



Qualification Specification for:

OCN NI Level 4 Certificate in Providing Social Security Advice

➤ **Qualification No: 603/6817/2**

OCN NI Level 4 Extended Certificate in Providing Social Security Advice

➤ **Qualification No: 603/6816/0**

Qualification Regulation Information

Qualification Title: OCN NI Level 4 Certificate in Providing Social Security Advice

Qualification Number: 603/6817/2

Operational start date: 15 November 2020

Operational end date: 31 October 2025

Certification end date: 31 October 2029

Qualification Title: OCN NI Level 4 Extended Certificate in Providing Social Security Advice

Qualification Number: 603/6816/0

Operational start date: 15 November 2020

Operational end date: 31 October 2025

Certification end date: 31 October 2029

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 4 years after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

- **OCN NI Level 4 Certificate in Providing Social Security Advice**
- **OCN NI Level 4 Extended Certificate in Providing Social Security Advice**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

About Regulation	5
OCN NI.....	5
Qualification Features.....	6
Sector Subject Area	6
Qualification Aim	6
Qualification Objectives.....	6
Grading	6
Qualification Target Group	7
Progression Opportunities.....	7
Entry Requirements.....	7
Qualification Support.....	7
Delivery Languages.....	7
Centre Requirements for Delivering the Qualification.....	8
Centre Recognition and Qualification Approval	8
Centre Staffing	8
Tutors	8
Assessors.....	8
Internal Verification.....	9
Structure and Content	10
Unit Details	12
Quality Assurance of Centre Performance.....	28
External Verification	28
Standardisation	28
Administration.....	29
Registration	29
Certification	29
Charges.....	29
Equality, Fairness and Inclusion.....	29

About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

Qualification Features

Sector Subject Area

15.5 Law and Legal Services

These qualifications are mapped to National Occupational Standards in Legal Advice where appropriate.

[National Occupations Standards - Skills for Justice](#)

[National Occupational Standards - Advice and Guidance](#)

Qualifications' Aim

The aim of the OCN NI Level 4 Certificate in Providing Social Security Advice and the OCN NI Level 4 Extended Certificate in Providing Social Security Advice is to provide learners with an understanding of social security benefits and how to advise clients regarding social security benefits issues. These qualifications will provide learners with the fundamental skills for advice provision along with an understanding of policies, procedures, and compliance requirements for providing generalist and specialist advice. The learner will also understand the importance and application of continuing professional development.

Qualifications' Objectives

The objectives of these qualifications are to enable learners to understand:

- the policies, principles, and standards for advice services
- the importance of creating accurate case records, how to manage an active case load, and the impact of General Data Protection Regulations (GDPR) when case recording
- budgeting, different types of borrowing and banking options, as well as future planning for financial wellbeing
- the application and assessment process when claiming disability benefits, Personal Independence Payments (PIP), social security benefits outside of Universal Credit and Universal Credit including Universal Credit deductions
- how to calculate Universal Credit awards
- the importance of continuing professional development (CPD) for advisers, CPD evaluation principles and how to apply it to own practice

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

These qualifications are targeted at individuals who may require an understanding of social security benefits as part of their job or volunteering role. Learners will require a minimum 12-week placement opportunity to demonstrate key advice skills such as case recording and form completion.

Progression Opportunities

These qualifications will help learners to progress to other qualifications in similar or related areas such as specialist advice, legal advice or tribunal representation or into employment in occupationally related areas.

Entry Requirements

There are no formal entry requirements though it is expected that learners would have at least a level 2 or equivalent qualification e.g. GCSE English or Essential Skills. Learners must be at least 18 years old. Learners will require a minimum 12-week placement opportunity.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer the qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering these qualifications must have at least two years' experience in providing social security advice or hold a relevant qualification to at least level 5.

Assessors

OCN NI qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must:

- have at least two years' experience in providing social security advice or hold a relevant qualification to at least level 5
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)

Assessors are required to assess all assessment tasks and activities.

