



**Qualification Specification for:**

**OCN NI Level 2 Award in Digital Skills**

➤ **Qualification No: 610/1257/9**

## Qualification Regulation Information

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### OCN NI Level 2 Award in Digital Skills

Qualification Number: 610/1257/9

Operational start date: 01 August 2022

Operational end date: 31 July 2027

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 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

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

→ **OCN NI Level 2 Award in Digital Skills**

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](http://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

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### 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 1<sup>st</sup> 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

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### Sector Subject Area

6.2 ICT for users

This qualification relates to the following National Occupational Standards:

[NOS - ICT](#)

### Qualification Aim

The aim of the OCN NI Level 2 Award in Digital Skills is to enable the learner to understand how to use digital tools to communicate, use online services safely and create and edit documents.

### Qualification Objectives

The objectives of the OCN NI Level 2 Award in Digital Skills are to enable learners to be able to:

- compose, send and receive emails
- create and edit documents using word processing software
- use social media
- use online services safely

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

This qualification is targeted at learners who have little or no prior IT skills and wish to develop these.

### Progression Opportunities

The OCN NI Level 2 Award in Digital Skills will enable learners to progress to higher level qualifications in digital skills and/or information technology.

### Entry Requirements

There are no formal entry requirements although learners should be at least 14 years of age.

### **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

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### 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 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

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### OCN NI Level 2 Award in Digital Skills

To achieve the OCN NI Level 2 Award in Digital Skills learners must successfully complete the one unit – 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
 Guided Learning Hours (GLH) for this qualification: 16 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title     | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|----------------|--------------|-----|-----|-------|
| <a href="#">H/650/3466</a> | CBF862           | Digital Skills | 2            | 20  | 16  | Two   |

## Unit Details

| Title  | Digital Skills   |
|--|--|
| Level  | Two  |
| Credit Value   | 2  |
| Guided Learning Hours (GLH)  | 16   |
| OCN NI Unit Code   | CBF862   |
| Unit Reference No  | H/650/3466   |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use digital tools to communicate, use online services safely and create and edit documents. |  |
| Learning Outcomes  | Assessment Criteria  |
| 1. Be able to compose, send and receive emails.  | 1.1. Outline how to stay safe and respect others when using email.<br>1.2. Compose, format and send emails including attachments to individuals and groups.<br>1.3. Use an address book to organise contact information.<br>1.4. Read and respond to emails appropriately archiving and storing as required including attachments.   |
| 2. Be able to create and edit documents using word processing software.  | 2.1. Use appropriate word processing software to create a document and enter, edit and format text including:<br>a) font size<br>b) font type<br>c) underline<br>d) bold<br>e) italic<br>f) creating bullet point lists<br>2.2. Format and insert a suitable graphic in a given document including suitable:<br>a) sizing<br>b) caption<br>c) borders<br>2.3. Create and format a table in a given document to include suitable:<br>a) positioning<br>b) sizing<br>c) border style |
| 3. Be able to use social media.  | 3.1. Outline the positive and negative aspects of using social media and how associated risks may be minimised.<br>3.2. Demonstrate the use of at least three commonly used social media platforms.  |
| 4. Be able to use online services safely.  | 4.1. Use online services to carry out at least three of the following activities:<br>a) shopping<br>b) banking<br>c) payment of utilities bills<br>d) accessing government services<br>e) paying rates or council tax<br>f) booking an appointment<br>4.2. Demonstrate how to manage online account service settings by amending account preferences.<br>4.3. Select and use appropriate software to optimise IT system security.  |

|  |   | 4.4. Illustrate how to check for scams or fake websites, including checking the following:<br>a) padlock next to the website URL<br>b) secure payment systems<br>c) web address name is correct<br>d) fake reviews on websites<br>e) returns policy for online shopping websites |
|--|---|--|
| <b>Assessment Guidance</b>   |   |  |
| The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered. |   |  |
| <b>Assessment Method</b>   | <b>Definition</b>   | <b>Possible Content</b>  |
| Portfolio of evidence  | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Record of observation<br>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<br>Learner notes/written work<br>Learner log   |

## Quality Assurance of Centre Performance

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### 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

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### 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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