



Qualification Specification for:

OCN NI Level 2 Extended Certificate in Criminal Investigation and Forensic Science

➤ **Qualification No. 610/3452/6**

Qualification Regulation Information

OCN NI Level 2 Extended Certificate in Criminal Investigation and Forensic Science

Qualification Number: 610/3452/6

Operational start date: 15 November 2023

Operational end date: 14 November 2028

Certification end date: 14 November 2030

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 and the certification end date is the last date by which learners must 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 2 Extended Certificate in Criminal Investigation and Forensic Science**

This specification sets out:

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

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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).

Qualification Features

Sector Subject Area

15.5 Law and legal services

This qualification relates to the following National Occupational Standards:

[NOS - Criminal Investigation](#)

Qualification Aim

The aim of the OCN NI Level 2 Extended Certificate in Criminal Investigation and Forensic Science is to enable the learner to know how to apply scientific procedures in forensic science, follow crime scene management processes and understand legal frameworks.

Qualification Objectives

The objectives of the OCN NI Level 2 Extended Certificate in Criminal Investigation and Forensic Science are to enable learners gain skills and knowledge in the following areas:

- criminology and criminal law
- criminal investigation, trial processes and evidence
- crime scene investigation, evidence and health and safety
- crime scene management
- analysing and assessing crime scene forensic evidence

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is targeted at learners who are interested in developing their knowledge of the application of science in forensics and criminal law.

Progression Opportunities

The OCN NI Level 2 Extended Certificate in Criminal Investigation and Forensic Science will enable learners to progress to higher level qualifications in science, forensic science, criminal law and criminology.

Entry Requirements

There are no formal entry requirements although learners should be at least 14 years of age and have sufficient literacy and numeracy skills to successfully achieve the qualification.

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

This qualification is available in English only at this time. If you wish to offer the qualification 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 these qualifications 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
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for any evidence they have assessed.

Centres must ensure that staff delivering, assessing and internally verifying qualifications are both qualified to teach in Northern Ireland and competent to do so.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

Assessors

The qualification is 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.

Assessors must:

- be occupationally competent and qualified to at least one level higher than the qualification
- have a minimum of one year's relevant experience
- have direct or related relevant experience in assessment
- 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 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 one year's experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

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 2 Extended Certificate in Criminal Investigation and Forensic Science

To achieve the OCN NI Level 2 Extended Certificate in Criminal Investigation and Forensic Science learners must successfully complete all units - 27 credits.

Total Qualification Time (TQT) for this qualification: 270 hours
Guided Learning Hours (GLH) for this qualification: 216 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
J/650/8264	CBG339	Exploring Criminology and Criminal Law	6	48	Two
K/650/8265	CBG340	Criminal Investigation, Trial Processes and Evidence	4	32	Two
L/650/8266	CBG341	Crime Scene Investigation Roles, Evidence and Health and Safety	4	32	Two
M/650/8267	CBG342	Crime Scene Management	6	48	Two
R/650/8268	CBG343	Analysing Crime Scene Forensic Evidence	3	24	Two
T/650/8269	CBG344	Assessing Crime Scene Evidence	4	32	Two

Unit Details

Title	Exploring Criminology and Criminal Law
Level	Two
Credit Value	6
Guided Learning Hours (GLH)	48
OCN NI Unit Code	CBG339
Unit Reference No	J/650/8264
Learn Direct Code	EC6
<i>Unit purpose and aim(s):</i> This unit will enable the learner to explore different types of crime, crime prevention measures, legal processes and the structure of the criminal justice system.	
Learning Outcomes	Assessment Criteria
1. Understand different types of crime and sources of crime statistics.	1.1. Define what is meant by the terms crime and deviance. 1.2. Describe different types of crime including: a) white-collar b) moral c) state d) technological e) individual 1.3. Compare different sources of crime statistics including: a) Home Office Statistics b) Crime Surveys (Victim Surveys) for England and Wales (CSEW) c) NISRA (Northern Ireland Statistics and Research Agency) d) ONS (Office for National Statistics) 1.4. Describe factors that affect crime statistics including unreported crime and perceived victimless crime.
2. Understand the aims and forms of punishment and crime prevention.	2.1. Describe the following aims of punishment: a) retribution b) rehabilitation c) deterrence d) public protection e) reparation 2.2. Describe the following forms of punishment a) imprisonment b) community c) financial d) discharge 2.3. Describe the key assumptions of deterrence including individual and general. 2.4. Describe how control theory may contribute to crime prevention.
3. Be aware of the role and impact of agencies involved in crime prevention.	3.1. Describe the role of the following agencies in crime prevention: a) government agencies such as police, CPS, judiciary, prisons, probation b) charities c) pressure groups 3.2. Research how the following may be used by agencies to promote crime prevention through social control: a) environmental such as design and gated lanes

