



## Qualification Specification for:

- **OCN NI Level 3 Award in Information Technology Applications**  
Qualification No: 601/8656/2
- **OCN NI Level 3 Certificate in Information Technology Applications**  
Qualification No: 601/8657/4
- **OCN NI Level 3 Diploma in Information Technology Applications**  
Qualification No: 601/8844/3

## Qualification Regulation Information

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OCN NI Level 3 Award in Information Technology Applications: 601/8656/2

Operational start date: 1 April 2016  
Operational end date: 30 June 2030  
Certification end date: 30 June 2033

OCN NI Level 3 Certificate in Information Technology Applications: 601/8657/4

Operational start date: 1 April 2016  
Operational end date: 30 June 2030  
Certification end date: 30 June 2033

OCN NI Level 3 Diploma in Information Technology Applications: 601/8844/3

Operational start date: 1 June 2016  
Operational end date: 30 June 2030  
Certification end date: 30 June 2033

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 can 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 qualifications:

- **OCN NI Level 3 Award in Information Technology Applications**
- **OCN NI Level 3 Certificate in Information Technology Applications**
- **OCN NI Level 3 Diploma in Information Technology Applications**

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](http://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.

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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.

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.

### 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).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

## Qualification Summary

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### Sector Subject Area

6.2 ICT for users

### Qualifications' Aim

Today's work environment depends increasingly on a range of technologies. The OCN NI Level 3 Award, Certificate and Diploma in Information Technology Applications are designed to provide learners with the more advanced IT skills required to function successfully in the work and wider environment.

### Grading

Grading for these qualifications is pass/fail.

### NI Entitlement Framework

The Department of Education sets out the minimum number and range of courses a school should offer at Key Stage 4 and Post-16. The Entitlement Framework (EF) is the Post-14 curriculum which puts the needs of pupils first. It aims to provide access for pupils to a broad and balanced curriculum to enable them to reach their full potential no matter which school they attend or where they live.

The Entitlement Framework is designed to ensure equity and access to educational opportunities for all learners and enables schools to offer a broad and balanced, economically relevant curriculum to meet the needs and aspirations of all pupils. It will guarantee that all pupils have access to a minimum number of courses at Key Stage 4 and Post-16, of which at least one third must be general and one third applied.

The OCN NI Level 3 Diploma in Information Technology Applications has been approved by the Department of Education and added to the NIEFQAN file.

For further information visit: <https://www.education-ni.gov.uk/articles/qualifications>

### UCAS Tariff

The OCN NI Level 3 Certificate and Diploma in Information Technology Applications qualifications are recognised by UCAS, with 8 points allocated to the Certificate and 32 points allocated to the Diploma. The allocation to the Diploma is comparable to a Grade C at A Level.

### **Qualification Target Group**

IT skills are now required by almost everyone at work and to survive in society. These qualifications are targeted at learners who are currently in employment and those seeking employment. They are also suitable for school and college students and for adults who wish to acquire competency in IT skills and gain an accredited qualification.

### **Progression Opportunities**

The OCN NI Level 3 Award, Certificate and Diploma in Information Technology Applications qualifications enable progression into more professional and technical qualifications and/or IT training.

### **Entry Requirements**

There are no formal entry requirements however typically learners should have an intermediate knowledge of IT skills and be at least 16 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**

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

\*Note: A person cannot be an internal verifier for their own assessments.

### 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 area of information technology.

### 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, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area of information technology
- 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 centre 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 qualifications.

#### ***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

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 these qualifications.

In order to achieve **the OCN NI Level 3 Award in Information Technology Applications** learners must complete a total of 10 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification: 100 hours  
 Guided Learning Hours (GLH) for this qualification: 70 hours

In order to achieve the **OCN NI Level 3 Certificate in Information Technology Applications** learners must complete a total of 15 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification: 150 hours  
 Guided Learning Hours (GLH) for this qualification: 105 hours

In order to achieve the **OCN NI Level 3 Diploma in Information Technology Applications** learners must complete a total of 52 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification: 520 hours  
 Guided Learning Hours (GLH) for this qualification: 364 hours

The Qualifications consist of the following units:

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">H/508/2937</a>	CBD489	Bespoke Software	40	4	Three
<a href="#">K/508/2938</a>	CBD490	Computerised Accounting Software	50	5	Three
<a href="#">M/508/2939</a>	CBD491	Database Software	60	6	Three
<a href="#">H/508/2940</a>	CBD492	Design Software	50	5	Three
<a href="#">K/508/2941</a>	CBD493	Desktop Publishing Software	50	5	Three
<a href="#">M/508/2942</a>	CBD494	Imaging Software	50	5	Three
<a href="#">T/508/2943</a>	CBD495	Improving Productivity Using IT	50	5	Three
<a href="#">H/508/2971</a>	CBD519	IT Communication Fundamentals	20	2	Three

