entry Level Two	3
Outdoor Pursuits	H/600/6452	Entry Level Three	3

Unit Name	QAC Code	Level:	Credit Value:
Participation in Team Activities	K/600/6453	Entry Level One	3
Participation in Team Activities	M/600/6454	Entry Level Two	3
Participation in Team Activities	T/600/6455	Entry Level Three	3
Personal Awareness	A/600/6490	Entry Level One	2
Personal Awareness	F/600/6491	Entry Level Two	2
Personal Awareness	L/600/6493	Entry Level Three	2
Pet Care	F/600/6457	Entry Level One	3
Pet Care	J/600/6458	Entry Level Two	3
Pet Care	L/600/6459	Entry Level Three	3
Self Advocacy	Y/600/6495	Entry Level One	3
Self Advocacy	H/600/6497	Entry Level Two	3
Self Advocacy	M/600/6499	Entry Level Three	3
Understanding Relationships	D/600/6501	Entry Level One	2
Understanding Relationships	K/600/6503	Entry Level Two	2
Understanding Relationships	T/600/6505	Entry Level Three	2

Assessment, Verification and Standardisation

Designing an Individual Programme of Learning

Essential care should be taken when designing a programme of units for an individual to ensure that their needs and views are taken into account. A realistic approach needs to be taken when determining the learning aims of the individual and the purpose of the learning. Consultation with parents, carers and other professionals is encouraged and consideration of the learner's abilities. On-going assessment of progress and suitability of the programme for the learner should be monitored. The nature of the qualifications allows learners the flexibility to change direction if the original course proves inappropriate or circumstances change. By substituting an alternative unit or by using a different level the learner may still achieve the overall qualification by a different route. Not all units will be suitable for all learners. The key factor in the selection of units is that the learner should be able to benefit from the experience. Therefore a unit that is too easy is not appropriate and neither is a unit that is too difficult.

Assessment

The assessment activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Judgement must be made against the identified assessment criteria in the unit as either achieved or not achieved. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

Assessment should be at a level which extends the learner but does not make the unit impossible to achieve. Opportunities which enable the learner to demonstrate naturally occurring evidence of achievement in a realistic context, particularly in the context of independent living, is more likely to produce valid and reliable results. Simulated situations should be as realistic as possible. The content of delivery should be tailored to suit the needs of the learners whilst addressing the underlying skills and knowledge represented in the learning outcomes and assessment criteria. In order that the learning experience is not rigid and unfulfilling the learning experience should not be confined to the assessment criteria.

The interpretation of assessment criteria should take into account the sub level of the unit (i.e. Entry 1, Entry 2 and Entry 3) based on the level descriptors provided, as this will help determine the amount of support that a learner legitimately can receive in the performance of the learning criteria.

A robust system for recording achievement should be used and should ideally incorporate the opportunity of mapping achievement across units. The evidence of achievement should be cross referenced to the criteria of the units and compiled in conjunction with the learner. Learners' comments and input would be valuable not only to an assessor and verifier but also to the learner themselves as a record of their activity and achievement.

Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable Adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our guidance and the procedures for applying for Reasonable Adjustments. For more information see the [Quality Assurance information on our Website](#).

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence may include:

- Observation of performance
- Product for the candidate assessor's work
- Questioning (written or oral)
- Personal statements
- Assignments or projects
- Witness testimonies - supplemented by photographs or other visual recording methods in accordance with current safeguarding requirements.
- Simulations
- Professional discussion
- Recognition of prior learning

Assessments are designed by centres. Assessments should be:

Valid;

- They should clearly measure the knowledge or skills that they set out to measure.

Reliable;

- They will in general produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive;

- So that no individual learner is excluded from the opportunity to demonstrate their achievement because of their individual circumstances.

Assessors must be satisfied that learners have achieved all assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit.

Verification

Verification is the process by which assessment decisions are confirmed. Centres have a responsibility to conduct internal verification led by a trained internal verifier.

External verification is carried out by Open Awards Quality Reviewers/Open Awards

External Verifiers who will confirm that the centre is assessing to standard and ensure that the centre's quality assurance systems continue to meet Open Awards centre recognition criteria.

Further guidance on **Internal Verification** and **Training Support** for centres can be found **on our website**.

Standardisation

Open Awards will undertake a process of standardisation periodically. Centres will be notified of the required sample which will be copied and collected by the Quality Reviewer. Feedback on standardisation will be available to centres. Standardisation will agree standards for each unit, identify exemplars and make recommendations for changes where appropriate. For further information, see our **Standardisation** activities.

Delivering the Qualifications

Recognised Centres

To deliver Open Awards Qualifications you must be an Open Awards Recognised Centre. For more information about becoming a Recognised Centre then please see our **website**.

Notification to Deliver Open Awards Qualifications

If you are an Open Awards Recognised Centre then you will need to alert us that you want to deliver this Qualification. For more information about this process **contact** your Business Development Advisor.

If you are familiar with the process then **proceed to** your Open Awards Secure Portal and complete and submit the New Qualification Notification Form. For help with this see the Administration and Support section of this guide.

