

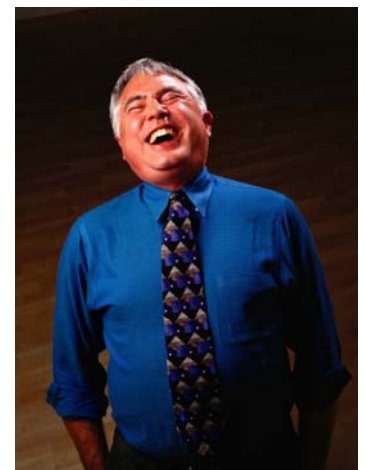
Qualification Guide



NOCN Level 1 Certificate in Community Development

National Accreditation No. 100/4519/3

Version 3 April 2009



The **Diversity** of Learning

National Open College Network

The National Open College Network (NOCN) is the leading credit and unit based Awarding Body in the UK. NOCN provides a national framework of credit based units and qualifications which are underpinned by a range of national and local services, including curriculum support and staff development.

NOCN, through its Open College Networks (OCNs), works with over 3,000 centres across the UK to develop flexible and responsive credit based awards and qualifications that widen access to lifelong learning and address exclusion, participation and achievement. The structure of our qualifications provides opportunities for learners to achieve unit credits and use these to gain access to full qualifications and further learning.

Quality assurance, supported at the point of delivery, underpins all NOCN credit achievement and qualifications. OCNs approve centres that can demonstrate the ability to meet national requirements for course delivery and quality assurance to support credit awards and qualifications. OCNs have wide-ranging experience in centre and programme approval and support centres to ensure all awards are valid and valued.

Contents

1. About the qualification.....	4
2. Who the qualification is for.....	7
3. Achieving the qualification.....	9
4. The qualification units.....	10
5. How the qualification is assessed.....	14
6. Offering the qualification.....	16
7. How the qualification is quality assured.....	17

1. About the qualification

The NOCN Level 1 Certificate in Community Development has been designed to address a skills gap within the UK and to improve opportunities for community development training. The Level 1 Certificate forms part of an integrated suite of NOCN qualifications including Level 2 and Level 3 Certificates.

The aims and broad objectives of the NOCN Level 1 Certificate in Community Development are as follows:

- To contribute to the continuing professional development of learners as individuals, citizens, volunteers and staff.
- To support learners in developing 'front line' skills in community development.
- To enable learners to reflect constructively on their learning and practice.
- To extend awareness of the values and principles of community development.
- To provide a structured programme of accredited learning towards a recognised national qualification.
- To equip learners in responding to the policy initiatives of local and central government and their regional agencies.

The development of this qualification is informed by the need:

- To meet learning needs identified in 'The Learning Curve' (Office of the Deputy Prime Minister, 2002).
- To enable community and voluntary organisations engage with social and economic regeneration and the empowerment and engagement agenda (Local Government White Paper, Strong and Prosperous Communities, 2006; Capacity Builders).
- To meet the interest of public sector agencies in the community development approach (e.g. Local; Choosing Health, Department of Health, 2005; Every Action Counts, Defra, 2006; Egan Report, Sustainable Communities, 2004).
- To meet skills gaps identified nationally in the Government's White Paper '21st Century Skills: Realising Our Potential' (2003), and in regional studies such as the Tyne and Wear Learning & Skills Council research project 'Capacity Building in the Voluntary and Community Sector' (2003).
- To provide a qualification eligible for funding under Learning & Skills Council funding policy.

The qualification has been developed to update existing work in line with the National Occupational Standards in Community Development Work, overseen by Lifelong Learning UK. The standards were originally developed by PAULO under contract to the QCA and overseen by the Federation for Community Development Learning (FCDL). A working group of providers from different sectors, including voluntary and community groups, further education, higher education and the OCNs, leads on the development of this qualification.

The Federation for Community Development Learning has developed curriculum support materials for the NOCN Certificates in Community Development, and can be contacted at:

Federation for Community Development Learning
3rd Floor
The Circle
33 Rockingham Lane
Sheffield S1 4FW

Tel. 0114 253 6770
Fax: 0114 253 6771

Website: www.fcdl.org.uk
Email: info@fcdl.org.uk

Guided Learning Hours

The recommended guided learning hours for one unit credit is 10. The total recommended guided learning hours is 120. This is notional learning time based on the credit values assigned to the units, and the number of unit credits required to achieve the qualification. Some learners will be able to achieve these units in a shorter time, other learners, particularly those with literacy requirements, will take much longer.