<a href="#">H/508/2954</a>	CBD516	IT Software Fundamentals	30	3	Three
<a href="#">K/508/2972</a>	CBD520	IT User Security	30	3	Three
<a href="#">A/508/2944</a>	CBD498	Optimise IT System Performance	50	5	Three
<a href="#">F/508/2945</a>	CBD499	Presentation Software	60	6	Three
<a href="#">J/508/2946</a>	CBD500	Project Management Software	50	5	Three
<a href="#">L/508/2947</a>	CBD501	Set Up an IT System	50	5	Three
<a href="#">R/508/2948</a>	CBD502	Specialist Software	40	4	Three
<a href="#">T/508/2974</a>	CBD522	Spreadsheet Software	40	4	Three
<a href="#">Y/508/2949</a>	CBD503	Use Collaborative Technologies	60	6	Three
<a href="#">F/508/2976</a>	CBD523	Using Digital Imaging and Printing Tools	40	4	Three
<a href="#">L/508/2950</a>	CBD504	Using Email	30	3	Three
<a href="#">R/508/2951</a>	CBD505	Using the Internet	50	5	Three
<a href="#">Y/508/2952</a>	CBD507	Website Software	80	8	Three
<a href="#">D/508/2953</a>	CBD508	Word Processing Software	60	6	Three
<a href="#">A/507/3063</a>	CBC458	Capturing, Editing and Presenting Video Sequences	40	4	Three
<a href="#">Y/507/3068</a>	CBC462	Using Multimedia Software	40	4	Three
<a href="#">K/508/2969</a>	CBD517	Computer Animation Techniques	80	8	Three
<a href="#">D/508/2970</a>	CBD518	Computer Networks	80	8	Three
<a href="#">M/508/2973</a>	CBD521	Mobile Application Development	80	8	Three
<a href="#">T/507/3062</a>	CBC457	Using Social Media to Market and Promote Events, Products and Services	40	4	Three
<a href="#">H/507/3073</a>	CBC442	Capturing and Editing Audio Sequences	40	4	Three

## Unit Details

Title	Bespoke Software	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBD489	
Unit Reference No	H/508/2937	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use bespoke software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Input and combine information using bespoke software.	1.1. Input relevant information accurately so that it is ready for processing. 1.2. Select and use appropriate techniques to link and combine information within the application and across different software applications.	
2. Create and modify appropriate structures to organise and retrieve information efficiently.	2.1. Evaluate the use of software functions to structure, layout and style information. 2.2. Create, change and use appropriate structures and/or layouts to organise information efficiently. 2.3. Manage data files effectively, in line with local and/or legal guidelines and conventions for the storage and use of data where available.	
3. Exploit the functions of the software effectively to process and present information.	3.1. Select and use appropriate tools and techniques to edit, analyse and format information. 3.2. Check information meets needs, using IT tools and making corrections as necessary. 3.3. Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs. 3.4. Select and use presentation methods to aid clarity and meaning.	
<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 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	Computerised Accounting Software	
Level	Three	
Credit Value	5	
Guided Learning Hours (GLH)	35	
OCN NI Unit Code	CBD490	
Unit Reference No	K/508/2938	
<i>Unit purpose and aim(s):</i> This unit will enable the learner use Computerised accounting software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Access, enter and edit accounting information.	1.1. Set up procedures for entry of accounting data accurately into records to meet requirements. 1.2. Explain how to code new entries. 1.3. Locate and display accounting data records to meet requirements. 1.4. Check data records meet needs using IT tools, making corrections as necessary. 1.5. Explain the risks to data security and procedures used for data protection. 1.6. Handle data files effectively, in line with local or legal guidelines and conventions for the storage and use of data where available. 1.7. Interpret and respond appropriately to a range of data and application error messages.	
2. Process business transactions from source documents.	2.1. Select and use appropriate tools and techniques to process transactions. 2.2. Use software tools to monitor accounts. 2.3. Respond appropriately to any transaction errors and problems. 2.4. Process period and year end routines.	
3. Develop and interpret management information reports.	3.1. Explain what information is required and how to present it. 3.2. Generate and interpret management reports as required. 3.3. Customise and format accounting documents and reports according to requirements. 3.4. Import and export data and link to other systems.	
4. Set up a computerised accounting system ready for use.	4.1. Install and update accounting software as required. 4.2. Configure accounting software for use. 4.3. Set up package parameters. 4.4. Set up initial account balances.	
<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 OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
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	Database Software	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	42	
OCN NI Unit Code	CBD491	
Unit Reference No	M/508/2939	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use database software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Plan, create and modify relational database tables to meet requirements.	1.1. Explain how a relational database design enables data to be organised and queried. 1.2. Plan and create multiple tables for data entry with appropriate fields and properties. 1.3. Set up and modify relationships between database tables. 1.4. Explain why and how to maintain data integrity. 1.5. Respond appropriately to problems with database tables. 1.6. Use database tools and techniques to ensure data integrity is maintained.	
2. Enter, edit and organise structured information in a database.	2.1. Design and create forms to access, enter, edit and organise data in a database. 2.2. Select and use appropriate tools and techniques to format data entry forms. 2.3. Check data entry meets needs, using IT tools and making corrections as necessary. 2.4. Respond appropriately to data entry errors.	
3. Use database software tools to create, edit and run data queries and produce reports.	3.1. Explain how to select, generate and output information from queries according to requirements. 3.2. Create and run database queries to display, amend or calculate selected data. 3.3. Plan and produce database reports from a multiple-table relational database. 3.4. Select and use appropriate tools and techniques to format database reports. 3.5. Check reports meet needs, using IT tools and making corrections as necessary.	
<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 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	Design Software	
Level	Three	
Credit Value	5	
Guided Learning Hours (GLH)	35	
OCN NI Unit Code	CBD492	
Unit Reference No	H/508/2940	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use design software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Obtain, insert and combine information for designs.	1.1. Explain what designs are needed. 1.2. Explain how the context affects the way designs should be prepared. 1.3. Provide guidance on what and how any copyright or other constraints may apply to the use of own and others' designs. 1.4. Obtain, insert and prepare designs. 1.5. Explain how file format affects design quality, format and size and how to choose appropriate formats for saving designs. 1.6. Use appropriate techniques to organise and combine information of different types or from different sources. 1.7. Store and retrieve files effectively, in line with guidelines and conventions where available.	
2. Use design software tools to create, manipulate and edit designs.	2.1. Explain what technical factors affecting designs need to be taken into account and how to do so. 2.2. Select and use suitable tools and techniques efficiently to create designs. 2.3. Use guidelines and dimensioning tools appropriately to enhance precision. 2.4. Select and use appropriate tools and techniques to manipulate and edit designs. 2.5. Check designs meet needs, using IT tools and making corrections as necessary. 2.6. Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs.	
<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 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	Record of observation Learner notes/written work Learner log

