



Qualification Specification for:

OCN NI Entry Level Award in ICT Skills (Entry 3)

➤ **Qualification No: 600/8223/9**

Qualification Regulation Information

Qualification Number:	600/8223/9
Operational start date:	01 March 2013
Operational end date:	31 July 2028
Certification end date:	31 July 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 1 year 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.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk

Foreword

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

→ **OCN NI Entry Level Award in ICT Skills (Entry 3)**

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 Summary	6
Sector subject area	6
Grading	6
Qualification Target Group	6
Progression Opportunities	6
Entry Requirements.....	6
Qualification Support.....	6
Delivery Languages.....	6
Centre Requirements for Delivering the Qualification.....	7
Centre Recognition and Qualification Approval	7
Centre Staffing	7
Tutors.....	7
Assessors.....	7
Internal Verification.....	8
Structure and Content	9
Unit Details	10
Quality Assurance of Centre Performance.....	17
External Verification	17
Standardisation	17
Administration.....	18
Registration	18
Certification	18
Charges.....	18
Equality, Fairness and Inclusion.....	18
Retention of Evidence	18

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 Summary

The OCN NI Entry Level Award in ICT Skills (Entry 3) qualification has been designed to encourage learners to develop and demonstrate their skills in the basics of ICT as well as email, internet, word processing and spreadsheet software.

Sector subject area

6.2 ICT for Users

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

The qualification is targeted at providing basic ICT skills with a view to progression to further education and/or employment.

Progression Opportunities

The OCN NI Entry Level Award in ICT Skills (Entry 3) Qualification enables progression to further ICT training and/or to further education and/or employment.

Entry Requirements

There are no formal restrictions on entry. No prior knowledge of ICT skills is required. Learners should be at least 14 years old however if you wish to deliver any units to learners under 14, please seek guidance from OCN NI.

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 this 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 experience in the ICT sector.

Assessors

The 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.

Assessors must:

- be occupationally competent and qualified to at least one level higher than the qualification
- have a minimum of one year's experience in the ICT sector
- 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 occupational 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

The table below summarises the structure of this qualification. In order to achieve the qualification learners must complete a total of 8 credits (all 5 mandatory units).

Total Qualification Time (TQT) for this qualification: 80 hours
 Guided Learning Hours (GLH) for this qualification: 65 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
T/502/0166	CAV642	IT User Fundamentals	2	15	Entry 3
F/502/0171	CAV648	Using the Internet	1	10	Entry 3
J/502/0172	CAV646	Using Email	1	10	Entry 3
A/502/0167	CAV649	Word Processing Software	2	15	Entry 3
F/502/0168	CAV644	Spreadsheet Software	2	15	Entry 3

Unit Details

Title	IT User Fundamentals	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CAV642	
Unit Reference No	T/502/0166	
<i>Unit purpose and aim(s):</i> This unit is to enable learners to gain knowledge and acquire the essential skills for using IT systems and information safely and securely.		
Learning Outcomes		Assessment Criteria
1. Interact with and use IT system to meet needs.	1.1. Use correct procedures to start and shut down an IT system. 1.2. Use IT systems and interface features effectively to meet needs. 1.3. Use appropriate terminology when describing IT systems.	
2. Organise, store and retrieve appropriately.	2.1. Work with files and folders so that it is easy to find and retrieve information. 2.2. Identify types of storage media that can be used to store information.	
3. Understand the need for safety and security practices	3.1. Follow guidelines and procedures for the safe and secure use of IT. 3.2. Outline the need to keep information secure. 3.3. Keep information secure and manage access to information sources securely. 3.4. Identify why it is important to control access to hardware, software and data.	
4. Maintain system and respond to common IT system problems.	4.1. Respond to IT problems and take appropriate action. 4.2. Identify where to get expert advice and help to solve problems.	
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
----------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

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
----------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

Title	Using Email	
Level	Entry 3	
Credit Value	1	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CAV646	
Unit Reference No	J/502/0172	
<i>Unit purpose and aim(s):</i> This unit is to enable learners to develop the key skills required for using email as a means of communication.		
Learning Outcomes	Assessment Criteria	
1. Use e-mail software tools to send and compose messages.	1.1. Use software tools to compose e-mail messages. 1.2. Attach a file to an e-mail message. 1.3. Send and receive e-mail messages using appropriate tools. 1.4. Identify how to stay safe and respect others when using e-mail.	
2. Manage incoming email.	2.1. Follow guidelines and procedures for using e-mail. 2.2. Identify when to respond to e-mail messages. 2.3. Read and respond to e-mail messages. 2.4. Store email messages appropriately for future use.	
3. Respond to common problems when using e-mail.	3.1. Respond to common e-mail problems. 3.2. Identify where to get expert advice to solve a problem.	
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

Title	Spreadsheet Software	
Level	Entry 3	
Credit Value	2	
Guided Learning Hours (GLH)	15	
OCN NI Unit Code	CAV644	
Unit Reference No	F/502/0168	
<i>Unit purpose and aim(s):</i> This unit is to enable learners to develop the basic skills required to enter data, use formulae and display information effectively using spreadsheet software.		
Learning Outcomes		Assessment Criteria
1. Enter and edit numerical and other information using spreadsheets.	1.1. Enter and edit numerical and other information accurately. 1.2. Store and retrieve spreadsheet files effectively, in line with local guidelines.	
2. Use appropriate formulas and tools to summarise and display spreadsheet information.	2.1. Identify how to summarise and display the required information. 2.2. Use formulas and tools as needed to summarise data and process information.	
3. Use appropriate tools and techniques to present spreadsheet information effectively.	3.1. Use appropriate tools and techniques to format spreadsheet cells, rows and columns. 3.2. Identify the chart or graph type used to display information. 3.3. Use appropriate tools to generate a chart or graph. 3.4. Select a page layout to present and print spreadsheet information. 3.5. Check spreadsheet information using IT tools making corrections as appropriate.	
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

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.

OCN NI Entry Level Award in ICT Skills (Entry 3) **Qualification Number: 600/8223/9**

Operational start date: 01 March 2013
Operational end date: 31 July 2028
Certification end date: 31 July 2029

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk