

# Qualification Specification



## Supported Employment (QCF)



This qualification specification covers the following qualification(s):

<b>Qualification Title</b>	<b>Qualification Number</b>
OCN Eastern Region Level 3 Award In Engaging Employers In Supported Employment (QCF)	600/9889/2
OCN Eastern Region Level 3 Award In Engaging Job-Seekers in Supported Employment (QCF)	600/9888/0
OCN Eastern Region Level 3 Award In In-Work Support and Career Development for Supported Employment (QCF)	600/9890/9
OCN Eastern Region Level 3 Award In Job-Matching and Securing Supported Employment (QCF)	600/9891/0
OCN Eastern Region Level 3 Award In The Core Values of Supported Employment (QCF)	600/9893/4
OCN Eastern Region Level 3 Award In Working with Job-Seekers to Identify and Plan for Supported Employment (QCF)	600/9894/6
OCN Eastern Region Level 3 Certificate For Supported Employment Practitioners (QCF)	600/9892/2

## About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, Centre Quality Managers and other staff within OCN Eastern Region recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the OCN Eastern Region Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification you must be an OCN Eastern Region recognised centre. If your centre is not yet recognised, please contact our Development Team to discuss becoming an OCN Eastern Region Recognised Centre:

Telephone: 01206 873023  
Email: [enquiries@ocner.org.uk](mailto:enquiries@ocner.org.uk)  
Website: [www.ocner.org.uk/recognition](http://www.ocner.org.uk/recognition)

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## Qualification Information

### 1.1 About the qualifications

The qualifications have been approved by Ofqual, the regulator of qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland.

The suite of Supported Employment qualifications have been developed by OCN Eastern Region in conjunction with LSIS and BASE (British Association for Supported Employment) the membership body for supported employment agencies (SEAs). The qualifications have been based on the supported employment NOS produced in 2012 in response to the growing demand for the professionalising of the supported employment sector.

### 1.2 Objective

The OCN Eastern Region suite of Supported Employment qualifications are categorised as having the following objective:

Qualifications that indicate an individual can undertake a specific role in the workplace and that may be relied upon by employers.

### 1.3 Key Facts

Qualification Title in full	Credit Value	Guided Learning Hours
OCN Eastern Region Level 3 Award In Engaging Employers In Supported Employment (QCF)	7	28
OCN Eastern Region Level 3 Award In Engaging Job-Seekers in Supported Employment (QCF)	7	28
OCN Eastern Region Level 3 Award In In-Work Support and Career Development for Supported Employment (QCF)	7	28
OCN Eastern Region Level 3 Award In Job-Matching and Securing Supported Employment (QCF)	7	28
OCN Eastern Region Level 3 Award In The Core Values of Supported Employment (QCF)	2	8
OCN Eastern Region Level 3 Award In Working with Job-Seekers to Identify and Plan for Supported Employment (QCF)	7	28
OCN Eastern Region Level 3 Certificate For Supported Employment Practitioners (QCF)	27	108

1 credit is 10 hours of notional learning time. 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 to the standard determined by the assessment criteria.

Guided Learning Hours is the number of hours of teacher-supervised or directed study time required to teach a qualification or unit of a qualification.

Some learners will be able to achieve these units in a shorter time, other learners, particularly those with additional support requirements will take much longer.

## 1.4 Funding

For information regarding potential sources of funding please visit the following websites;

The Education Funding Agency <http://www.education.gov.uk/aboutdfe/executiveagencies/efa>  
The Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/>

or, contact your local funding office.

## 1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through OCN Eastern Region's Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

## 1.6 Geographical Coverage

This qualification has been approved by Ofqual to be offered in England.

## 1.7 Progression Opportunities

There is internal progression within the suite of qualifications.

## 1.8 Relationship with other frameworks

The OCN Eastern Region suite of Supported Employment qualifications is based on the National Occupational Standards (NOS) in Supported Employment developed by *LSIS*. It provides of the key knowledge, understanding and skills development to underpin occupational competence in job roles within the supported employer sector.

The units within the qualifications have been developed in consultation with practitioners in the sector.