	enable learners to practise and apply skills and knowledge	
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	Desktop Publishing Software
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD493
Unit Reference No	K/508/2941
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use desktop publishing software.	
Learning Outcomes	Assessment Criteria
1. Select and use appropriate designs and page layouts for publications.	1.1. Explain what types of information are needed. 1.2. Explain when and how to change page design and layout to increase effectiveness of a publication. 1.3. Select, change, define, create and use appropriate page design and layout for publications in line with local guidelines, where relevant. 1.4. Select and use appropriate media for the publication.
2. Input and combine text and other information within publications.	2.1. Find and input information into a publication so that it is ready for editing and formatting. 2.2. Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software. 2.3. Provide guidance on how copyright constraints affect use of own and others' information. 2.4. Explain which file format to use for saving designs and images. 2.5. Store and retrieve publication files effectively, in line with local guidelines and conventions where available.
3. Use desktop publishing software techniques to edit and format publications.	3.1. Determine and discuss what styles, colours, font schemes, editing and formatting to use for the publication. 3.2. Create styles, colours and font schemes to meet needs. 3.3. Select and use appropriate techniques to edit publications and format text. 3.4. Manipulate images and graphic elements accurately. 3.5. Control text flow within single and multiple columns and pages. 3.6. Check publications meet needs, using IT tools and making corrections as necessary. 3.7. Identify and respond appropriately to quality problems with publications to ensure that outcomes are fit for purpose and meet needs.

### 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	Imaging Software	
Level	Three	
Credit Value	5	
Guided Learning Hours (GLH)	35	
OCN NI Unit Code	CBD494	
Unit Reference No	M/508/2942	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use imaging software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Obtain, insert and combine information for images.	1.1. Explain what images are needed. 1.2. Explain how the context affects the way images should be prepared 1.3. Provide guidance on what and how any copyright or other constraints may apply to the use of own and others' images. 1.4. Obtain, insert and prepare images. 1.5. Explain how file format affects image quality, format and size and how to choose appropriate formats for saving images. 1.6. Use appropriate techniques to organise and combine information of different types or from different sources. 1.7. Store and retrieve files effectively, in line with guidelines and conventions where available.	
2. Use imaging software tools to create, manipulate and edit images.	2.1. Explain what technical factors affecting images need to be taken into account and how to do so. 2.2. Select and use suitable tools and techniques efficiently to create images. 2.3. Use guidelines and dimensioning tools appropriately to enhance precision. 2.4. Select and use appropriate tools and techniques to manipulate and edit images. 2.5. Check images meet needs, using IT tools and making corrections as necessary. 2.6. Identify and respond appropriately to quality problems to ensure that images are fit for purpose and meet needs.	
<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 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	Record of observation Learner notes/written work

	the tutor or by learners, to enable learners to practise and apply skills and knowledge	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	Improving Productivity Using IT
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD495
Unit Reference No	T/508/2943
<i>Unit purpose and aim(s):</i> This unit will enable the learner to improve productivity using IT.	
Learning Outcomes	Assessment Criteria
1. Plan, select and use appropriate IT systems and software for different purposes.	1.1. Explain the purpose for using IT. 1.2. Analyse the methods, skills and resources required to complete the task successfully. 1.3. Analyse any factors that may affect the task. 1.4. Critically compare alternative methods to produce the intended outcome. 1.5. Develop plans for using IT for different tasks and purposes, including contingencies 1.6. Select and use appropriate IT systems and software applications to produce effective outcomes. 1.7. Explain why different software applications could be chosen to suit different tasks, purposes and outcomes. 1.8. Explain any legal or local guidelines or constraints which apply to the task or activity.
2. Evaluate the selection and use of IT tools to make sure that activities are successful.	2.1. Critically compare the strengths and weaknesses of own and other people's final work. 2.2. Review ongoing use of IT tools and techniques and change the approach as needed. 2.3. Evaluate and test solutions to make sure they match requirements and are fit for purpose. 2.4. Be prepared to give feedback on other people's selection and use of IT tools. 2.5. Explain different ways to make further improvements to works.
3. Devise solutions to improve the use of IT tools and systems for self and others.	3.1. Evaluate the productivity and efficiency of IT systems and procedures used by self and others. 3.2. Research and advise on ways to improve productivity and efficiency. 3.3. Develop solutions that make a demonstrable improvement to the use of IT tools and systems. 3.4. Test solutions to ensure that they work as intended. 3.5. Recommend improvements to IT systems and procedures that increase productivity.
Assessment Guidance	
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 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	Optimise IT System Performance
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD498
Unit Reference No	A/508/2944
<i>Unit purpose and aim(s):</i> This unit will enable the learner use IT to optimise performance.	
Learning Outcomes	Assessment Criteria
1. Keep computer hardware and software operating efficiently.	1.1. Explain the factors that should be taken into account when choosing an operating system. 1.2. Take appropriate steps to protect computer hardware from loss or damage. 1.3. Explain why routine fault-finding procedures are important. 1.4. Use an appropriate fault-finding procedure to routinely monitor hardware performance. 1.5. Configure anti-virus and other security software. 1.6. Install and configure printers and other peripheral devices. 1.7. Configure synchronisation and maintain security on remote access sessions. 1.8. Configure a computer to prevent or display information to an audience.
2. Manage files to maintain and improve performance.	2.1. Explain why it is important to undertake file housekeeping of the information stored on computer systems and how it affects performance. 2.2. Use file navigation software to organise files into an appropriate folder structure. 2.3. Archive, back up and restore files and folders. 2.4. Manage file and disk housekeeping so that information is secure and easy to find. 2.5. Configure access to remote file systems. 2.6. Distinguish between data and system file types.
3. Troubleshoot and respond to IT system problems quickly and effectively.	3.1. Assess IT system problems, explain what causes them and how to respond to them and avoid similar problems in the future. 3.2. Carry out contingency planning to recover from system failure and data loss. 3.3. Monitor and record IT system problems to enable effective response. 3.4. Monitor system settings and adjust when necessary. 3.5. Explain when and where to get expert advice. 3.6. Help others to select and use appropriate resources to respond to IT system problems. 3.7. Check that errors and problems have been resolved satisfactorily.
4. Plan and monitor the routine and non-routine maintenance of hardware and software.	4.1. Clarify the resources that will be needed to carry out maintenance. 4.2. Develop a plan for the maintenance of IT hardware and software.

