

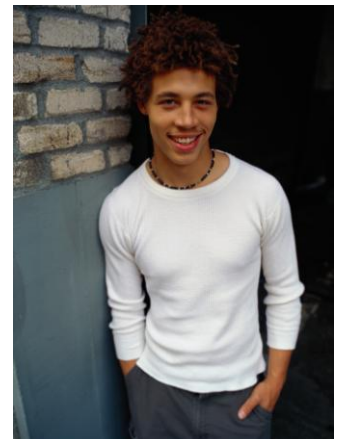
Qualification Guide



NOCN Level 3 Certificate in Training for Youth Work (QCF)

National Accreditation No. 500/3964/7

Version 1 April 2010



The **Diversity** of Learning

National Open College Network

National Open College Network (NOCN) is a leading credit-based Awarding Organisation in the UK, offering high quality, flexible, credit-based qualifications and is recognised by the Qualifications Regulators in England, Wales, Northern Ireland and Scotland.

We are a not for profit organisation and invest our resources into the development of existing products and services and new qualifications. We are proud to be a registered charity and will continue to promote our charitable objectives working with the Open College Network.

There are more than 2500 centres nationally offering NOCN qualifications and/or OCN validated provision. We currently have almost 100 qualifications on both the National Qualification Framework (NQF) and the Qualifications and Credit Framework (QCF). They are made up of more than 1,000 units from a wide range of areas, including modern languages, TUC, creative arts and design, foundations for learning and life, preparation for work including employability and Offender Learning. We offer different types of qualifications from Entry Level to Level 4 and skills for life such as Functional Skills.

NOCN qualifications and OCN validated provision, are delivered through schools, further education and sixth form colleges, higher education institutions, trade unions, employers, local education authorities and training organisations, adult and community education centres, and voluntary and community organisations. There are ten OCNs, nine regions in England and one in Northern Ireland. We work in collaboration with Agored Cymru, the Awarding Organisation for Wales. All OCNs support the delivery of NOCN qualifications, through recognised centres.

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1. About the qualification

The NOCN Level 3 Certificate in Training for Youth Work (QCF) offers opportunities for accredited training to those working in a youth work setting:

- To develop the skills, knowledge and competencies required for specific job roles in the sector
- To progress to further relevant professional qualifications
- To be formally recognised for their achievements in developing their skills.

It is based on the National Occupational Standards in Youth Work and uses the Qualifications and Credit Framework specifications.

The qualification was originally developed by the Youth Work Training Board for Northern Ireland (YWTB) as part of the Coherent Training Route. The YWTB is a sub-group of the Youth Council for Northern Ireland whose membership is made up of representatives from the Department of Education, the Statutory and Voluntary Youth Sector Employers, the Education & Training Inspectorate, the University of Ulster and the Community Youth Workers Union. The YWTB provides a forum for these representatives to come together to share ideas, to promote the development of best practice and to endorse training programmes. The major strength of this qualification lies in the fact that it has been developed in response to the expressed requirements of the sector through the YWTB.

Although the qualification was originally developed in Northern Ireland, the NOCN Level 3 Certificate in Training for Youth Work (QCF) is available for use in England, Wales and Northern Ireland.

The qualification is supported by Lifelong Learning UK (LLUK), the Sector Skills Council for Youth Work.

The qualification is made up of:

- Two mandatory units
- A range of optional units which relate to key aspects of youth work.

It is designed to ensure the greatest flexibility for the learner, offering opportunities for additional learning as job roles change and develop in order to:

- Promote competence, confidence and skills
- Increase learners' knowledge of key aspects of youth work
- Underpin the importance of Child Protection in every aspect of youth work
- Emphasise the important role of leadership within staff teams.

As the qualification has been initially developed for use in the Youth Work sector in Northern Ireland it takes into account the following:

- Our Children and Young People – Our Pledge. A Ten Year Strategy for Children and Young People in Northern Ireland 2006-2016.
- A Shared Future - Policy and Strategic Framework for Good Relations in Northern Ireland.

Guided Learning Hours

Guided Learning Hours are defined as the number of hours of teacher-supervised or directed study time required to teach a qualification or unit of a qualification. The total recommended guided learning hours for the NOCN Level 3 Certificate in Training for Youth Work (QCF) is between 69 and 111 to include practice and assessments. Most of the work for the course takes place in the practice placement. The underpinning knowledge is consolidated through competence in the workplace.