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

Internal Verifiers must:

- have at least two years' experience in providing social security advice or hold a relevant qualification to at least level 5.
- have direct or related relevant experience in assessment and verification
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Level 4 Certificate in Providing Social Security Advice

Learners must successfully complete all 8 units – 26 credits

Total Qualification Time (TQT) for this qualification: 260 hours

Guided Learning Hours (GLH) for this qualification: 156 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	GLH	Level
<i>Certificate units</i>						
Y/618/5413	CBF095	Advice Policies, Principles, and Standards	30	3	18	Four
D/618/5414	CBF098	Case Recording and Case Management for Advice Services	40	4	24	Four
H/618/5415	CBF099	Disability Benefits	30	3	18	Four
K/618/5416	CBF100	Building Financial Capability for Future Financial Wellbeing	20	2	12	Four
M/618/5417	CBF101	Managing Advice Interviews	30	3	18	Four
T/618/5418	CBF102	Personal Independence Payments (PIP)	20	2	12	Four
A/618/5419	CBF103	Understanding Social Security Benefits	50	5	30	Four
M/618/5420	CBF104	Universal Credit	40	4	24	Four

OCN NI Level 4 Extended Certificate in Providing Social Security Advice

Learners must successfully complete all 9 units – 32 credits

Total Qualification Time (TQT) for this qualification: 320 hours

Guided Learning Hours (GLH) for this qualification: 192 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	GLH	Level
Extended Certificate units						
Y/618/5413	CBF095	Advice Policies, Principles, and Standards	30	3	18	Four
D/618/5414	CBF098	Case Recording and Case Management for Advice Services	40	4	24	Four
H/618/5415	CBF099	Disability Benefits	30	3	18	Four
K/618/5416	CBF100	Building Financial Capability for Future Financial Wellbeing	20	2	12	Four
M/618/5417	CBF101	Managing Advice Interviews	30	3	18	Four
T/618/5418	CBF102	Personal Independence Payments (PIP)	20	2	12	Four
A/618/5419	CBF103	Understanding Social Security Benefits	50	5	30	Four
M/618/5420	CBF104	Universal Credit	40	4	24	Four
T/618/5421	CBF105	Continuing Professional Development for Advisers	60	6	36	Four

