

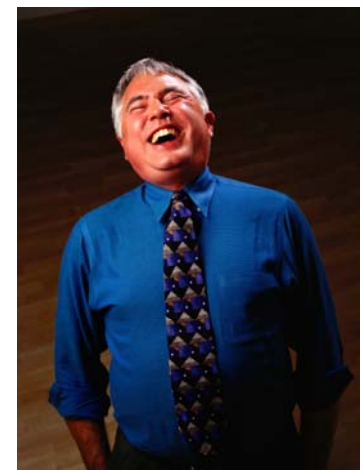
Qualification Guide



NOCN Level 2 Certificate in Community Development

National Accreditation No. 100/4520/X

Version 5 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 qualification is assessed.....	16
6. Offering the qualification.....	18
7. How the qualification is quality assured.....	19

1. About the qualification

The NOCN Level 2 Certificate in Community Development has been developed for anyone who is directly engaged, or is becoming engaged, in community development work. It also caters for the increasing and diverse number of workers employed in related occupations whose practice now includes community development work. These include amongst others, workers in health and social care, education, community safety, environmental development, childcare, leisure services and regeneration.

This qualification aims to provide quality training, which is relevant and accessible. It will enable the learner to:

- Understand the nature of different communities of locality, identity and interest.
- Understand the communities in which they live and work.
- Enable communities to identify their needs.
- Gain skills to work collectively with those communities.
- Gain knowledge to support communities.
- Refresh and update their skills and knowledge in working with and within communities.
- Engage people in community development.
- Work in partnerships.
- Work with diversity.
- Work with groups.
- Develop confidence in their ability to learn and to recognise the value of their communities in the collective learning experience.
- Understand the importance of people learning from each other.

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 180. 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 qualification's content addresses a series of more general issues:

- **Social/Cultural:** the qualification necessarily involves developing an understanding of the social and economic factors underpinning the geographical and/or social communities in which community development is taking place.
- **Ethical:** the interpersonal aspects of the qualifications involve consideration of ethical issues such as personal development, confidentiality and inclusivity.

Relationship with national occupational standards

The NOCN Level 2 Certificate in Community Development is related to the National Occupational Standards (NOS) developed by PAULO. It provides a significant amount of knowledge, understanding and skills development that underpins 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 2 Certificate in Community Development is intended to meet the needs of those engaged, or intending to be engaged in community development activity, whether in a paid or unpaid capacity.

The minimum age for access to the qualification is 16.

The qualification is particularly suitable for those who:

- Seek to understand community development, its key purpose and its value base, and to initiate quality community development work.
- Are new to community development work.
- Already have experience in the field and want professional development opportunities and career progression.

Restrictions on Learner Entry

There are no restrictions on learner entry. Learners should however be engaged in community development activities and should possess the basic skills needed to deal with communication at Level 2 (or be willing to take up support in developing those skills).

Recommended Prior Learning

Learners will need to be able to:

Level	Intellectual Skills and Attributes	Processes	Accountability
2	<ul style="list-style-type: none"> • Apply knowledge with underpinning comprehension in a number of areas • Make comparisons • Interpret available information • Demonstrate a range of skills 	<ul style="list-style-type: none"> • Chose from a range of procedures performed in a number of contexts, some of which may be non-routine • Co-ordinate with others 	<ul style="list-style-type: none"> • Undertake directed activity with a degree of autonomy • Achieve outcomes within time constraints • Accept increased responsibility for quantity and quality of output subject to external quality checking

Progression Opportunities

The NOCN Level 2 Certificate in Community Development enables progression to employment in community development, neighbourhood and local projects, regeneration work and specific Government initiatives in the voluntary sector or further study.

The NOCN Level 2 Certificate in Community Development relates academically to GCSE Sociology/Psychology/English.

Learners will therefore be able to progress to:

- NOCN Level 3 Certificate in Community Development
- NVQ Level 3 in Community Development Work
- A/AS Level Sociology/Psychology/English

Learners with Particular Requirements

Assessment within the NOCN Level 2 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**
- 3 Optional units**

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
EE3/2/QQ/011	Y/102/7201	Reflective Community Development Work Practice	Mandatory	3	Two	BRU506
EE3/2/QQ/012	D/102/7202	Practice and Principles in Community Development Work	Mandatory	3	Two	BRU508
EE3/2/QQ/045	T/102/7206	Social Justice	Mandatory	3	Two	BRU514
EE3/2/QQ/013	H/102/7203	Community Group Work Skills	Optional	3	Two	BRU510
EE3/2/QQ/014	K/102/7204	Involving People in Community Groups	Optional	3	Two	BRU512
EE3/2/QQ/015	M/102/7205	Identifying Needs in Communities	Optional	3	Two	BRU513
EE3/2/QQ/016	A/102/7207	Developing Community Organisations	Optional	3	Two	BRU515
EE3/2/QQ/019	F/102/7208	Effective Partnership Working	Optional	3	Two	BRU519
EE3/2/QQ/017	J/102/7209	Funding and Resources for Community Groups	Optional	3	Two	BRU521
EE3/2/QQ/018	A/102/7210	Community Development Monitoring and Evaluation	Optional	3	Two	BRU523
EE3/2/QQ/046	F/102/7211	Neighbourhood Regeneration	Optional	3	Two	BRU525
EE3/2/QQ/020	J/102/7212	Planning for Community Groups	Optional	3	Two	BRU526
EE3/2/QQ/021	L/102/7213	Publicity Skills for Community Organisations	Optional	3	Two	BRU527
EE3/2/QQ/022	R/102/7214	Representing a Community of Interest and Identity	Optional	3	Two	BRU528
EE3/2/QQ/024	D/102/7216	Community Consultation	Optional	3	Two	BRU530
EE3/2/QQ/027	M/102/7219	Organising and Managing a Community Project	Optional	3	Two	BRU533
EE3/2/QQ/028	H/102/7220	Planning for a Community Project	Optional	3	Two	BRU540
EE3/2/QQ/047	T/103/6553	Policy and Decision Making in Communities	Optional	3	Two	BZD006
EE3/2/QQ/049	R/501/3368	Community	Optional	3	Two	BZU812