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.

Adult Literacy and Adult Numeracy and Key Skills¹

Each unit within the qualification has been mapped to identify where opportunities exist for learners to achieve Skills for Life/Key Skills. In designing activities for unit assessment you will be able to use the mapping to identify which 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.

Details of this mapping are included overleaf.

¹ Key Skills are valid until 31st August 2010. From 1st September 2010, Functional Skills will be rolled out.

Unit	Communication	Information Technology	Application of Number	Working with others	Problem Solving	Improving Own Learning and Performance
Introduction to Youth Work	✓			✓	✓	✓
Programme Development in a Youth Work Context	✓	✓		✓	✓	✓
Group Work in a Youth Work Context	✓	✓		✓	✓	✓
Outreach and Detached Youth Work	✓	✓	✓	✓	✓	✓
Working With Others in a Youth Work Context	✓			✓	✓	✓
Introduction to Community Relations Work	✓			✓	✓	✓
Programme Development for Introductory Community Relations / Equity, Diversity and Interdependence Work with Young People	✓			✓	✓	✓
Equity Diversity and Interdependence for Practitioners Working With Young People	✓			✓	✓	✓
Inter-Cultural Learning	✓	✓		✓	✓	✓
Understanding Exchange Programmes	✓			✓	✓	✓
Implementing Exchange Programmes	✓	✓		✓	✓	✓

How the Qualification Relates to Wider Education and Training Issues

All aspects of the Youth Work Sector are underpinned by the principles of equity, diversity and interdependence. The Youth Work Curriculum for Northern Ireland is built on these principles and has as its core aim the personal and social development of young people. This core aim is promoted through the three key themes of Commitment to Preparing Young People for Participation, Promoting Acceptance and Understanding of Others, and Testing Values and Beliefs.

It is recognised that much youth work is carried out by volunteers, many of whom have no formal qualifications.

This qualification has been developed to provide flexible and coherent progression opportunities for learners that will give them the opportunity to access higher education.

Unit Title	Social, Cultural & Ethical issues	Health & Safety	Equal Opportunities	Environmental Issues	European Awareness/ Legislation
Introduction to Youth Work	✓	✓	✓	✓	
Programme Development in a Youth Work Context	✓	✓	✓	✓	
Group Work in a Youth Work Context	✓	✓	✓	✓	
Outreach and Detached Youth Work	✓	✓	✓	✓	
Working With Others in a Youth Work Context	✓	✓	✓	✓	
Introduction to Community Relations Work	✓	✓	✓	✓	
Programme Development for Introductory Community Relations / Equity Diversity and Interdependence Work with Young People	✓	✓	✓	✓	
Equity Diversity and Interdependence for Practitioners Working With Young People	✓	✓	✓	✓	
Inter-Cultural Learning	✓	✓	✓	✓	✓
Understanding Exchange Programmes	✓	✓	✓	✓	✓
Implementing Exchange Programmes	✓	✓	✓	✓	✓

Relationship with National Occupational Standards

The NOCN Level 3 Certificate in Training for Youth Work (QCF) is related to the National Occupational Standards (NOS) in Youth Work developed by LLUK. It provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in the statutory and voluntary youth service sectors.

The links with the relevant national occupational standards are made in the table below.