Key Skills

Each unit within the qualification has been mapped to identify where opportunities exist for learners to achieve key skills. In designing activities for unit assessment you will be able to use the mapping to identify which key skills could be addressed through evidence generated by learners. The degree of opportunity in any one unit will depend on centre-specific factors including learning context, teaching and learning strategies and resources.

How the Qualification Relates to Wider Education and Training Issues

The underlying principle upon which NOCN qualifications are based is one of widening participation and offering opportunities for learners otherwise excluded from the National Qualifications Framework. Learning outcomes and assessment methods have been developed to underpin the commitment to widening participation by incorporating sensitivity to the variety of ways in which adults learn.

The qualification also seeks to address a series of more general issues, including social/cultural, ethical and environmental concerns:

Unit Title	Social/cultural	Ethical	Environmental
Community Development Work Skills	√	√	
Understanding Community Development Work	√	√	
Reflective Community Development Work Practice	√	√	
Community Consultation	√	√	
Community Group Work Skills	√	√	
Policy and Decision Making in Communities	√	√	
Understanding Meetings	√	√	

Relationship with national occupational standards

The NOCN Level 1 Certificate in Community Development is related to the National Occupational Standards (NOS) developed by PAULO. It provides a degree of introductory knowledge, understanding and skills development useful to learners seeking to progress to occupational competence in community work as identified in NVQ 2 in Community Work.

Each unit within the qualification has been carefully mapped to the relevant standards against each learning outcome.

Language Requirements

If you have a requirement for this qualification in Welsh, please contact NOCN who will review demand and provide as appropriate. At present this qualification is not offered through the medium of Irish. This will be reviewed if there is evidence of demand.

2. Who the qualification is for

The NOCN Level 1 Certificate in Community Development is designed to provide the widest possible access to learners seeking to understand community development, its key purpose and its value base, and the skills required to initiate quality community development work. It is suitable for anyone who is engaged, or is becoming engaged, in community development work. Learners may be located in either the statutory or voluntary sector and may work on a paid or unpaid basis.

The minimum age for access to the qualification is 16.

The qualification is particularly suitable for those who are:

- Already active in voluntary and community organisations as volunteers or staff with minimal training.
- Workers in health and social care, education, community safety, environmental services, childcare, leisure facilities, and regeneration seeking to meet new demands.

Restrictions on Learner Entry

The qualification seeks to provide the widest possible access to learners. However, learners should be engaged in community development activities and should possess basic skills able to deal with communication at Level 1 (or be willing to take up support in developing those skills).

Recommended Prior Learning

Learners will need to be able to:

- Read or listen to given tasks
- Write or record short descriptions, answers, personal logs
- Communicate in a group setting

The qualification invites learners to display the following skills:

Level	Intellectual Skills and Attributes	Processes	Accountability
1	Employ a narrow range of applied knowledge and basic comprehension Demonstrate a narrow range of skills Apply known solutions to familiar problems Present and record information from readily available sources	Show basic competence in a limited range of predictable and structured contexts Utilise a clear choice of routine responses Co-operate with others	Exercise a very limited degree of discretion and judgement about possible actions Carry out responsibility for quality and quantity of output Operate under direct supervision and quality control

Progression Opportunities

The NOCN Level 1 Certificate in Community Development enables progression potentially to employment in community development, neighbourhood and local projects, regeneration work and specific Government initiatives in the voluntary sector, further learning opportunities within employment, or further study that could include the NOCN Level 2 and Level 3 Certificates in Community Development and the NVQ 2 Community Work.

The NOCN Level 1 Certificate in Community Development relates academically as a progression route to:

- GCSE
- NVQ 2 Community Work

Learners with Particular Requirements

Assessment within the NOCN Level 1 Certificate in Community Development is designed to be accessible and inclusive. The unit based approach allows flexibility through enabling learners to achieve the qualification in stages. 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 NOCN website within the Learning Providers section under Recognised Centre Area.

This section gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without comprising the achievement of the assessment criteria.

The NOCN Centre Recognition process requires policy statements on Equal Opportunities and Diversity and Disability Discrimination. These policy statements are then checked and confirmed through the Quality Review and Risk Assessment processes.

