



## **Qualification Specification for:**

- **OCN NI Level 2 Award in Digital Skills for Life and Work**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online**
- **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Devices and Handling Information**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating using Technology**
- **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions**

## Qualification Regulation Information

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### **OCN NI Level 2 Award in Digital Skills for Life and Work**

Qualification Number: 603/6711/8

### **OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online**

Qualification Number: 603/6720/9

### **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information**

Qualification Number: 603/6721/0

### **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information**

Qualification Number: 603/6719/2

### **OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating using Technology**

Qualification Number: 603/6718/0

### **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Carry Out Online Transactions**

Qualification Number: 603/6717/9

Operational start date: 15 October 2020  
Operational end date: 30 September 2025  
Certification end date: 30 September 2027

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 2 years after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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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 2 Award in Digital Skills for Life and Work**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating using Technology**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Carry Out Online Transactions**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit Details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualifications
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.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.

## Contents

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|   |           |
|---|-----------|
| <b>About Regulation .....</b>                                     | <b>5</b>  |
| OCN NI.....   | 5         |
| <b>Qualification Features.....</b>                                | <b>6</b>  |
| Sector Subject Area .....   | 6         |
| Qualifications' Aim.....  | 6         |
| Qualifications' Objectives .....                                  | 6         |
| Grading .....   | 6         |
| Qualification Target Group .....                                  | 7         |
| Progression Opportunities.....                                    | 7         |
| Entry Requirements.....   | 7         |
| Qualification Support.....  | 7         |
| Delivery Languages.....   | 7         |
| <b>Centre Requirements for Delivering the Qualification .....</b> | <b>8</b>  |
| Centre Recognition and Qualification Approval .....               | 8         |
| Centre Staffing .....   | 8         |
| Tutors .....  | 8         |
| Assessors.....  | 8         |
| Internal Verification.....  | 9         |
| <b>Structure and Content .....</b>                                | <b>10</b> |
| <b>Unit Details.....</b>  | <b>13</b> |
| <b>Quality Assurance of Centre Performance .....</b>              | <b>23</b> |
| External Verification .....                                       | 23        |
| Standardisation .....   | 23        |
| <b>Administration .....</b>                                       | <b>24</b> |
| Registration .....  | 24        |
| Certification .....   | 24        |
| Charges.....  | 24        |
| Equality, Fairness and Inclusion.....                             | 24        |
| Retention of Evidence .....                                       | 24        |

## 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 Features

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### Sector Subject Area

#### 6.2 ICT for users

These qualifications relate to the following National Occupational Standards:

#### [NOS - ICT](#)

### Qualifications' Aim

The suite of OCN NI Level 2 Awards in Digital Skills for Life and Work encompasses the following qualifications:

- Digital Skills for Life and Work
- Using Devices and Handling Information
- Being Safe and Responsible Online
- Using Technology to Create and Edit Information
- Communicating and Collaborating using Technology
- Using Technology to Carry Out Online Transactions

The aim of these qualifications is to provide learners with the knowledge and skills to perform common work and personal information technology processes and functions.

### Qualifications' Objectives

The objectives of the suite of OCN NI Level 2 Awards in Digital Skills for Life and Work qualifications are designed to enable learners to develop the knowledge and skills in order to :

- update digital devices
- use technology to find and evaluate information
- manage and store digital information
- fix common information technology problems
- protect own privacy online and data while using technology
- behave responsibly online and maintain own digital wellbeing
- create and edit information using information technology applications
- communicate, share and collaborate safely
- use online services safely

### Grading

Grading for these qualifications is pass/fail.

### **Qualification Target Group**

These qualifications are targeted at individuals who are:

- in full-time or part-time education and/or training
- entering or seeking employment
- already in employment and wish to improve their digital skills

### **Progression Opportunities**

The suite of OCN NI Level 2 Awards in Digital Skills for Life and Work will enable learners to progress to higher level qualifications in digital skills and/or information technology.

### **Entry Requirements**

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

### **Qualification Support**

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### **Delivery Languages**

These qualifications are available in English only at this time. If you wish to offer the 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 these qualifications prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme co-ordinator
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for any evidence they have assessed.

Centres must ensure that staff delivering, assessing and internally verifying qualifications are both qualified to teach in Northern Ireland and competent to do so.

### Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience.

### Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

#### **Assessors must:**

- be occupationally competent and qualified to at least one level higher than the qualification
- have a minimum of one year's relevant experience
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities



### **Internal Verification**

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

### **OCN NI Level 2 Award in Digital Skills for Life and Work**

To achieve the OCN NI Level 2 Award in Digital Skills for Life and Work learners must successfully complete all five units – 10 credits.

Total Qualification Time (TQT) for this qualification: 100 hours  
 Guided Learning Hours (GLH) for this qualification: 54 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title  | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|---|--------------|-----|-----|-------|
| <a href="#">K/618/4928</a> | CBF075           | Using Devices and Handling Information            | 2            | 20  | 10  | Two   |
| <a href="#">M/618/4929</a> | CBF076           | Being Safe and Responsible Online                 | 2            | 20  | 12  | Two   |
| <a href="#">H/618/4930</a> | CBF077           | Using Technology to Create and Edit Information   | 2            | 20  | 12  | Two   |
| <a href="#">K/618/4931</a> | CBF078           | Communicating and Collaborating Using Technology  | 2            | 20  | 10  | Two   |
| <a href="#">M/618/4932</a> | CBF079           | Using Technology to Carry Out Online Transactions | 2            | 20  | 10  | Two   |

### **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Devices and Handling Information**

To achieve the OCN NI Level 2 Award in Digital Skills for Life and Work – Using Devices and Handling Information learners must successfully complete the one unit below – 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
 Guided Learning Hours (GLH) for this qualification: 10 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title                             | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|--|--------------|-----|-----|-------|
| <a href="#">K/618/4928</a> | CBF075           | Using Devices and Handling Information | 2            | 20  | 10  | Two   |

### **OCN NI Level 2 Award in Digital Skills for Life and Work – Being Safe and Responsible Online**

To achieve the OCN NI Level 2 Certificate in in Digital Skills for Life and Work – Being Safe and Responsible Online learners must successfully complete the one unit below – 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
 Guided Learning Hours (GLH) for this qualification: 12 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title                        | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|-----------------------------------|--------------|-----|-----|-------|
| <a href="#">M/618/4929</a> | CBF076           | Being Safe and Responsible Online | 2            | 20  | 12  | Two   |

### **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Create and Edit Information**

To achieve the OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Create and Edit Information learners must successfully complete the one unit below – 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
 Guided Learning Hours (GLH) for this qualification: 12 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title                                      | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|---|--------------|-----|-----|-------|
| <a href="#">H/618/4930</a> | CBF077           | Using Technology to Create and Edit Information | 2            | 20  | 12  | Two   |

**OCN NI Level 2 Award in Digital Skills for Life and Work – Communicating and Collaborating Using Technology**

To achieve the OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating Using Technology learners must successfully complete the one unit below – 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
Guided Learning Hours (GLH) for this qualification: 10 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title                                       | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|--|--------------|-----|-----|-------|
| <a href="#">K/618/4931</a> | CBF078           | Communicating and Collaborating Using Technology | 2            | 20  | 10  | Two   |

**OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions**

To achieve the OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions learners must successfully complete the one unit below – 2 credits.

Total Qualification Time (TQT) for this qualification: 20 hours  
Guided Learning Hours (GLH) for this qualification: 10 hours

| Unit Reference Number      | OCN NI Unit Code | Unit Title  | Credit Value | TQT | GLH | Level |
|----------------------------|------------------|---|--------------|-----|-----|-------|
| <a href="#">M/618/4932</a> | CBF079           | Using Technology to Carry Out Online Transactions | 2            | 20  | 10  | Two   |

