

The following guidance will help you complete the New Course Notification Form. It should be completed once the course has been approved internally

NB: Course ID - this will be assigned by OCN Eastern Region once the new course has been approved

1 CENTRE DETAILS

Centre Name

This is the name of your organisation, as provided in your Centre Recognition Application.

Centre Number

This is the Centre Number given to you by OCN Eastern Region when you received formal Centre Recognition.

Curriculum Development Contact

The Curriculum Development contact is usually the person who is responsible for the internal course approval system at your centre and who is authorised to submit courses to the OCN.

This should be the same Curriculum Development contact as detailed in your Centre Recognition Application.

2 COURSE DETAILS

Course Title

This is your course title - the title that will appear on the learners' certificates. It should accurately reflect the content of the course. Please note that you must avoid the following words: Award, Certificate, Diploma, Foundation, Intermediate or Advanced as they have precise meanings in the qualifications framework. You must also avoid the words "Access to" unless the course is a QAA recognised Access to HE course.

OCN Approved Internal Verifier

This is the name of the Approved Internal Verifier (AIV) for the course. The named AIV will then be attached to the course for the recommendation of credit and only their signature will be accepted. If there is no Internal Verifier, your centre cannot make a direct claim to the OCN for the award of credit. Instead the OCN Quality Reviewer will verify the recommendation for the award of credit.

If you do not have an AIV, leave this section blank

Course Target Group

This is a brief description of the group for whom the course is intended. It can be a broad description of the target group or a more specific one if the nature of the course dictates it

Start Date

This is the start date of the course for the first cohort of learners only.



Course Duration

Use this section to tell us the number of weeks that the course will last.

Estimated Number of Learners

This is the number of learners for the next 12 months

Course Type

Please insert NOCN if you are offering an NOCN qualification and OCN for any other offering.

Credit Target for Full Achievement

This is the number of credits required for the full achievement of the course by a learner. A course can consist of more credits than the credit target and the centre should indicate rules of combination which apply to the units that make up the course. Centres should aim to meet the needs of the intended target group.

The regional OCN uses the Credit Target for Full Achievement to charge for the course.

Will there be learners under 16 on this course?

If there will be learners under 16, you should check in the qualification guide that the units and unit combinations are accredited for use with younger learners.

Qualification

If the course has a NOCN qualification embedded within it, you should provide the NOCN qualification title and accreditation number. This can be found on the qualification guide. (All guides can be downloaded from www.nocn.org.uk) This will allow the OCN to track learner achievement on this and subsequent courses.

More than one qualification title can be added if you have learners working towards the same qualification, but at different levels or in different sizes. For example:

NOCN Level 1 Award for **Progression**
NOCN Level 1 Certificate for **Progression**
NOCN Level 1 Diploma for **Progression**
NOCN Level 2 Award for **Progression**
NOCN Level 2 Certificate for **Progression**
NOCN Level 2 Diploma for **Progression**

3 UNITS

This is the total number of units listed in Appendix 1.



4 CONFIRMATION

Please return the completed New Course Notification Form to your OCN Eastern Region representative.

If the course amendments are approved, your regional OCN Eastern Region representative will send confirmation via email to your Administration Contact.

If the course amendments are not approved, the reason will be communicated with further advice and guidance via your OCN Eastern Region representative.

APPENDIX 1 UNIT DETAILS

For each unit, please give the title, level, credit value and OCN unit code.

Units can be included at different levels. Please include all units that learners can choose from.

