

NOCN Level 1 Award in Community Development

Qualification Approval No. 600/5069/X

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Introduction

NOCN has been providing a qualification and accreditation service to providers across the UK for over 25 years and is justifiably proud of its reputation as, "...a provider of fully accessible, trusted and flexible qualification and accreditation services".

Over the years, NOCN has worked effectively with centres for the benefit of learners across the country, with a mutual interest in providing a continuously improving service. NOCN, whilst retaining all the advantages of being a national body, has always provided a personal, bespoke service to its customers and prides itself on its local presence and expertise within communities.

This document details the qualification specification and provides guidance to the training provider on assessment criteria and evidence requirements.

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1. About the qualification

The NOCN Level 1 Award in Community Development aims to develop the knowledge, skills and understanding of those involved in community development practice in a voluntary or paid capacity. The qualification provides underpinning knowledge for the practice of community development. It enables people to enhance the effectiveness of their community development work either as volunteer activists, full or part time community development staff, or as personnel of organisations and services with a community development approach.

The qualification has been developed by a range of community development practitioners and trainers under the guidance of the Federation of Community Development Learning (funded by the Community Development Foundation), led initially by Lifelong Learning UK and most recently by Learning and Skills Improvement Service (LSIS). This group included representatives from the community development field from Higher Education, across the UK and in various learning contexts.

The qualification is supported by LSIS, the lead sector body and the wider stakeholder group stated above. The qualification units are all mapped to the current National Occupational Standards, revised by LLUK in 2009. The qualification was also redeveloped in the context of the development of the Qualification and Credit Framework.

The broad aims of the Award is to provide underpinning knowledge of community development work, including its values and purpose, work with community groups and the diversity of communities.

The qualification contributes to the broad government agenda of upskilling the community development workforce (paid or unpaid) in a variety of contexts; a commitment to Localism and the role of local communities in decision making and shaping neighbourhoods; community organising and the Big Society initiative which is 'about shifting the culture – from government action to local action....about equipping people and organisations with the power and resources they need to make a real difference in their communities'.

Guided Learning Hours

Guided Learning Hours (GLH) are a guide to the amount of teacher-supervised or directed study time a learner will need to complete the learning needed for a qualification. NOCN recognises that every learner is different and the actual time taken may vary beyond the maximum and minimum shown.

Training providers not reliant on public funding measured by GLH may find them a useful guide to the recommended length of a programme of study. The learning hours can be divided in any way, for example, a 20 GLH hour programme could be delivered in 2 hours a week for 10 weeks or 8 hours a day for 3 days, depending on the course and learners.

The Guided Learning Hours for the NOCN Level 1 Award in Community Development is 30.

Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve this qualification.

TQT is split into two areas:

- Guided Learning Hours (GLH):
 - learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training
 - includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.
- Other Learning Hours (OLH):
 - an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including:
 - preparatory work
 - self-study
 - or any other form of education or training, including assessment.

Examples of GLH activities include:

- Classroom-based learning supervised by a teacher
- Work-based learning supervised by a teacher
- Live webinar or telephone tutorial with a teach in real time
- E-learning supervised by a teacher in real time
- All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training
- Exam time

Examples of OLH activities include:

- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning

The agreed Total Qualification Time has been used to identify the qualification's Credit Value.

The Total Qualification Time for the Level 1 Award in Community Development is 60 hours.

Relationship with National Occupational Standards / or other relevant standards

The NOCN Level 1 Award in Community Development is related to the National Occupational Standards (NOS) developed by Lifelong Learning UK (2009). The Awards contribute to the development of the knowledge and understanding required for community development practice.

Units within the qualification have been carefully mapped to the relevant standards as appropriate.

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 1 Award in Community Development Award is aimed at:

- those interested in developing the knowledge and skills for community development work
- people wanting to apply a community development approach to work in another context (e.g. health, housing, regeneration).

The Award is designed as an introduction to Community Development and is primarily developed from the knowledge requirements in Key Area 1, the core set of standards for Community Development.

The Level 1 Award is designed as an introduction to understanding community development, and is designed for young people and adults including those:

- want to progress to learning at a higher level
- beginning to engage with community activities
- interested in community work, and developing a career in this area
- involved in community groups and who want to develop an understanding of community development
- building on their informal community development learning.

The minimum age for access to the qualification is 14 years old.