	4.3. Monitor the implementation of maintenance plans, updating them where necessary.
5. Review and modify hardware and software to maintain performance.	5.1. Use appropriate techniques to maintain software for optimum performance. 5.2. Clarify when and how to upgrade software. 5.3. Review and modify hardware settings to maintain performance.

### 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	Presentation Software
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBD499
Unit Reference No	F/508/2945
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use presentation software.	
Learning Outcomes	Assessment Criteria
1. Input and combine text and other information within presentation slides.	1.1. Explain what types of information are required for the presentation. 1.2. Enter text and other information using layouts appropriate to type of information. 1.3. Insert charts and tables and link to source data. 1.4. Insert images, video or sound to enhance the presentation. 1.5. Identify any constraints which may affect the presentation. 1.6. Organise and combine information for presentations in line with any constraints. 1.7. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available.
2. Use presentation software tools to structure, edit and format presentations.	2.1. Explain when and how to use and change slide structure and themes to enhance presentations. 2.2. Create, amend and use appropriate templates and themes for slides. 2.3. Explain how interactive and presentation effects can be used to aid meaning or impact 2.4. Select and use appropriate techniques to edit and format presentations to meet needs. 2.5. Create and use interactive elements to enhance presentations. 2.6. Select and use animation and transition techniques appropriately to enhance presentations.
3. Prepare interactive slideshow for presentation.	3.1. Explain how to present slides to communicate effectively for different contexts. 3.2. Prepare interactive slideshow and associated products for presentation. 3.3. Check presentation meets needs, using IT tools and making corrections as necessary. 3.4. Evaluate presentations, identify any quality problems and discuss how to respond to them. 3.5. Respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose.
Assessment Guidance	
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 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	Project Management Software
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD500
Unit Reference No	J/508/2946
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use project management software.	
Learning Outcomes	Assessment Criteria
1. Create and define a project.	1.1. Explain the critical information about the project that must be included. 1.2. Create, store and retrieve project management files in line with local guidelines where applicable. 1.3. Define the project file properties and project options. 1.4. Create master and sub-projects. 1.5. Create links across projects and manage changes to linked tasks.
2. Enter and edit information about project tasks and resources.	2.1. Identify the critical tasks and milestones to be completed. 2.2. Explain how to set up any deadlines and constraints which apply to the project. 2.3. Enter and edit information about project tasks. 2.4. Explain how to resolve issues of resource availability and utilisation. 2.5. Enter and edit information about resources to be used in the project. 2.6. Create and apply a task calendar for scheduling tasks. 2.7. Identify and resolve any issues of resource allocation. 2.8. Define and set up dependencies between tasks.
3. Update information about project progress.	3.1. Explain the methods available to track project progress and review against plans. 3.2. Use editing and formatting techniques to update project elements. 3.3. Update task status in line with progress. 3.4. Update information about resources as required. 3.5. Compare actual progress with project baseline and reschedule uncompleted tasks. 3.6. Identify and assess the impact of risks and issues on the project. 3.7. Manage information on project risks and issues.
4. Select and use appropriate tools and techniques to display and report on project status.	4.1. Create and customise project reports to meet needs. 4.2. Use filtering and formatting techniques to display project information to meet needs. 4.3. Share project information with other applications.

### 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	Set Up an IT System
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD501
Unit Reference No	L/508/2947
<i>Unit purpose and aim(s):</i> This unit will enable the learner to set up an IT system.	
Learning Outcomes	Assessment Criteria
1. Select and connect up a personal computer safely with associated hardware and storage media to meet needs.	1.1. Explain the reasons for choosing different system components and how to avoid any compatibility issues between hardware and software. 1.2. Explain any health and safety issues associated with setting up an IT system. 1.3. Explain the characteristics of IT systems that affect performance. 1.4. Select and connect up the components of an IT system safely, including any peripheral devices and storage media.
2. Select and connect IT system to a communication service successfully to meet needs.	2.1. Explain the reasons for choosing a communication service. 2.2. Explain what effect variations in data transmission speed may have. 2.3. Select and connect communication hardware safely to an IT system. 2.4. Select and connect to a communication service from an IT system. 2.5. Explain the factors which influence choice of internet Service Providers.
3. Install and configure operating system and application software for use.	3.1. Configure the user interface to meet needs. 3.2. Explain what security precautions need to be addressed for the system to be used securely online by several users. 3.3. Install, set up and configure virus protection and other security systems and software. 3.4. Explain the benefits and risks of using disk partitions or other backup locations 3.5. Establish a backup routine for data and system. 3.6. Install, set up and configure application software to meet needs.
4. Check that the IT system and communication service are working successfully.	4.1. Explain what system tests and communication tests are needed and why. 4.2. Select and run suitable tests to make sure that the system and communication service are working successfully. 4.3. Explain the range of help and troubleshooting facilities available to solve problems. 4.4. Establish procedures for recovery in the event of system faults or failure. 4.5. Respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action.