Unit Details

Title	Advice Policies, Principles, and Standards	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBF095	
Unit Reference No	Y/618/5413	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the policies, principles, and standards for advice services.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of policies and procedures for advice services.	1.1. Research and explain the key policies and procedures for advice services.	
2. Understand the importance and implementation of social policy in relation to advice services.	2.1. Explain the importance of social policy and how the work of advice services supports its implementation.	
3. Understand the importance of General Data Protection Regulations (GDPR) for advice services.	3.1. Research and explain the importance of GDPR for advice services.	
4. Understand the principles of advice to ensure quality of provision including advice standards.	4.1. Research and summarise the principles of advice, including their functions and how they are applied. 4.2. Research and explain how advice standards impact on the outcomes of advice services.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Case Recording and Case Management for Advice Services	
Level	Four	
Credit Value	4	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBF098	
Unit Reference No	D/618/5414	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of creating accurate case records, how to manage an active case load, and the impact of General Data Protection Regulations (GDPR) when case recording.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of recording accurate case records and compliance with a quality standard.	1.1. Research and explain the importance of recording accurate case records, including how to comply with a quality standard. 1.2. Summarise the essential content to be included in a case record and explain why each element is required. 1.3. Demonstrate with at least three examples how to accurately case record to an appropriate standard.	
2. Understand how to source and reference information appropriately within a case record.	2.1. Explain how to source and reference information accurately for case records.	
3. Understand how to accurately manage multiple advice cases and comply with a quality standard.	3.1. Research and explain how to accurately manage multiple advice cases. 3.2. Explain and evaluate how to manage at least three cases simultaneously ensuring compliance with a quality standard.	
4. Understand General Data Protection Regulations (GDPR) and its impact on case recording.	4.1. Explain with at least three examples the impact of GDPR on case recording.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Disability Benefits	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBF099	
Unit Reference No	H/618/5415	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the application and assessment process when claiming disability benefits.		
Learning Outcomes		Assessment Criteria
1. Understand the qualifying conditions and eligibility criteria for disability benefits.	1.1. Research and explain the following in relation to disability benefits: a) qualifying conditions b) eligibility criteria including special conditions	
2. Understand how to complete the application, assessment and administrative processes when claiming disability benefits.	2.1. Research and explain the following when claiming disability benefits: a) application process b) assessment procedure c) administrative processes for payment 2.2. Demonstrate how to accurately complete an application for disability benefits.	
3. Be able to calculate payment rates and components in relation to individual circumstances.	3.1. Calculate payment rates and components in relation to at least four different individuals with different circumstances.	
4. Understand the process for challenging application decisions.	4.1. Explain the process of accurately challenging application decisions.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Building Financial Capability for Future Financial Wellbeing	
Level	Four	
Credit Value	2	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBF100	
Unit Reference No	K/618/5416	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand budgeting, different types of borrowing and banking options, as well as future planning for financial wellbeing.		
Learning Outcomes	Assessment Criteria	
1. Understand budgeting and how to create a household budget.	1.1. Explain the difference between income and expenditure. 1.2. Critically compare the difference between priority and non-priority payments. 1.3. Critically compare the following types of budgets, including available options for households associated with each type: a) surplus b) balanced c) deficit 1.4. Explain the importance of budgeting in households and develop a household budget.	
2. Understand different types of borrowing, banking options and how to improve an individual's credit score.	2.1. Critically compare at least three types of available borrowing options for individuals. 2.2. Explain at least three methods to improve a credit score for an individual. 2.3. Compare and contrast at least three different banking options for individuals.	
3. Understand future planning for financial wellbeing and how to access debt and money advice services.	3.1. Explain future planning for financial wellbeing, including the following: a) a savings buffer b) protection from unexpected change c) viable pension options d) future retirement income e) other financial planning options 3.2. Explain when it is appropriate to signpost individuals to debt and money advice services or to self-help resources. 3.3. Summarise how to prepare an individual for debt advice.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Managing Advice Interviews	
Level	Four	
Credit Value	3	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBF101	
Unit Reference No	M/618/5417	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out advice interviews using multiple channels, appropriate communication skills and techniques, to manage the interview process in line with advice principles and standards.		
Learning Outcomes	Assessment Criteria	
1. Understand how to use multiple channels to carry out advice interviews.	1.1 Critically compare the following channels used to carry out advice interviews to include: a) face to face b) via telephone c) online	
2. Understand how to create a suitable environment and effectively manage advice interviews.	2.1 Explain how to create a suitable physical environment for clients in an advice setting. 2.2 Explain how to use communication skills and techniques to effectively manage advice interviews.	
3. Understand the key elements of advice interviews and the purpose and importance of the principles of advice.	3.1 Summarise the key elements of advice interviews. 3.2 Explain the purpose and importance of the principles of advice when adhering to a quality standard.	