3. Achieving the qualification

To achieve the qualification the learner must successfully complete:

3 Mandatory units
1 Optional unit

Achievement Methodology

The qualification is awarded to learners who successfully achieve an approved combination of units. Assessment for each unit is designed by the Centre in accordance with the NOCN Assessment Definitions Document. There is no further assessment to achieve the qualification.

In summary:

- Tasks set by Centre
- Tasks approved by Centre
- Tasks marked by Centre
- Internally verified
- Externally verified

For example: the Qualifications for Progression use this achievement methodology.

4. The qualification units

Please click on the hyperlinks below to access the units from the NOCN website.

NOCN Unit Code	QCA Accredited Number	Unit Title	Mandatory or Optional	10 Hour Credit Value	Level	OPUS ID
EE3/1/QQ/001	F/102/7192	Community Development Work Skills	Mandatory	3	One	BRU485
EE3/1/QQ/004	J/102/7193	Understanding Community Development Work	Mandatory	3	One	BRU488
EE3/1/QQ/006	L/102/7194	Reflective Community Development Work Practice	Mandatory	3	One	BRU492
EE3/1/QQ/007	R/102/7195	Community Consultation	Optional	3	One	BRU494
EE3/1/QQ/011	M/103/6552	Community Group Work Skills	Optional	3	One	BZC996
EE3/1/QQ/012	L/103/6137	Policy and Decision Making in Communities	Optional	3	One	BZC997
EE3/1/QQ/013	R/103/6138	Understanding Meetings	Optional	3	One	BZC999

The assessment activities for the units are indicated in the assessment grid table on the individual units.

An explanation of the kind of activity, assessment and evidence expected at the appropriate level is given on the following pages.

Oral Question and Answer

	Activity	Assessment	Evidence
Level One	Process should be informal and should include both open and closed questions covering a narrow range of knowledge. Learners should be encouraged by the use of supplementary questions.	Assessment by tutor.	Evidence could be; tutor record / notes or audio / video record.

Written Question and Answer / Test / Exam

	Activity	Assessment	Evidence
Level One	Process should be informal and non-threatening. Questions should encourage learners to make use of knowledge rather than just testing recall.	Assessment by tutor or external marker (for exams / tests).	Evidence could be; written responses.

Case Study

	Activity	Assessment	Evidence
Level One	Case studies should be limited in range, familiar and require a narrow range of knowledge. Discussion should be structured and involve a limited degree of judgement (group or one-to-one). Written work should be structured and involve a limited degree of judgement.	Assessment through tutor observation, discussion or tutor assessment of written work.	Evidence could be; tutor record of observation, summary of discussion, learner notes, audio / video / photographic record or written work.

Role Play

	Activity	Assessment	Evidence
Level One	Role-plays should be limited in range, be familiar and require a narrow range of skills. Role-plays should be structured and involve limited degree of learner choice.	Assessment through, tutor / peer observation, one to one tutorial, discussion and self-assessment.	Evidence could be; tutor record of observation, learner notes, tutor lesson plan, tutorial notes, audio / video / photographic record or learner log.

Written Description

	Activity	Assessment	Evidence
Level One	Subjects should be limited in range, be familiar and require a narrow range of knowledge. Written work should be structured and involve limited degree of judgement.	Assessment through tutor assessment and discussion.	Evidence could be; tutor record of observation, summary of discussion and feedback or completed work.

Practice File

	Activity	Assessment	Evidence
Level One	Practice evidence should demonstrate the application of a narrow range of skills and / or knowledge. Learners should be given detailed guidance on what documents would be appropriate, how the evidence should be presented, and on mapping to learning outcomes.	Assessment through discussion with the tutor.	Evidence could include; documents, learner notes and tutor comments.

Group Discussion

	Activity	Assessment	Evidence
Level One	Discussions should be limited in range, cover topics that are familiar to the learner. These should require a narrow range of skills. The discussion should be structured and involve a limited degree of learner choice.	Assessment through tutor, peer observation, one to one tutorial discussion and self-assessment.	Evidence could include; tutor record of observation, learner notes, tutor lesson plan, tutorial notes, audio / video record and learner log.

Reflective log or diary

	Activity	Assessment	Evidence
Level One	The reflection process should be written and may be in the form of brief, structured notes. Learner should be asked to record what they have learned at regular intervals and advised on what information to include. Learners should make limited judgements on what has been learned in terms of, for example, usefulness or interest.	Assessment by learner supported by tutor through tutorials.	Evidence could include; log / diary, tutorial notes and tutor record.

5. How the qualification is assessed

The 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 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 verified by an internal verifier at the Centre
- The portfolios of assessed evidence are externally verified by an external verifier appointed by the OCN.

5.1 Unit Assessment

Achievement of units is through internally set, internally marked, internally verified and externally verified tasks, as detailed above. Centres devise assessment activities to meet the specified assessment criteria detailed in each unit, guided by the Assessment Information Grid which accompanies each unit and the NOCN Assessment Definitions grid. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Centre devised assessments will be scrutinised by the external verifier to ensure reliability and validity of assessment.

5.2 Assessment Information Grid

Each unit has a supplementary page with an Assessment Information Grid. The Assessment Information Grid gives recognised methods of assessment for NOCN units. If a method is marked 'P' (Prescribed), that method **must** be used in the assessment of the unit. Methods marked 'O' (Optional) are recommended methods and you will select the activity or activities most appropriate for your learners and context. Some units will have a combination of Prescribed and Optional methods. Assessors must always refer to this Grid before devising assessment tasks. NOCN also provides Assessment Definitions for a wide range of assessment activities. This grid includes a general description of the activity and, for each level (Entry to Level 3), details on how that method can be applied and what evidence is appropriate.

5.3 Marking Tasks

Each task must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved. Where a series of tasks is set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all tasks in order to achieve the unit credit. All of the assessment criteria in a unit must be met before the unit is deemed achieved. The unit achievement is not banded or graded; units are either achieved or not achieved.

5.4 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.

5.5 Standardisation

Centres will be required to provide samples of assessment tasks for regional and national standardisation activity.

6. Offering the qualification

Centres wishing to offer the qualification or units of the qualification should in the first instance contact their OCN for information and support. A list of all OCN offices and contacts can be found on the NOCN website at www.nocn.org.uk.

Your OCN will advise you on the best and most efficient methods for offering this qualification to learners. All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification, externally set assessment and certification will be completed through your OCN who will have an identified officer to support your centre. If you have any queries or difficulties at any time you should contact your OCN office.

Approval to Offer NOCN Qualifications or Units of NOCN Qualifications

If you are a new Centre then please contact your nearest OCN office for details of the Centre Recognition Application process and the process for delivering qualifications.

Support for Centres

1. Your OCN will provide ongoing support and advice on the use of NOCN credit and qualifications including the requirements for assessment.
2. Approval should always take place through the normal OCN processes and will be explicitly recorded.
3. All Centres approved to offer NOCN credit and qualifications will be allocated a unique NOCN Centre Number.
4. Each Centre should identify a Centre Contact who will be responsible for NOCN credit and qualifications within the Centre.
5. The Centre Contact must ensure all procedures relating to the delivery of the qualification operate effectively in the Centre.
6. The Centre Contact is the person responsible for confirming and ensuring that the Centre meets all the NOCN requirements for Centre Recognition.
7. The Centre Contact is responsible for ensuring all relevant NOCN documentation is distributed as required within the Centre and that the security requirements for External Assessment are adhered to, where applicable.

Full details of all NOCN requirements are provided on the NOCN website at www.nocn.org.uk.

7. How the qualification is quality assured

7.1 General Information

All Centres wishing to deliver the qualification, or units of the qualification, will need to demonstrate the ability to manage and deliver the units and/or the qualification, including adherence to quality assurance and assessment regulations.

Your OCN will provide guidance and give support in enabling you to use the qualification.

The NOCN standard quality assurance arrangements and requirements include:

- Internal assessment of all assessment tasks and activities.
- Internal verification.
- External verification.
- Standardisation.

Details and guidance are provided on the NOCN website.

7.2 Standardisation

NOCN will undertake a process of standardisation annually. Units from the qualification will be selected for standardisation and OCNs will collect sample assessment materials from Centres each year.

OCNs will notify Centres on an annual basis of the required sample and materials for national standardisation purposes. **Each Centre offering the specified units is required as part of the Centre Recognition Process to contribute assessment materials for standardisation.**

Feedback on standardisation will be available to Centres annually through their OCN. National standardisation will establish:

- Statements on the standards for each unit
- Recommendations, advice and guidance for use of the qualification and assessment of units.

NOCN Level 1 Certificate in Community Development



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Accreditation end date: 31/12/2010
Certification end date: 31/12/2011

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