### 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	Specialist Software	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBD502	
Unit Reference No	R/508/2948	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use specialist software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Input and combine information using specialist software.	1.1. Input relevant information accurately so that it is ready for processing. 1.2. Select and use appropriate techniques to link and combine information within the application and across different software applications.	
2. Create and modify appropriate structures to organise and retrieve information efficiently.	2.1. Evaluate the use of software functions to structure, layout and style information. 2.2. Create, change and use appropriate structures and/or layouts to organise information efficiently. 2.3. Manage data files effectively, in line with local and/or legal guidelines and conventions for the storage and use of data where available.	
3. Exploit the functions of the software effectively to process and present information.	3.1. Select and use appropriate tools and techniques to edit, analyse and format information. 3.2. Check information meets needs, using IT tools and making corrections as necessary. 3.3. Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs. 3.4. Select and use presentation methods to aid clarity and meaning.	
<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 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	Use Collaborative Technologies
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBD503
Unit Reference No	Y/508/2949
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use collaborative technologies.	
Learning Outcomes	Assessment Criteria
1. Stay safe and secure when working with collaborative technologies.	1.1. Explain what and why guidelines need to be established for working with collaborative technologies. 1.2. Develop and implement guidelines for good practice in working with collaborative technologies. 1.3. Explain how to establish an identity or present information that will promote trust. 1.4. Develop and implement guidelines for checking the authenticity of identities and different types of information. 1.5. Analyse and plan for the risks in the use of collaborative technologies for different tasks. 1.6. Analyse and manage risks in the use of collaborative technologies.
2. Plan and set up IT tools and devices for collaborative working.	2.1. Explain the features, benefits and limitations of different collaborative IT tools and devices for work purposes and tasks. 2.2. Determine the IT tools and processes needed for archiving the outcomes of collaborative working. 2.3. Summarise ways to integrate different collaborative technology tools and devices for a range of purposes, tasks and communication media. 2.4. Explain potential access and compatibility issues with integrating different collaborative technology tools and devices. 2.5. Select, connect and configure combinations that exploit the capabilities and potential of collaborative technology tools and devices. 2.6. Resolve access and compatibility problems so that different collaborative technology tools and devices work successfully.
3. Prepare collaborative technologies for use.	3.1. Evaluate data management principles, issues and methods. 3.2. Manage levels of access and permissions for different purposes. 3.3. Select and integrate different elements across applications to create environments for collaborative technologies. 3.4. Set and adjust settings to facilitate use of collaborative technologies by others. 3.5. Manage data flow to benefit collaborative working.

<p>4. Manage tasks using collaborative technologies.</p>	<p>4.1. Determine levels of responsibility for the use of collaborative technologies.            4.2. Facilitate others' responsible contributions to and engagement with collaborative technologies.            4.3. Manage the moderation of collaborative technologies.            4.4. Oversee the archiving of the outcomes of collaborative working.            4.5. Explain what problems can occur with collaborative technologies.            4.6. Respond to problems with collaborative technologies and be prepared to help others to do so.</p>
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**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            OR            A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work            Learner log/diary            Peer notes            Record of observation            Record of discussion</p>
Practical demonstration/assignment	<p>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>	<p>Record of observation            Learner notes/written work            Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation            Learner notes/written work            Tutor notes/record            Learner log/diary</p>
E-assessment	<p>The use of information technology to assess learners' work</p>	<p>Electronic portfolio            E-tests</p>

Title	Using Email	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBD504	
Unit Reference No	L/508/2950	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use email.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Use email software tools and techniques to compose and send messages.	1.1. Select and use software tools to compose and format email messages, including attachments. 1.2. Explain methods to improve message transmission. 1.3. Send email messages to individuals and groups. 1.4. Explain why and how to stay safe and respect others when using email. 1.5. Use an address book to manage contact information.	
2. Manage use of email software effectively.	2.1. Develop and communicate guidelines and procedures for using email effectively. 2.2. Read and respond appropriately to email messages and attachments. 2.3. Use email software tools and techniques to automate responses. 2.4. Explain why, how and when to archive messages. 2.5. Organise, store and archive email messages effectively. 2.6. Customise email software to make it easier to use. 2.7. Explain how to minimise email problems. 2.8. Respond appropriately to email problems.	
<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 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	Using the Internet
Level	Three
Credit Value	5
Guided Learning Hours (GLH)	35
OCN NI Unit Code	CBD505
Unit Reference No	R/508/2951
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use the internet.	
Learning Outcomes	Assessment Criteria
1. Select and set up an appropriate connection to access the internet.	1.1. Identify different types of connection methods that can be used to access the internet. 1.2. Explain the benefits and drawbacks of different connection methods. 1.3. Analyse the issues affecting different groups of users. 1.4. Select and set up an internet connection using an appropriate combination of hardware and software. 1.5. Recommend a connection method for internet access to meet identified needs. 1.6. Diagnose and solve internet connection problems.
2. Set up and use browser software to navigate web pages.	2.1. Select and use browser tools to navigate web pages effectively. 2.2. Explain when to change browser settings to aid navigation. 2.3. Adjust and monitor browser settings to maintain and improve performance. 2.4. Explain when and how to improve browser performance. 2.5. Customise browser software to make it easier to use.
3. Use browser tools to search effectively and efficiently for information from the Internet.	3.1. Select and use appropriate search techniques to locate information efficiently. 3.2. Evaluate how well information meets requirements. 3.3. Manage and use references to make it easier to find information another time. 3.4. Download, organise and store different types of information from the internet.
4. Use browser software to communicate information online.	4.1. Identify and analyse opportunities to create, post or publish material to websites. 4.2. Select and use appropriate tools and techniques to communicate information online. 4.3. Share and submit information online using appropriate language and moderate content from others.
5. Develop and apply appropriate safety and security practices and procedures when working online.	5.1. Explain the threats to system performance when working online. 5.2. Work responsibly and take appropriate safety and security precautions when working online. 5.3. Explain the threats to information security and integrity when working online. 5.4. Keep information secure and manage user access to online sources securely.