## 2 Learner Entry Requirements

### 2.1 Age

The approved age range for these qualifications is

Qualification Title	Age range
OCN Eastern Region Level 3 Award In Engaging Employers In Supported Employment (QCF)	19+
OCN Eastern Region Level 3 Award In Engaging Job-Seekers in Supported Employment (QCF)	19+
OCN Eastern Region Level 3 Award In In-Work Support and Career Development for Supported Employment (QCF)	19+
OCN Eastern Region Level 3 Award In Job-Matching and Securing Supported Employment (QCF)	19+
OCN Eastern Region Level 3 Award In The Core Values of Supported Employment (QCF)	19+
OCN Eastern Region Level 3 Award In Working with Job-Seekers to Identify and Plan for Supported Employment (QCF)	19+
OCN Eastern Region Level 3 Certificate For Supported Employment Practitioners (QCF)	19+

### 2.2 Prior Qualifications

There is no requirement for learners to have achieved prior qualifications.

### 2.3 Prior Skills/Knowledge/Understanding

There is no requirement for learners to have any particular prior skills, knowledge or understanding. However, for all but the Award in The Core Values of Supported Employment, learners must have access to a relevant workplace in order to meet the assessment requirements of the units within each qualification. It is likely, therefore, that learners will be employed within the supported employment sector and that they will bring with them some relevant skills, knowledge and understanding.

### 2.4 Restrictions

There are no restrictions to entry for the Award in The Core Values of Supported Employment. For the remaining qualifications in this suite, learners must be able to demonstrate competence in the workplace.



## **2.5 Access to qualifications for learners with disabilities or specific needs**

It is OCN Eastern Region's aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

OCN Eastern Region and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment and Special Considerations Policy.

## **2.6 Additional Rules/Guidance**

There are no additional rules or guidance regarding learner entry requirements.

### 3 Achieving the Qualification

#### 3.1 Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. The units can be accessed by clicking on the unit titles which contain hyperlinks to the unit content.

#### OCN Eastern Region Level 3 Award In Engaging Employers In Supported Employment (QCF)

To achieve the OCN Eastern Region Level 3 Award In Engaging Employers in Supported Employment (QCF), learners must complete the two mandatory units totalling 7 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)
K/505/2631	<a href="#">Engaging Employers in Supported Employment</a>	3	5	20	13.2	M (Mandatory)

**OCN Eastern Region Level 3 Award In Engaging Job-Seekers in Supported Employment (QCF)**

To achieve the OCN Eastern Region Level 3 Award In Engaging Job-Seekers in Supported Employment (QCF), learners must complete the two mandatory units totalling 7 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)
Y/505/2632	<a href="#">Engaging Jobseekers in Supported Employment</a>	3	5	20	13.2	M (Mandatory)

**OCN Eastern Region Level 3 Award In In-Work Support and Career Development for Supported Employment (QCF)**

To achieve the OCN Eastern Region Level 3 Award In In-Work Support and Career Development for Supported Employment (QCF), learners must complete the two mandatory units totalling 7 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)
Y/505/2633	<a href="#">In-Work Support and Career Development for Supported Employment</a>	3	5	20	13.2	M (Mandatory)

**OCN Eastern Region Level 3 Award In Job-Matching and Securing Supported Employment (QCF)**

To achieve the OCN Eastern Region Level 3 Award In Job-Matching and Securing Supported Employment (QCF), learners must complete the two mandatory units totalling 7 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)
R/505/2634	<a href="#">Job Matching and Securing Supported Employment</a>	3	5	20	13.2	M (Mandatory)

**OCN Eastern Region Level 3 Award In The Core Values of Supported Employment (QCF)**

To achieve the OCN Eastern Region Level 3 Award In The Core Values of Supported Employment (QCF), learners must complete one mandatory unit totalling 2 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)

**OCN Eastern Region Level 3 Award In Working with Job-Seekers to Identify and Plan for Supported Employment (QCF)**

To achieve the OCN Eastern Region Level 3 Award In Working with Job-Seekers to Identify and Plan for Supported Employment (QCF), learners must complete the two mandatory units totalling 7 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)
D/505/2635	<a href="#">Working with Job-Seekers to Identify and Plan for Supported Employment</a>	3	5	20	13.2	M (Mandatory)