The qualification is particularly suitable for those who, for example, are:

- Young people or adults wanting to support others to take a more active part in the development of their community
- Those working or volunteering in another field who want to apply community development approaches to their work

In the delivery of NOCN units to learners where age restrictions have been removed, centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification specification for the unit offered to learners, and avail themselves of the NOCN quality reviewer provision of further advice and guidance in the delivery of units, where clarification is required; centres should consult the NOCN document Access to Fair Assessment Policy and Procedure which is available on the NOCN website;
- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate specialist knowledge should be consulted where the possibility of any precipitate harm for learners or learners with particular characteristics is identified; NOCN may instigate consultation with the appropriate specialist where centres have not considered it necessary to do so or where it considers further specialist review is required;

- the centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

Restrictions on Learner Entry

Learners must be 14 or over. There are no other age restrictions on entry.

Entry Requirements

There are no specific entry requirements for the qualification.

An active role in the learners' community and its development will be required.

Recognition of Prior Learning

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, for example through accredited units or qualifications or informal, for example 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. Evidence is not time-limited.

QCF Level Descriptors

Level	Summary	Knowledge and understanding	Application and action	Autonomy and accountability
Level 1	Achievement at Level 1 reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance.	<p>Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks.</p> <p>Be aware of information relevant to the area of study or work.</p>	<p>Complete well-defined routine tasks.</p> <p>Use relevant skills and procedures.</p> <p>Select and use relevant information.</p> <p>Identify whether actions have been effective.</p>	Take responsibility for completing tasks and procedures subject to direction or guidance as needed

Extracted from QCF level descriptor's document on QCDA's website October 2008

Progression Opportunities

The NOCN Level 1 Award in Community Development enables progression to the NOCN Level 2 Certificate in Community Development, potential employment, further learning opportunities within employment, or further study at higher levels.

Learners with Particular Requirements

Assessment within the NOCN Level 1 Award 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 'Access to Fair Assessment Policy and Procedure' which can be found in the NOCN Centre Handbook area of the NOCN website within the Learning Providers section.

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

In order to achieve the NOCN Level 1 Award in Community Development qualification, the learner must successfully complete 6 credits:

Mandatory Units

Unit Reference	Unit Title	Level	Credit Value
M/503/4860	Community Development Values and Purpose	1	2
J/503/4864	Diversity, Inequality and Strengths in Communities	1	2
A/503/4862	Working with Community Groups	1	2

Achievement Methodology

- Assessments are internally set at the Centre by assessors, against the requirements detailed in the assessment criteria of the unit
- Assessment tasks are pre-approved by the internal verifier
- Assessment tasks are marked by assessors
- 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 NOCN or by person at the Centre with Approved Internal Verifier Status (AIVS).

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4. The qualification units

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

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Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
M/503/4860	Community Development Values and Purpose	Mandatory	2	L1	CAO789	13.2
J/503/4864	Diversity, Inequality and Strengths in Communities	Mandatory	2	L1	CAO792	13.2
A/503/4862	Working with Community Groups	Mandatory	2	L1	CAO796	13.2

An explanation of the kind of activity, assessment and evidence expected at the appropriate level is given below/on the next page.

5. How the qualification is assessed

The qualifications require 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 NOCN.

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 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.

5.3 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.

5.4 Standardisation

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

6. Offering the qualification

Recognised Centres

If you are already recognised to offer NOCN qualifications and would like more information contact: business-enquiries@nocn.org.uk.

If you are ready to add the qualification to your curriculum offer, please log in to the NOCN website, under Centres/Processes and Documents, and complete the 'Additional Qualification Approval Request Form,' which can then be returned to business-enquiries@nocn.org.uk for the attention of your Account and Sector Manager.

New Centres

If you are interested in offering NOCN qualifications but not currently working with NOCN, you will need to be recognised as an NOCN approved centre. This process includes:

- Confirmation that your organisation has an adequate infrastructure in place to support the effective delivery of NOCN qualifications
- An agreement signed by the principal authority in the organisation confirming adherence to the specified terms and conditions. This safeguards the quality assurance standards, in relation the delivery and assessment process.

If you would like more information about becoming an NOCN centre and offering this qualification please see 'New centres' under the 'Centres' section on our website www.nocn.org.uk or contact compliance@nocn.org.uk.

7. Quality Assurance and National Standardisation

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.

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

The NOCN standard quality assurance arrangements and requirements include:

- Internal verification
- External verification
- Standardisation.

Details and guidance are provided by NOCN.

7.2 Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards, as 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 NOCN standardisation if requested.

NOCN will notify Centres of the required sample for standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be collected by External Verifiers on behalf of NOCN.

Outcomes from standardisation will be available to Centres through NOCN.

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