	<ul style="list-style-type: none"> b) behavioural such Anti-Social Behaviour Order (ASBO) and token economy c) Institutional including removal of privileges and confinement
4. Understand legal processes and the structure of the criminal justice system.	<p>4.1. Describe the following processes used for law making:</p> <ul style="list-style-type: none"> a) government processes including green paper, white paper, bill, act of parliament b) judicial processes <p>4.2. Describe the structure of the criminal justice system in own region including:</p> <ul style="list-style-type: none"> a) police b) Ministry of Justice c) Courts and Tribunal Service d) Crown Prosecution Service e) Prison Service f) Probation service g) sentencing council
5. Understand different ways to effect law change.	<p>5.1. Describe factors involved in social change and how it may influence policy and changes to the law.</p> <p>5.2. Describe using examples how campaigns for policy change have led to changes in law and the processes involved.</p>

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	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
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	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>
E-assessment	The use of information technology to assess learners' work	<p>Electronic portfolio</p> <p>E-tests</p>

Title	Criminal Investigation, Trial Processes and Evidence
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBG340
Unit Reference No	K/650/8265
Learn Direct Code	EC6
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the techniques used at crime scenes to gather and preserve evidence and how this evidence may be used in court proceedings.	
Learning Outcomes	Assessment Criteria
1. Understand the role of personnel involved in criminal investigations.	1.1. Describe the roles of personnel involved in criminal investigations including: a) crime scene investigators b) forensic specialists c) police officers d) detectives e) pathologists f) Crown Prosecution Service (CPS)
2. Understand investigative techniques used to gather evidence.	2.1. Describe the impact of contamination of evidence at a crime scene. 2.2. Describe the following investigative techniques used to gather evidence: a) forensic b) surveillance c) profiling d) interviewing e) intelligence databases 2.3. Describe the role and impact of eye-witness testimony (EWT) on evidence gathering. 2.4. Assess the use and importance of investigative techniques for a given case.
3. Understand the Crown Prosecution Service (CPS) and how it uses evidence.	3.1. Describe the role of the CPS in criminal prosecutions. 3.2. Describe the following stages of the Full Code test and how this is used by the CPS: a) evidential test b) public interest test 3.3. Research examples of the role of the CPS in making decisions regarding use of evidence.
4. Understand the trial process and how evidence is used in court.	4.1. Describe the trial process including: a) pre-trial b) bail c) plea bargaining d) court e) appeal 4.2. Describe the role of personnel involved in the trial processes identified in AC 4.1. 4.3. Describe the rules of evidence including: a) admissibility b) disclosure of evidence c) hearsay rule and exceptions d) case law

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	Crime Scene Investigation Roles, Evidence and Health and Safety
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBG341
Unit Reference No	L/650/8266
Learn Direct Code	EC6
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand crime scene investigation roles, evidence and health and safety	
Learning Outcomes	Assessment Criteria
1. Understand the elements of a crime scene investigation and its relationship to the law and criminal justice system.	1.1. Describe the elements of a forensic science investigation including: a) scene of crime b) forensic science analysis c) interpretation of analysis 1.2. Describe the relationship between forensic science, the law and criminal justice system.
2. Understand the roles of the different people associated with crime scenes.	2.1. Define what is meant by the following terms in relation to a crime scene: a) victim b) perpetrator c) witness 2.2. Describe the role of the crime scene investigator (CSI). 2.3. Define what is meant by authorised personnel in relation to a crime scene and describe the role of each of the following: a) first attending officer (FAO) b) crime scene investigator (CSI) c) police officers d) paramedics e) fire and rescue service officers f) forensic scientists g) archaeologist h) doctors i) photographers j) health and safety executive officers
3. Understand different types of evidence collected from a crime scene.	3.1. Describe using at least four examples for each the following types of evidence and the purpose of each: a) physical b) biological c) chemical
4. Understand crime scene health and safety legislation and procedures.	4.1. Describe how the following legislation should be adhered to during a crime scene analysis: a) Health and Safety at Work Act 1974 and subsequent amendments b) Control of Substances Hazardous to Health (COSHH) Regulations 2002 c) Management of Health and Safety at Work Regulations 1999 d) Use of disposable personal protective equipment (PPE)