Additional Information

Recognition of Prior Learning & Achievement

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions:

- For achievements within the QCF it is possible to transfer credits (equivalent)
- Learners with certificated achievements outside the QCF can claim exemption from the requirement to achieve credits for designated units.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalencies for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre.

For more information please **[View our RPLA Policy](#)**.

Funding, Fees and Charges

Funding

More information about Funding can be found on the **LARA** website.

Please confirm eligibility for funding via the appropriate funding source.

Fees

Please see the Open Awards **Fees and Charges** page for further details.

Foundation Learning

Foundation Learning aims to provide a focussed approach to Entry Level and Level 1 within the Qualifications and Credit Framework (QCF) in order to raise participation, achievement and progression amongst learners to a Level 2 qualification.

Foundation Learning is made up of three components: Vocational Knowledge, Skills and Understanding; Functional Skills; Personal and Social Development. It includes provision for those with learning difficulties and/or disabilities.

The Open Awards Step-Up Qualifications (QCF) have been developed to contribute to the achievement of Foundation Learning.

Administration and Support

Full support is given to all centres along with training for administrators. You can find the Open Awards **Centre Handbook** on our website. You can also view **Training/Events** information on our website.

The Open Awards web site **<http://www.openawards.org.uk>** is the best source for further information with full listings of our qualifications, news, events, assessment information, policies, and details of our support services. Alternatively our experienced customer service team can be contacted on 0151 494 2072 or via email **enquiries@openawards.org.uk**.

Glossary

Assessment	The process of making judgements about the extent to which a candidate's work meets the assessment criteria for a qualification or unit, or part of a unit.
Assessment Criteria	Assessment criteria describe what a learner should be able to do in order to evidence the learning outcomes.
Authentic	Evidence must be the learner's own work.
Award	A qualification within the QCF which has a value between one and twelve credits.
Certificate	A qualification within the QCF which has a value between thirteen and thirty six credits.
Certification end date	The last date on which a certificate can be issued.
Credit value	All units have a credit value. The minimum credit value that may be determined for a unit is one, and credits can only be awarded in whole numbers. Learners will be awarded credits for the successful completion of whole unit.
D Unit	The original qualification for internal verifiers involved in NVQs: <ul style="list-style-type: none"> • D34 Internally verify the assessment process <p>If you already have this qualification then you can continue to internally verify as long as you have continued your professional development.</p>
Diversity	Acknowledging that each individual is unique and recognising individual differences, for example, culture, ability, gender, race, religion, wealth, sexual orientation, or any other individual characteristic.
EQA	External Quality Assurance
Equality	Fair treatment for all regardless of differences eg culture, wealth, race, gender, ability, sexual orientation or any other group characteristic.
Evidence	Evidence of a candidate's knowledge, understanding or skill that can be used to make a judgment of achievement against criteria.
Fair	Ensuring that everyone has an equal chance of getting an objective and accurate assessment.

Guided Learning Hours (GLH)	Guided learning hours are defined as all the times when a tutor, trainer or facilitator is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials and supervised study in, for example, open learning centres and learning workshops. It also includes time spent by staff assessing learners' achievements. It does not include time spent by staff in day-to-day marking of assignments or homework where the learner is not present.
Holistic	Holistic assessment is identifying how evidence can relate to and be cross referenced to other units rather than taking a unit by unit approach.
IQA	Internal Quality Assurance
Learning Outcomes	Learning outcomes describe what a learner should know and understand by the end of a unit.
Level	The level at which the qualification is positioned in the Qualifications and Credit Framework (QCF). Levels indicate difficulty and vary from level 1 to level 8.
NVQ	National Vocational Qualification
Operation dates	The first/last dates that learners can be registered for the qualification.
Qualification and Credit Framework (QCF)	The QCF awards credit for qualifications and units (small steps of learning). Each unit has a credit value. This value specifies the number of credits gained by learners who complete that unit. The flexibility of the system allows learners to gain qualifications at their own pace along routes that suit them best.
Reliable	Reliable evidence indicates that the learner can consistently perform at this level. A reliable method of assessment will produce consistent results for different assessors at each assessment.
Simulations	Where simulations are allowed they must replicate working activities in a realistic workplace environment. A realistic working environment is one which replicates what is likely to happen when an individual is carrying out their normal duties and activities.
Sufficient	Enough evidence as specified in Evidence Requirements or Assessment Strategy.
Units of assessment	A unit is defined as a coherent and explicit set of learning outcomes and related assessment criteria with a title, credit value and level. Within the QCF the term 'unit' refers to a unit of assessment.

V Unit	<p>The previous unit required to quality assurance the assessment process:</p> <ul style="list-style-type: none">• V1 Conduct internal quality assurance of the assessment process <p>If you already have this qualification then you can continue to quality assure as long as you have continued your professional development.</p>
Valid	<p>Evidence must be relevant to the learning outcome and assessment criteria ie capable of measuring the knowledge or skills in question. For example a written test cannot measure a candidate assessor's ability to provide feedback to learners.</p>
Qualifications Accreditation Number (QAN)	<p>Unique reference number given to the qualification by the regulatory authorities on accreditation.</p>