		<p>5.5. Explain the threats to user safety when working online.</p> <p>5.6. Explain how to minimise internet security risks.</p> <p>5.7. Develop and promote laws, guidelines and procedures for safe and secure use of the internet.</p>
<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	<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	Website Software
Level	Three
Credit Value	8
Guided Learning Hours (GLH)	56
OCN NI Unit Code	CBD507
Unit Reference No	Y/508/2952
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use website software.	
Learning Outcomes	Assessment Criteria
1. Create structures and styles and use them to produce websites.	1.1. Determine what website content and layout will be needed for each page and for the site. 1.2. Plan and create web page templates to layout content. 1.3. Select and use website features and structures to enhance website navigation and functionality. 1.4. Create, select and use styles to enhance website consistency and readability. 1.5. Provide guidance on laws, guidelines and constraints that affect the content and use of websites. 1.6. Explain what access issues may need to be taken into account. 1.7. Explain when and why to use different file types for saving content. 1.8. Store and retrieve files effectively, in line with local guidelines and conventions where available.
2. Select and use website software tools and features to develop multiple page websites with multimedia and interactive features.	2.1. Prepare content for web pages so that it is ready for editing and formatting. 2.2. Organise and combine information needed for web pages in line with any copyright constraints, including across different software. 2.3. Select and use appropriate editing and formatting techniques to aid meaning. 2.4. Select and use appropriate programming and development techniques to add features and enhance websites. 2.5. Select and use file formats that make information easier to download. 2.6. Check web pages meet needs, using IT tools and making corrections as necessary.
3. Publish and test multiple page websites with multimedia and interactive features.	3.1. Select and use appropriate testing methods to check that all elements and features of complex websites are working as planned. 3.2. Identify any quality problems with websites and explain how to respond to them. 3.3. Select and use an appropriate programme to upload and publish the website and make sure that it will download efficiently. 3.4. Respond appropriately to quality problems with websites to ensure outcomes are fit for purpose.

### 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	Word Processing Software
Level	Three
Credit Value	6
Guided Learning Hours (GLH)	42
OCN NI Unit Code	CBD508
Unit Reference No	D/508/2953
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use word processing software.	
Learning Outcomes	Assessment Criteria
1. Enter and combine text and other information accurately within word processing documents.	1.1. Summarise what types of information are needed for the document and how they should be linked or integrated. 1.2. Use appropriate techniques to enter text and other types of information accurately and efficiently. 1.3. Create, use and modify appropriate templates for different types of documents. 1.4. Explain how to combine and merge information from other software or multiple documents. 1.5. Combine and merge information within a document from a range of sources. 1.6. Store and retrieve document and associated files effectively, in line with local guidelines and conventions where available. 1.7. Select and use tools and techniques to work with multiple documents or users. 1.8. Customise interface to meet needs.
2. Create and modify appropriate layouts, structures and styles for word processing documents.	2.1. Analyse and explain the requirements for structure and style. 2.2. Create, use and modify columns, tables and forms to organise information. 2.3. Define and modify styles for document elements. 2.4. Select and use tools and techniques to organise and structure long documents.
3. Use word processing software tools and techniques to format and present documents effectively to meet requirements.	3.1. Explain how the information should be formatted to aid meaning. 3.2. Select and use appropriate techniques to format characters and paragraphs. 3.3. Select and use appropriate page and section layouts to present and print multipage and multi-section documents. 3.4. Check documents meet needs, using IT tools and making corrections as necessary. 3.5. Evaluate the quality of the documents produced to ensure they are fit for purpose. 3.6. Respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose.

### 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	Using Social Media to Market and Promote Events, Products and Services	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBC457	
Unit Reference No	T/507/3062	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how use social media safely and use social media for marketing and promotion		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the opportunities and threats associated with using social media.	1.1. Critically compare the positive and negative aspects of using social media. 1.2. Explain the risks associated with using social media and how best to minimise these.	
2. Understand the application of social media.	2.1. Critically compare how various social media sites may be used by groups, individuals, businesses and organisations. 2.2. Summarise potential risks to an organization associated with using social media for marketing or promotion. 2.3. Demonstrate the use of various social media sites to communicate and upload content including: <ol style="list-style-type: none"> <li>Facebook</li> <li>Blogging</li> <li>Twitter</li> <li>YouTube</li> <li>Snapchat</li> <li>Instagram</li> </ol>	
3. Be able to use social media for marketing and promotion.	3.1. Critically compare how businesses and organisations may use social media to market and promote products, services, brand and/or events. 3.2. Summarise issues that should be considered when planning a social media campaign including <ol style="list-style-type: none"> <li>mobile or non-mobile platforms</li> <li>nature of campaign</li> <li>nature of product, service or event</li> <li>target market</li> </ol> 3.3. Develop and implement a social marketing campaign for a given product, service, brand or event.	
<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 OR A collection of documents containing work that shows the	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	learner's progression through the course	
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	Capturing, Editing and Presenting Video Sequences	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBC458	
Unit Reference No	A/507/3063	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to capture, edit and present video sequences		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use video hardware and software to capture sequences.	1.1. Determine the content needed for sequences, and when to originate it 1.2. Explain potential compatibility issues and use input devices and video software to capture information and avoid any compatibility issues. 1.3. Select and use an appropriate combination of input device and video software to record sequences 1.4. Analyse the impact of file size and file format will have on saving sequences. 1.5. Identify when to use different types of information coding and compression. 1.6. Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available.	
2. Be able to use video software tools and techniques to combine and edit sequences.	2.1. Select and use appropriate video software tools to mark up and edit sequences. 2.2. Organise and combine information for sequences in line with any copyright constraints. 2.3. Explain how copyright constraints affect use of own and others' information.	
3. Be able to play and present video sequences.	3.1. Describe the features and constraints of playback software and display devices. 3.2. Select and use an appropriate combination of video playback software and display device to suit the file format. 3.3. Select, justify and use settings which may be adjusted to improve the quality of presentations. 3.4. Evaluate the quality of sequences and explain how to respond to quality issues and problems.	
<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 OR A collection of documents containing work that shows the	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