**OCN Eastern Region Level 3 Certificate For Supported Employment Practitioners (QCF)**

To achieve the OCN Eastern Region Level 3 Certificate For Supported Employment Practitioners (QCF), learners must complete the six mandatory units totalling 27 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2401	<a href="#">Core Values of Supported Employment</a>	3	2	8	13.2	M (Mandatory)
D/505/2635	<a href="#">Working with Job-Seekers to Identify and Plan for Supported Employment</a>	3	5	20	13.2	M (Mandatory)
Y/505/2632	<a href="#">Engaging Jobseekers in Supported Employment</a>	3	5	20	13.2	M (Mandatory)
K/505/2631	<a href="#">Engaging Employers in Supported Employment</a>	3	5	20	13.2	M (Mandatory)
Y/505/2633	<a href="#">In-Work Support and Career Development for Supported Employment</a>	3	5	20	13.2	M (Mandatory)
R/505/2634	<a href="#">Job Matching and Securing Supported Employment</a>	3	5	20	13.2	M (Mandatory)



### **3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**

Recognition of prior learning is an assessment method leading to the award of credit. The process involves considering if a learner can meet the specified assessment requirements for a unit through knowledge, understanding or skills that they possess already as a consequence of which they do not need to undertake a course of learning.

Centres are encouraged to recognise the previous achievements and experiences, both formal, e.g. through accredited units or qualifications, or informal, e.g. through continuous learning. This involves the recognition of achievement from a range of activities that will have been assessed through any valid method of assessment. When using the process of the recognition of prior learning, it is essential that the assessment requirements of a specific unit or, more exceptionally, a qualification have been met. The evidence of learning provided must be sufficient, reliable, authentic and valid.

Although no exemptions and equivalencies have been identified by OCN Eastern Region, centres may approach the awarding organisation where they believe they have identified an exemption or equivalence to present their case.

### **3.3 Links to other qualifications**

There are no direct links to other qualifications.

## 4 Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the OCN Eastern Region Centre Handbook.

### 4.1 Method of Assessment

The method of assessment for the qualifications is through a portfolio of evidence. Learners might include in their portfolio, for example, completed vocational profiles, action plans for job-seekers, completed risk assessments or health and safety checks, job search logs, observation records, monitoring reports or meeting notes.

### 4.2 Assessment Materials

There are no specific assessment materials provided for this qualification.

### 4.3 Qualification-Specific Centre Requirements

All the qualifications in this suite with the exception of OCN Eastern Region Level 3 Award In The Core Values of Supported Employment (QCF) require the skills-based learning outcomes within the units to be evidenced in the workplace. Therefore there is a requirement that learners have access to a relevant workplace in order to meet these assessment requirements.

### 4.4 Qualification-Specific Tutor/Assessor Requirements

Tutors must have relevant experience of working in the supported employment sector and be able to demonstrate on-going CPD in the sector, evidenced by, for example, articles, newsletters, events, training, conferences, professional body membership.

### 4.5 Qualification-Specific Verification Requirements

Verifiers must have recent, relevant experience of working in the supported employment sector.

## 5 What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as an OCN Eastern Region centre please contact:

OCN Eastern Region  
John Tabor Building  
University of Essex  
COLCHESTER  
CO4 3SQ

Tel: 01206 8763023

Email: [enquiries@ocner.org.uk](mailto:enquiries@ocner.org.uk)

## 6 OCN Eastern Region

OCN Eastern Region, a not for profit registered charity, is an Awarding Organisation based at the University of Essex in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Qualification and Credit Framework (QCF). The QCF allows achievements to be recognised and recorded through the award of credits and qualifications. It supports the accumulation and transfer of credits and the easy identification of each achievement's level and size. In this way, learners have maximum flexibility and range of opportunities and can be reliably recognised for their achievements.

All approved qualifications appear on the Register of Regulated Qualifications.

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