Unit Title	Links with National Occupational Standards in Youth Work	Links with other National Occupational Standards
Introduction to Youth Work	A1.1.a,b,c,e, A1.2.b,g, A1.3.e,f, A2.1.a, A2.2.a, A4.2.a,b,h, A4.3.b, B1.2.a, B3.1.c C1.2.c, C2.1.c, C2.3.c, D1.1.a,b,c, D1.2.b, D2.1.c, D3.1.a,b, D3.2.b, D4.1.b, D4.2.b,c, D4.3.b,e, E2.1.c, E2.2.a, E4.1.d, E6.3.c	
Programme Development in a Youth Work Context	C.1.2.a, C.1.2.b, C.1.2.d, C.1.2.f, C.1.3.h, C.3.2.a,b,c,d, C.3.2.e,j D.3.3.a,b,c,d,e, D.3.1.b,d,e,f F.3.1.i,j,o, F.4.2.d B.3.1.c,d, B.3.2.b, B.3.3.i, B.3.2.g, B.4.1.h	Learning and Development NOS G3.1/2 L4.1/2, L5.1/2, L7.1/2, L8.1/2/3, L9.1/2/3, L13.1/2, L16.1, L17.1/2/3, L18.1/2/3
Group Work in a Youth Work Context	C.1.2.a, C.1.2.b, C.1.2.d, C.1.2.f, C.1.3.h, C.3.2.a,b,c,d, C.3.2.e,j D.3.3.a,b,c,d,e, D.3.1.b,d,e,f F.3.1.i,j,o, F.4.2.d B.3.1.c,d, B.3.2.b, B.3.3.i, B.3.2.g, B.4.1.h	Learning and Development NOS G3.1/2 L4.1/2, L5.1/2, L7.1/2, L8.1/2/3, L9.1/2/3, L13.1/2, L16.1, L17.1/2/3, L18.1/2/3
Outreach and Detached Youth Work	A1.1, A1.2, A1.3, C3.1, C3.2, D1.1, D1.2, D2.1 D2.2, D2.3, D3.1, D3.2, D3.3, D4.1, D4.2, E1.1, E1.2, E1.3, E2.1, E2.2, E3.1, E3.2, E4.2, E5.2, E6.1, E6.3, F1.1, F1.2, F2.2, F2.3, F3.1, F3.2, F3.3, F4.2, F5.1,	

Working With Others in a Youth Work Context	B.3.1,2, B.3.3 C.1.1,2,3 D.1.1,2, D1.2.c, D1.2.h, D.1.1.d, D3.2.g D3.1,2,3 E.2.1,2, E.3.1,2 F.2.3.f	
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Relevant units within the qualification have been carefully mapped to the relevant standards against each learning outcome.

Language Requirements

If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact NOCN who will review demand and provide as appropriate.

2. Who the qualification is for

The NOCN Level 3 Certificate in Training for Youth Work (QCF) is aimed at people with a minimum of six months experience of working with young people predominantly between the ages of 11-19 years of age in a youth work setting.

Due to the requirements of the sector and the responsibilities of working with children and young people, the minimum age for access to the qualification is 18 years.

The qualification is particularly suitable for those who:

- Have worked face to face with young people for at least six months
- Work face to face with young people in either the statutory or voluntary youth sector
- Work face to face with young people as volunteers or paid employees in a full time or part-time capacity
- Are employed as community youth support workers to work face to face with young people
- Work in an assisting role within a youth work organisation in a face to face capacity with young people.

Restrictions on Learner Entry

As a significant amount of assessment will be based on youth work practice, candidates must be working with young people predominantly between the ages of 11-19 in a youth work setting.

All learners must verify from a reliable source that they have been cleared by a Criminal Records Check prior to entry.

Recommended Prior Learning

There are no specific requirements for prior learning.

QCF Level Descriptors

Level	Summary	Knowledge and understanding	Application and action	Autonomy and accountability
Level 2	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.	<p>Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems.</p> <p>Interpret relevant information and ideas.</p> <p>Be aware of the types of information that are relevant to the area of study or work.</p>	<p>Complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Select and use relevant skills and procedures.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective actions have been.</p>	<p>Take responsibility for completing tasks and procedures.</p> <p>Exercise autonomy and judgment subject to overall direction or guidance.</p>

<p>Level 3</p>	<p>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.</p>	<p>Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine.</p> <p>Interpret and evaluate relevant information and ideas.</p> <p>Be aware of the nature of the area of study or work.</p> <p>Have awareness of different perspectives or approaches within the area of study or work.</p>	<p>Address problems that, while well defined, may be complex and non-routine.</p> <p>Identify, select and use appropriate skills, methods and procedures.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>	<p>Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility for supervising or guiding others.</p> <p>Exercise autonomy and judgment within limited parameters.</p>
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Progression Opportunities

The NOCN Level 3 Certificate in Training for Youth Work (QCF) relates academically to A-level grades A-C and so enables progression to further study including higher level professional qualifications.

The qualification also provides learners with the knowledge and skills that are applicable to youth support worker posts in the statutory and voluntary youth sector.

Learners with Particular Requirements

Assessment within the NOCN Level 3 Certificate in Training for Youth Work (QCF) 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 Reasonable Adjustments and Special Considerations Policy on the NOCN website within the Learning Providers' section under Centre Handbook Area, NOCN Qualifications, Assessment Forms and Processes:

www.nocn.org.uk/learning-providers/nocn-qualifications%2c-assessment-forms-and-process.