	learner's progression through the course	
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	Using Multimedia Software
Level	Three
Credit Value	4
Guided Learning Hours (GLH)	28
OCN NI Unit Code	CBC462
Unit Reference No	Y/507/3068
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use multimedia software	
Learning Outcomes	Assessment Criteria
1. Be able to plan multimedia products.	1.1. Evaluate the type of multimedia outcome required including necessary specifications. 1.2. Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia products. 1.3. Develop the design layout for multimedia outcomes including interactive and non-interactive elements. 1.4. Explain how the different elements of the content will be sourced and how they will relate in the design layout. 1.5. Plan the use of interactive features and transitions to meet needs. 1.6. Analyse how copyright and other constraints affect use of own and others' information.
2. Be able to obtain, input and combine content to build multimedia outcomes.	2.1. Select and use an appropriate combination of input device, software and input techniques to obtain and input content for multimedia outcomes. 2.2. Combine information from different sources and types to provide multimedia outcomes. 2.3. Select and use appropriate software to write and compress multimedia files. 2.4. Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available. 2.5. Explain when and why to use different file formats and file compression for saving multimedia files.
3. Be able to use multimedia software tools to edit and format multimedia content.	3.1. Select and use appropriate techniques to edit and format multimedia outcomes. 3.2. Manipulate images and graphic elements accurately. 3.3. Use IT tools to check content and quality making corrections as required.
4. Be able to play and present multimedia outcomes.	4.1. Explain what combination of display device and software to use for displaying different multimedia file formats. 4.2. Select and use appropriate software for displaying multimedia outcomes. 4.3. Select and use appropriate navigation techniques and playback controls to suit the files. 4.4. Select and adjust the display settings of the software and display device to present outcomes effectively.

### 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	IT Software Fundamentals	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBD516	
Unit Reference No	H/508/2954	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use fundamental IT tools and techniques.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Select and use appropriate software applications to meet needs and solve problems.	1.1. Explain what types of information are needed. 1.2. Select, use and analyse software applications to develop, produce and present different types of information to meet needs and solve problems.	
2. Enter, develop, combine and format different types of information to suit its meaning and purpose.	2.1. Enter, organise, refine and format different types of information, applying editing techniques to meet needs. 2.2. Apply and compare appropriate techniques to combine image and text components. 2.3. Combine information of different forms or from different sources. 2.4. Select and use appropriate page layout to present information effectively.	
3. Present information in ways that are fit for purpose and audience.	3.1. Work accurately and proof-read, using software facilities where appropriate. 3.2. Critically compare a range of presentation methods. 3.3. Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate.	
4. Evaluate the selection and use of IT tools and facilities to present information.	4.1. Review and modify work as it progresses to ensure the result is fit for purpose and audience and to inform future judgements. 4.2. Analyse the effectiveness of the IT tools selected to meet needs in order to improve future work.	
<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 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	Record of observation Learner notes/written work Learner log

	and apply skills and knowledge	
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	Computer Animation Techniques	
Level	Three	
Credit Value	8	
Guided Learning Hours (GLH)	56	
OCN NI Unit Code	CBD517	
Unit Reference No	K/508/2969	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use computer animation techniques.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the types and uses of animation.	1.1. Explain the different types and uses of animation. 1.2. Compare the advantages and limitations of animated Graphics Interchange Formats (GIFs).	
2. Know the software techniques used in animation.	2.1. Summarise the software tools used in animation. 2.2. Explain factors that need to be considered when creating animations for the web.	
3. Be able to design and implement digital animations.	3.1. Design and create computer animations using a range of animation techniques. 3.2. Manipulate animations using different animation techniques.	
<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 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	Computer Networks	
Level	Three	
Credit Value	8	
Guided Learning Hours (GLH)	56	
OCN NI Unit Code	CBD518	
Unit Reference No	D/508/2970	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand types of network systems and protocols.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Know types of network systems and protocols.	1.1. Summarise the types of networks available and how they relate to various network standards and protocols. 1.2. Illustrate why different network standards and protocols are necessary.	
2. Understand the key components used in networking.	2.1. Explain the key components required for workstations in order to connect to a network and access network resources. 2.2. Analyse the function of interconnection devices.	
3. Be aware of the services provided by network systems.	3.1. Summarise the range of services provided by networks.	
4. Be able to construct, configure and secure a basic network.	4.1. Explain and demonstrate how to construct, configure and secure a basic network.	
<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 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	IT Communication Fundamentals	
Level	Three	
Credit Value	2	
Guided Learning Hours (GLH)	14	
OCN NI Unit Code	CBD519	
Unit Reference No	H/508/2971	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand IT communication fundamentals.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to select and use a variety of sources of information to meet needs.	1.1. Select, use and analyse appropriate sources of information to meet requirements. 1.2. Summarise different features of information. 1.3. Summarise copyright and other constraints on the use of information.	
2. Be able to access, search, select and use Internet-based information.	2.1. Access, navigate, search and compare internet sources of information purposefully and effectively. 2.2. Critically compare search techniques to locate relevant information. 2.3. Select and assess information that is fit for purpose.	
3. Be able to select and use IT to communicate and exchange information safely, responsibly and effectively.	3.1. Create access, read and respond appropriately to e-mail and other IT-based communication. 3.2. Use IT tools to manage an address book and schedule activities. 3.3. Manage storage of IT-based communications. 3.4. Explain how to respond to common IT-based communication problems. 3.5. Respond appropriately to common IT-based communication problems.	
<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 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	Record of observation Learner notes/written work Tutor notes/record Learner log/diary



