

# National Language Units

Level 1 Level 2 Level 3 Level 4

2005 Standards

## What are the OCR NVQ National Language Units?

An NVQ is a qualification which assesses competence in a work situation. The OCR NVQ National Language Units are free-standing units which assess practical language skills in a real (or simulated-real) situation.

There are sixteen units available for each language covering four skills at four levels of competence. This enables progression but also allows certificates to be awarded for achievement as and when applicable.

## Which languages?

OCR NVQ National Language Units are available in:

French  
German  
Spanish  
Italian  
English  
Welsh  
Irish

datasheet

# OCR NVQ National Language Units

Companies with overseas customers recognise that language skills are crucial if they are to compete for business in the international market place. The National Language Units are directly relevant to the workplace.

These units are suitable for:

- anyone using language skills in the workplace
- anyone in full or part-time training

OCR provides a comprehensive range of resources, advisory and support services to enable centres to offer the National Language Units:

- Recording documents for candidates
- Guidance on delivery, assessment and verification of qualifications
- Guidance on simulated activities
- Advisory visits
- Evaluation of centres
- External verification
- Registration and certification of candidates
- Presentations and workshops

## The National Qualifications Framework

These units have been accepted by the Qualifications and Curriculum Authority (QCA) for inclusion in the National Qualifications Framework (NQF).

## CILT, The National Centre for Languages

The standards on which these units are based have been developed by the LNTO, which is the standards setting body for languages.

These standards were rewritten in 2005. They do not differ in any important respect from the old tried and tested standards but they are easier to read. The titles also say more about what the candidate has achieved.

# OCR NVQ National Language Units at Levels 1, 2, 3 and 4

The OCR NVQ National Language Units are free-standing NVQ units. They are available at different levels and in any combination, according to the occupation or learning situation of the candidates. They are also available within or alongside other NVQs. They aim to meet the needs of anyone wanting to prove their competence in a language other than their own first language.

The languages available (with the OCR scheme code relating to the 2005 standards) are:

- English (05646)
- French (05647)
- German (05648)
- Irish (05649)
- Italian (05650)
- Spanish (05711)
- Welsh (05712)

### Level 1

Listening	Listen to simple language in familiar work contexts
Speaking	Speak using simple language in familiar work contexts
Reading	Read simple text on familiar work topics
Writing	Write simple text on familiar work topics

### Level 2

Listening	Listen to routine language in everyday work contexts
Speaking	Speak using routine language in everyday work contexts
Reading	Read routine text on everyday work topics
Writing	Write routine text on everyday work topics

### Level 3

Listening	Listen to varied language in a range of work contexts
Speaking	Speak using varied language in a range of work contexts
Reading	Read varied text on a range of work topics
Writing	Write varied text on a range of work topics

### Level 4

Listening	Listen to complex language in a wide range of work contexts
Speaking	Speak using complex language in a wide range of work contexts
Reading	Read complex text on a wide range of work topics
Writing	Write complex text on a wide range of work topics

# The benefits of OCR NVQ National Language Units

- The development of new skills
- The recognition of existing skills
- Improvements to working practice
- Increased skills levels

## Centres

Organisations wishing to offer the OCR NVQ National Language Units can either apply to OCR to become a registered centre (if they can provide appropriate Internal Verifiers and Assessors) or work with an existing centre to assess the units.

## Candidates

If you wish to become a candidate for the National Language Units, you need to register with an OCR approved centre. Once you have registered with a centre, they will provide guidance and support on your route to achieving your language units.

Information on approved centres can be obtained by ringing the OCR Customer Contact Centre on 024 76 851509.

## Assessors

Assessors are appointed by the centre. They must hold appropriate NVQ assessor qualifications, or achieve them within 18 months of appointment. They must also:

- hold a qualification in the language they assess at least one level above the level assessed
- or
- be a native speaker and have relevant experience of using the language within the last 5 years
- knowledge and understanding of competence-based qualifications and in-depth knowledge of the National Language Standards 2005

## Internal Verifiers

Internal Verifiers are appointed by the centre. They provide advice and support to assessors, administer the documentation and monitor the quality of assessment. They must also hold appropriate NVQ Internal Verifier qualifications or achieve these within 18 months of appointment. They must also:

- be competent in at least one of the languages offered by the centre, ie hold an advanced level qualification or be a native speaker
- or
- hold a qualification in at least one language assessed in the centre or be a native speaker

They must also have;

- sufficient expertise to enable them to verify assessment decisions and give advice to assessors
- knowledge and understanding of competence-based qualifications
- an in-depth knowledge of the National Language Standards (2005)

## External Verifiers

External Verifiers are appointed by OCR to evaluate Centres, to monitor quality and to provide ongoing support. They will also have occupational experience in languages.

## What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **vocational.qualifications@ocr.org.uk**; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **www.ocr.org.uk**

### Other qualifications offered by OCR which may be of interest to you include:

- CBLC (Certificates in Business Language Competence). Also based in the National Language Standards and unit-based, these qualifications at Entry Level, Level 1, Level 2 and Level 3 are in the NQF. They are assessed by examination carried out by visiting OCR external examiners, visits available at any time with notice.
- OCR offers a range of NVQs in such areas as Customer Service Retail and Management.

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**www.ocr.org.uk**

OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**General qualifications**

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

**OCR**

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

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