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

Rules of Combination

The NOCN Level 3 Certificate in Training for Youth Work (QCF) requires learners to achieve a total of **33 credits**.

The learner must successfully complete the following number of units in the mandatory and optional categories:

- The learner must take the two mandatory units in the qualification totalling **15 credits**; these two units are at Level 2 and Level 3.
- Learners must then achieve a further **18 credits** from the range of optional units.
- A minimum of **21 credits** must be achieved at Level 3, using both the Level 3 mandatory and optional units.

Alternatively a learner who does not wish to complete the full qualification can choose to complete any unit on a stand-alone basis. The learner will receive a certificate for units achieved.

Achievement Methodology

The qualification requires achievement of the specified units with no further requirement for additional/summative assessment.

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, which is available on the NOCN website in the Centre Handbook area www.nocn.org.uk/learning-providers/nocn-centre-handbook.

There is no further assessment to achieve the qualification.

In summary:

- Tasks set by Centre against the requirements detailed for each unit
- Tasks approved by Centre
- Tasks marked by Centre
- Internally verified
- Externally verified

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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	Credit Value	Level	OPUS ID	Sector	Expiry Date
PR5/2/QQ/001	A/501/1534	Introduction to Youth Work	Mandatory	6	2	BZX895	1.3	31/12/2010
PR5/3/QQ/009	F/501/1535	Programme Development in a Youth Work Context	Mandatory	9	3	BZX905	1.3	31/12/2010
PR5/3/QQ/006	R/501/1541	Equity Diversity and Interdependence / Community Relations for Practitioners Working With Young People	Optional	12	3	BZX896	1.3	31/12/2010
PA1/3/QQ/007	L/501/1537	Group Work in a Youth Work Context	Optional	9	3	BZX898	1.3	31/12/2010
PS3/3/QQ/021	Y/501/1542	Implementing Exchange Programmes	Optional	9	3	BZX899	1.3	31/12/2010
PS3/3/QQ/022	D/501/1543	Inter-Cultural Learning	Optional	3	3	BZX900	1.3	31/12/2010
PR5/3/QQ/007	R/501/1538	Outreach and Detached Youth Work	Optional	9	3	BZX901	1.3	31/12/2010
PR5/3/QQ/008	L/501/1540	Programme Development for Introductory Community Relations/Equity, Diversity and Interdependence Work with Young People	Optional	9	3	BZX904	1.3	31/12/2010
PS3/3/QQ/023	H/501/1544	Understanding Exchange Programmes	Optional	6	3	BZX906	1.3	31/12/2010
PR5/3/QQ/010	J/501/1536	Working with Others in a Youth Work Context	Optional	6	3	BZX907	1.3	31/12/2010
EE3/2/QQ/052	Y/501/1539	Introduction to Community Relations Work	Optional	6	2	BZX893	11.2	31/12/2010

The assessment activities for the units are indicated in the Assessment Information Grid on the individual units.

An explanation of the kind of activity, assessment and evidence expected at the appropriate level is provided in the Assessment Definitions document, which can be accessed in the NOCN Centre Handbook area of the NOCN website www.nocn.org.uk/learning-providers/nocn-centre-handbook.

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 Document](#). The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Centre devised assessments should be scrutinised by the internal verifier before use to ensure that they are fit for purpose. 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 (see Section 7.2 on page 20).

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 (where applicable) 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.

Please note: Northern Ireland only

In Northern Ireland, for quality assurance purposes, the Youth Work Training Board (YWTB) is the only Centre that can deliver this qualification. Any organisation wishing to deliver this qualification must therefore apply to become a 'Satellite Centre' of the YWTB. Please contact OCNNI for further information www.ocnni.org.uk.

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 in [Centre Handbook](#) 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 by your OCN.

7.2 Standardisation

National standardisation is a process that promotes consistency in the understanding and application of standards. It:

- Establishes statements on the standard of evidence required to meet the assessment criteria for the units in NOCN 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 the units from the qualification must contribute assessment materials and learners' evidence for National Standardisation if requested.

OCNs will notify Centres of the required sample for National Standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be collected by quality reviewers on behalf of their OCN.

Outcomes from National Standardisation will be available to Centres through their OCN.

NOCN Level 3 Certificate in Training for Youth Work (QCF)



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Accreditation end date: 31/12/2010
Certification end date: 31/12/2013

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