	skills and/or knowledge gained throughout the course	
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	IT User Security	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBD520	
Unit Reference No	K/508/2972	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use IT systems securely.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Select, use and develop appropriate procedures to monitor and minimise security risk to IT systems.	1.1. Summarise security issues which may impact on system performance. 1.2. Select, use and evaluate relevant guidelines and procedures for the safe and secure use of IT. 1.3. Evaluate possible threats to system and information security and integrity. 1.4. Keep information secure to maintain confidentiality, integrity and availability. 1.5. Summarise the security risks associated with hardware, software and data for users and how these may be minimised. 1.6. Select and use effective backup, maintenance and archiving procedures for systems and data.	
<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 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	Mobile Application Development	
Level	Three	
Credit Value	8	
Guided Learning Hours (GLH)	56	
OCN NI Unit Code	CBD521	
Unit Reference No	M/508/2973	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use mobile applications.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand mobile phone capabilities.	1.1. Summarise a range of phone tools and device sensors. 1.2. Summarise supplication programming interface (APIs). 1.3. Identify built-in hardware. 1.4. Compare devices and operating systems. 1.5. Illustrate how mobile devices integrate with databases. 1.6. Summarise how to access native APIs. 1.7. Describe how to manage offline situations.	
2. Understand the mobile application development environment.	2.1. Summarise the following in relation to mobile device design: a) Concepts b) Globalisation c) Localisation d) Optimisation e) Architecture 2.2. Describe mobile networking concepts. 2.3. Evaluate development tools for mobile applications. 2.4. Illustrate how to create a deployment package. 2.5. Summarise how to debug mobile applications identifying code errors. 2.6. Compare programming languages.	
3. Understand how to develop mobile applications.	3.1. Summarise how to manage the application life cycle. 3.2. Explain mobile device APIs and the use of controls. 3.3. Describe how to build a use interface (UI)	
4. Be able to create mobile applications.	4.1. Create a mobile application. 4.2. Connect a mobile application to a database. 4.3. Create a deployment package. 4.4. Build a user interface.	
<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 OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
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	Spreadsheet Software	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBD522	
Unit Reference No	T/508/2974	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use spreadsheet software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use a spreadsheet to enter, edit and organise data.	1.1. Assess data required for spreadsheet and how it should be structured. 1.2. Demonstrate how to enter and edit numerical and other data accurately. 1.3. Combine and link data across worksheets. 1.4. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.	
2. Be able to select and use appropriate formulas and data analysis tools.	2.1. Explain tools and techniques used to summarise, analyse and manipulate data to meet requirements. 2.2. Demonstrate how to select and use a range of appropriate functions and formulas to meet calculation requirements. 2.3. Use a range of tools and techniques to analyse and manipulate data to meet requirements. 2.4. Select and use forecasting tools and techniques.	
3. Be able to select and use tools and techniques to present, format and publish spreadsheet information.	3.1. Explain how to present and format spreadsheet information effectively to meet requirements. 3.2. Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets effectively. 3.3. Select and format an appropriate chart and graph type to display selected information. 3.4. Select and use appropriate page layout to present, print and publish spreadsheet information. 3.5. Analyse information and amend as required. 3.6. Explain how to find errors in spreadsheet formulas and how to rectify accordingly.	
<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 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	Using Digital Imaging and Printing Tools	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBD523	
Unit Reference No	F/508/2976	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use digital imaging and printing software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand digital imaging and printing.	1.1. Explain different approaches to digital imaging and printing for a wide range of situations. 1.2. Summarise copyright issues associated with digital imaging.	
2. Be able to produce digital images and prints.	2.1. Produce digital images using a range of software tools. 2.2. Produce digital prints from digital imaging sources to achieve a range of complex solutions. 2.3. Evaluate techniques used in digital images and prints identifying areas for improvement.	
3. Understand safe working procedures for digital imaging and printing.	3.1. Explain and demonstrate safe working practices within digital production facilities.	
<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 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	Capturing and Editing Audio Sequences	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBC442	
Unit Reference No	H/507/3073	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to capture and edit audio sequences.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use audio hardware and software to capture sequences.	1.1. Explain correct combinations of input device and audio software which minimise compatibility issues. 1.2. Use input devices and built-in audio software to capture audio sequences. 1.3. Explain various audio file formats, impact of file size and format. 1.4. Identify when to use different types of information coding and compression. 1.5. Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available.	
2. Be able to use audio software tools.	2.1. Critically compare audio editing software. 2.2. Cut and paste sequences to meet needs. 2.3. Combine information of different forms or from different sources, in line with copyright constraints. 2.4. Explain the impact of copyright constraints on using others' information.	
3. Be able to play and present audio sequences.	3.1. Explain the features and constraints of playback software and display devices. 3.2. Identify and use appropriate playback software and audio devices for use. 3.3. Select, justify and use appropriate combination of software and display device to play back audio sequences. 3.4. Select and adjust playback and display settings so that sequences are presented to meet needs.	
<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 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

## 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 qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. 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 EV 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 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.

## **OCN NI Level 3 Award and Certificate in Information Technology Applications**

**Qualification Numbers: 601/8656/2 (Award) 601/8657/4 (Certificate)**

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Operational start date: 1 April 2016  
Operational end date: 30 June 2030  
Certification end date: 30 June 2033

## **OCN NI Level 3 Diploma in Information Technology Applications**

**Qualification Number: 601/8844/3**

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Operational start date: 1 June 2016  
Operational end date: 30 June 2030  
Certification end date: 30 June 2033

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