4. Understand and apply triage in an advice setting.	4.1 Explain what is meant by triage in an advice setting. 4.2 Analyse and apply a triage model for at least three different advice scenarios.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Personal Independence Payments (PIP)	
Level	Four	
Credit Value	2	
Guided Learning Hours (GLH)	12	
OCN NI Unit Code	CBF102	
Unit Reference No	T/618/5418	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to calculate personal independence payments (PIP) awards, the application and assessment processes for claiming PIP and how to challenge application decisions.		
Learning Outcomes	Assessment Criteria	
1. Understand the qualifying conditions and eligibility criteria for Personal Independence Payments (PIP).	1.1. Research and explain the following in relation to PIP: a) qualifying conditions b) eligibility criteria including special conditions	
2. Understand how to complete the application, assessment and administrative processes when claiming PIP.	2.1. Research and explain the following when claiming PIP: a) application process b) assessment procedure c) administrative process for payment 2.2. Demonstrate how to accurately complete a PIP application.	
3. Be able to calculate payment rates and components in relation to individual circumstances.	3.1. Calculate payment rates and components in relation to at least four different individuals in different circumstances including: a) eligibility criteria b) points allocation	
4. Understand the process for challenging application decisions.	4.1. Explain the process of accurately challenging application decisions.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Understanding Social Security Benefits	
Level	Four	
Credit Value	5	
Guided Learning Hours (GLH)	30	
OCN NI Unit Code	CBF103	
Unit Reference No	A/618/5419	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the application and assessment processes when claiming social security benefits outside of Universal Credit. The learner will also understand how to access the Financial Support Service and how to challenge benefits and support decisions.		
Learning Outcomes	Assessment Criteria	
1. Understand the eligibility criteria and qualifying conditions for social security benefits outside of Universal Credit.	1.1. Research and explain the eligibility criteria and qualifying conditions for each of the following types of social security benefits outside of Universal Credit: a) means tested b) non-means tested c) contributory d) non-contributory	
2. Understand the application and assessment process when claiming social security benefits outside of Universal Credit.	2.1. Research and explain how to claim social security benefits outside of Universal Credit including: a) application process b) assessment procedure	
3. Understand and be able to calculate social security benefits outside of Universal Credit including tariff income and sanctionable benefits.	3.1. Explain and demonstrate how to calculate awards for the following social security benefits outside of Universal Credit: a) means tested b) non-means tested c) contributory d) non-contributory 3.2. Explain tariff income and demonstrate how it is calculated. 3.3. Summarise sanctionable benefits and the impact of sanctions on an award.	
4. Understand the eligibility criteria and application process for loans and grants under the Financial Support Service.	4.1. Research and explain the eligibility criteria and application process for loans and grants under the Financial Support Service.	
5. Understand how to challenge benefits and support decisions.	5.1. Explain how to accurately challenge decisions on the following: a) social security benefits outside of Universal Credit b) the Financial Support Service	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Universal Credit	
Level	Four	
Credit Value	4	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBF104	
Unit Reference No	M/618/5420	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the application and assessment process when claiming Universal Credit including Universal Credit deductions. The learner will also understand how to calculate Universal Credit awards.		
Learning Outcomes	Assessment Criteria	
1. Understand the eligibility criteria and qualifying conditions for Universal Credit.	1.1. Research and explain the following in relation to Universal Credit: a) eligibility criteria b) qualifying conditions c) exemption criteria d) transitional protection e) conditionality groups and requirements	
2. Be able to calculate Universal Credit and Transitional Protection Awards.	2.1. Use at least four different scenarios in order to calculate entitlement to Universal Credit. 2.2. Calculate awards of Transitional Protection.	
3. Understand the application process, assessment procedure and support available when claiming Universal Credit.	3.1. Summarise the following when claiming Universal Credit: a) application process b) assessment procedure c) financial support available d) support for vulnerable claimants	
4. Understand Universal Credit deductions.	4.1. Explain, with examples, the impact of sanctions and the benefit cap on an award of Universal Credit.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Continuing Professional Development for Advisers	
Level	Four	
Credit Value	6	
Guided Learning Hours (GLH)	36	
OCN NI Unit Code	CBF105	
Unit Reference No	T/618/5421	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the importance of continuing professional development (CPD) for advisers. The learner will also understand CPD evaluation principles and how to apply it to own practice.		
Learning Outcomes	Assessment Criteria	
1. Understand the importance of continuing professional development (CPD) for advisers including appropriate professional development routes.	1.1 Research and explain CPD standards for advisers. 1.2 Research and explain the importance of CPD. 1.3 Summarise the possible impact for clients and advisers if regular CPD activities are not undertaken. 1.4 Critically compare at least two professional development routes for advisers.	
2. Understand how to develop and evaluate a CPD plan.	2.1. Develop and implement a 12-month CPD plan which aims to improve own practice. 2.2. Explain and demonstrate evaluation principles within own CPD practice to include: a) key performance indicators b) supervision feedback c) client feedback	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of this qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

OCN NI Level 4 Certificate in Providing Social Security Advice

Qualification Number: 603/6817/2

Operational start date: 15 November 2020
Operational end date: 31 October 2025
Certification end date: 31 October 2029

OCN NI Level 4 Extended Certificate in Providing Social Security Advice

Qualification Number: 603/6816/0

Operational start date: 15 November 2020
Operational end date: 31 October 2025
Certification end date: 31 October 2029

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