		<u>Development and Environmental Action</u>				
EE3/2/QQ/050	Y/501/3369	<u>Engaging Communities – Improving Health</u>	Optional	3	Two	BZU814
EE3/2/QQ/051	L/501/3370	<u>Health Inequalities</u>	Optional	3	Two	BZU815
EE3/2/QQ/048	L/501/3367	<u>Sustainable Communities</u>	Optional	3	Two	BZU810

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.

Case Study

	Activity	Assessment	Evidence
Level Two	Case studies should allow the application of knowledge in a number of areas and contexts. Discussion should be directed but should allow for a degree of autonomy (group). Written work should be directed but allow for a degree of autonomy (GL ¹ = 500 words).	Assessment through peer assessment, self-assessment, tutor observation, or assessment of written work.	Evidence could be; tutor record, learner record, peer checklist, summary of discussion or audio / video / photographic record or written work.

Oral Question and Answer

	Activity	Assessment	Evidence
Level Two	Open and closed questions should be included, covering a number of topics. Learners should be encouraged to expand on their answers.	Assessment by tutor, with a degree of self-assessment.	Evidence could be; tutor records, learner log or audio / video record.

Essay

	Activity	Assessment	Evidence
Level Two	The essay subject should be familiar and the response should demonstrate the ability to interpret information, make comparisons and apply knowledge and demonstrate comprehension in a number of different areas. Learners should be given information on the expected structure of the essay and criteria for achievement (GL = 500 words).	Assessment by the tutor.	Evidence could be; the essay and tutor feedback.

¹ GL = guidance on length of activity.

Report

	Activity	Assessment	Evidence
Level Two	Report could be presented in orally or in written format. Oral presentation should be to a familiar audience. Information should be from a range of sources and activities, should be from familiar or unfamiliar but predictable contexts. Learners should be clear on possible structures for the report and the criteria for achievement. Learners should be given guidance on planning and presentation (GL = 4 minutes for oral / 500 words for written).	Assessment by tutor and / or peers for oral presentation.	Evidence could be; written report with tutor feedback or learner plan for oral presentation with peer and / or tutor feedback.

Project

	Activity	Assessment	Evidence
Level Two	Task should be selected with tutor guidance to allow the demonstration of knowledge and understanding in a range of areas and contexts, and the interpretation of information. The project should be completed within an agreed timescale.	Assessment through tutor / learner discussion during and at the end of the process, and through self-assessment.	Evidence could be; tutor record, learner notes, plans, reports, learner log or audio / video / photographic record.

Production of artefact

	Activity	Assessment	Evidence
Level Two	Artefact should be selected with tutor guidance to allow the demonstration of skills and the application of knowledge in a range of areas and contexts. A degree of learner autonomy should be encouraged within the scope of the demonstration. The artefact should be completed within an agreed timescale.	Assessment through tutor / peer observation, one to one tutorial, discussion, self-assessment and questioning during and at end of process.	Evidence could be; tutor record, learner notes, plans, reports, learner log, audio / video / photographic record and completed artefact.

Role Play/Simulation

	Activity	Assessment	Evidence
Level Two	Role-plays should allow the application of skills in several areas and contexts. Role-plays should be directed, but allow for a degree of learner autonomy.	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 Two	Subjects should allow the application of knowledge in a number of areas and contexts. Written work should be directed but should allow for a degree of autonomy (GL = 500 words).	Assessment through self-assessment and tutor assessment.	Evidence could be; tutor record, learner record, summary of discussion and feedback or completed work.

Group Discussion

	Activity	Assessment	Evidence
Level Two	Discussions should allow for consideration of several topics covering a number of contexts. The discussion should be directed, but allow for a degree of learner autonomy.	Assessment through tutor, peer observation, one-to one tutorial discussion and self-assessment.	Evidence could include; tutor record observation, learner notes, tutor lesson plan, tutorial notes, audio / video record and learner log.

Reflective Log or Diary

	Activity	Assessment	Evidence
Level Two	The reflection process should be written in a structured format that allows some autonomy in recording. Learners should be asked to record regularly what they have learned and to make judgements on the learning in terms of, for example, usefulness, interest, how it has extended their knowledge / skills, what else they need to learn.	Assessment by learner supported by tutor through tutorials.	Evidence could include; log / diary, tutorial notes and tutor record.

Practice File

	Activity	Assessment	Evidence
Level Two	Practice evidence should be chosen from a number of possible contexts to demonstrate application of a range of skills and / or knowledge. Learners should receive guidance on the type of document which could be appropriate, for example, a list, and advice on how to ensure the documents evidence specific learning outcomes, for example, highlighting sections, notes and on how the file should be presented.	Assessment through discussion with the tutor.	Evidence could include; structured file with tutor feedback.

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 2 Certificate in Community Development



Accreditation start date: 01/10/2004

Accreditation end date: 31/12/2010

Certification end date: 31/12/2012

National Open College Network
The Quadrant
Parkway Business Park
99 Parkway Avenue
Sheffield
S9 4WG

Tel. 0114 2270500
Fax. 0114 2270501

E-mail: nocn@nocn.org.uk
Web: www.nocn.org.uk

© NOCN 2009