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	Crime Scene Management
Level	Two
Credit Value	6
Guided Learning Hours (GLH)	48
OCN NI Unit Code	CBG342
Unit Reference No	M/650/8267
Learn Direct Code	EC6
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how a crime scene is managed, recorded and how evidence is preserved.	
Learning Outcomes	Assessment Criteria
1. Understand how to manage a crime scene.	<p>1.1. Describe how to manage a crime scene including:</p> <ul style="list-style-type: none"> a) securing the crime scene using police tape, vehicles, police officers and forensic tents. b) restricting access using a cordon log c) preventing contamination including use of protective clothing <p>1.2. Assess a given crime scene for potential hazards and determine risks from the following:</p> <ul style="list-style-type: none"> a) presence of the suspect b) chemical hazards c) flammable and explosive materials d) biohazards e) sharps
2. Be able to use appropriate tools and techniques to observe and record a crime scene.	<p>2.1. Describe the importance of contemporaneous notes.</p> <p>2.2. Use appropriate tools and techniques to observe and record a crime scene including:</p> <ul style="list-style-type: none"> a) assessing different types of evidence present b) using evidence labels c) producing a written report d) measuring the crime scene and evidence. e) using videography, photography and sketches
3. Understand elements of a written witness statement from a crime scene.	<p>3.1. Describe elements of a written witness statement from a crime scene.</p>
4. Understand crime scene search patterns and methods of evidence collection.	<p>4.1. Illustrate at least two of the following search patterns that can be employed when searching for evidence from a given crime scene:</p> <ul style="list-style-type: none"> a) quadrant b) grid c) lane d) spiral e) wheel <p>4.2. Use at least five of the following methods of evidence collection for the crime scene identified in AC 4.1:</p> <ul style="list-style-type: none"> a) casting b) swabbing c) taping d) tweezers e) shaking f) brushing

	g) vacuuming h) recording marks and impressions
5. Understand how to preserve and protect evidence from crime scene to court.	5.1. Describe how to ensure continuity of evidence. 5.2. Describe how to preserve the integrity of evidence during transport and storage. 5.3. Identify suitable packaging to protect evidence from damage and contamination. 5.4. Describe the journey evidence takes from crime scene to court.
6. Be able to produce a written report on a crime scene	6.1. Use crime scene notes and other records to produce an illustrative report of a given crime scene.

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	Analysing Crime Scene Forensic Evidence	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBG343	
Unit Reference No	R/650/8268	
Learn Direct Code	EC6	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to analyse crime scene forensic evidence.		
Learning Outcomes	Assessment Criteria	
1. Be able to carry out microscopic analysis of a crime scene.	1.1. Define the term non-destructive analysis. 1.2. Describe how microscopic analysis can be used to identify and analyse hairs and fibres collected from a crime scene. 1.3. Demonstrate the steps required to carry out microscopic analysis of a given crime scene.	
2. Be able to analyse fingerprints collected at a crime scene.	2.1. Demonstrate the steps required to analyse fingerprints collected at a given crime scene including: a) latent fingerprint enhancement b) visual examination	
3. Be able to carry out thin layer chromatography (TLC) to analyse chemical evidence collected at the crime scene.	3.1. Define the following chromatography terms: a) mobile phase b) stationary phase 3.2. Use TLC to analyse chemical evidence collected at a given crime scene	
4. Understand how DNA is used in crime scene investigations.	4.1. Define the terms DNA profiling and fingerprinting. 4.2. Describe how the UK National DNA Database may be used in crime scene investigations.	
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	Assessing Crime Scene Evidence	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBG344	
Unit Reference No	T/650/8269	
Learn Direct Code	EC6	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to assess crime scene evidence and present a court case file.		
Learning Outcomes	Assessment Criteria	
1. Be able to assess if crime scene evidence is sufficient to provide a conviction.	1.1. Define the term unbiased expert opinion. 1.2. Describe the importance of presenting results and measurements in an unbiased manner. 1.3. Assess a given crime scene using observation to inform own opinion of possible circumstances of the crime. 1.4. Classify evidence collected from the crime scene assessed in AC 1.3 and process as either qualitative or quantitative analysis. 1.5. Demonstrate the steps taken to reach a scientifically sound conclusion on the circumstances of the crime scene assessed in AC 1.4, and classify using the following categories: a) possible b) probably c) likely 1.6. Assess if there is sufficient evidence from the crime scene assessed in AC 1.3 to provide a conviction.	
2. Be able to prepare a court case file.	2.1. Prepare a court case file using the evidence gathered in learning outcome 1.	
3. Be aware of the key elements of expert witness written statement/reports.	3.1. Describe the key elements of an expert witness written statement/report.	
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
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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 External Verification 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 the 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 a 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 these qualifications. 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.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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