## Unit Details

| Title  | Using Devices and Handling Information   |
|--|--|
| Level  | Two  |
| Credit Value   | 2  |
| Guided Learning Hours (GLH)  | 10   |
| OCN NI Unit Code   | CBF075   |
| Unit Reference No  | K/618/4928   |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to update and resolve common technical issues with devices and use devices to find, evaluate manage and store information. |  |
| Learning Outcomes  | Assessment Criteria  |
| 1. Be able to update digital devices.  | 1.1. Illustrate how to perform checks to identify if an update is needed for both an operating system and an application, updating as required.  |
| 2. Be able to use technology to find and evaluate information.   | 2.1. Use appropriate techniques to carry out and refine online searches including:<br>a) the minus operator<br>b) quotation marks for exact phrases<br>c) the wildcard operator<br>2.2. Use appropriate methods to evaluate the relevance and reliability of a source of information when searching online including:<br>a) currency<br>b) relevance<br>c) author<br>d) accuracy<br>e) purpose<br>2.3. Use appropriate techniques to carry out and refine searches on a digital device including:<br>a) searching for a file<br>b) using wildcard<br>c) filter locations |
| 3. Be able to manage and store digital information.  | 3.1. Illustrate how to effectively manage and store digital information including the use of:<br>a) appropriate folder structures<br>b) metadata and tagging file information<br>c) cloud storage<br>d) file compression software  |
| 4. Be able to fix common information technology problems.  | 4.1. Illustrate how to fix commonly encountered technical issues including:<br>a) resetting login credentials<br>b) changing Wi-Fi settings<br>c) disabling applications<br>d) uninstalling and reinstalling software<br>e) changing default web browser   |

### 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge  | Record of observation<br>Learner notes/written work<br>Learner log   |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| E-assessment                       | The use of information technology to assess learners' work  | Electronic portfolio<br>E-tests  |

| Title   | Being Safe and Responsible Online  |
|---|--|
| Level   | Two  |
| Credit Value  | 2  |
| Guided Learning Hours (GLH)   | 12   |
| OCN NI Unit Code  | CBF076   |
| Unit Reference No   | M/618/4929   |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to be safe and responsible when using devices and being online. |  |
| Learning Outcomes   | Assessment Criteria  |
| 1. Know how to protect own privacy online.  | 1.1. Illustrate how current data protection law allows an individual to: <ul style="list-style-type: none"> <li>a) have the right to see what personal data organisations hold about them</li> <li>b) withdraw consent and insist that personal data can be rectified, amended or deleted</li> </ul>   |
| 2. Be able to protect data while using technology.  | 2.1. Demonstrate how to protect data and devices from online risks and threats including: <ul style="list-style-type: none"> <li>a) securing mobile devices</li> <li>b) using strong passwords</li> <li>c) using biometric security features</li> <li>d) backing up data locally and to a cloud provider</li> </ul> 2.2. Identify potential security risks associated with: <ul style="list-style-type: none"> <li>a) using public Wi-Fi networks</li> <li>b) phishing emails</li> <li>c) clicking links found in emails or other digital messages.</li> <li>d) identity theft</li> <li>e) ransomware</li> </ul> |
| 3. Know how to behave responsibly online.   | 3.1. Illustrate how to act responsibly online including: <ul style="list-style-type: none"> <li>a) using appropriate language</li> <li>b) blocking or filtering inappropriate content or behaviours</li> </ul> 3.2. Summarise why it may be viewed as a criminal offence to send communications that are regarded as being threatening, abusive or grossly offensive to another person <p>3.3. Outline the rules regarding copyright and creative commons licensing</p>  |
| 4. Know how to maintain own digital wellbeing.  | 4.1. Illustrate how to avoid physical and psychological health risks and maintain own digital wellbeing including: <ul style="list-style-type: none"> <li>a) taking regular breaks when using devices</li> <li>b) using a wrist rest when using a mouse</li> <li>c) using correct posture when using devices</li> <li>d) limiting screen time</li> <li>e) avoiding screen time close to bedtime</li> <li>f) reporting cyberbullying</li> </ul>   |

### 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge  | Record of observation<br>Learner notes/written work<br>Learner log   |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| E-assessment                       | The use of information technology to assess learners' work  | Electronic portfolio<br>E-tests  |



| Title  | Using Technology to Create and Edit Information   |
|--|---|
| Level  | Two   |
| Credit Value   | 2   |
| Guided Learning Hours (GLH)  | 12  |
| OCN NI Unit Code   | CBF077  |
| Unit Reference No  | H/618/4930  |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to create and edit information using information technology systems and software. |   |
| Learning Outcomes  | Assessment Criteria   |
| 1. Be able to create and edit documents using technology.  | 1.1. Use appropriate software to enter, edit and format text including: <ol style="list-style-type: none"> <li>font size</li> <li>font type</li> <li>highlights</li> <li>underline</li> <li>bold</li> <li>italic</li> <li>creating bullet point lists</li> </ol> 1.2. Create and format a table within a given document including appropriate: <ol style="list-style-type: none"> <li>positioning</li> <li>sizing</li> <li>border style</li> </ol> 1.3. Format and insert a graphic within a given document including appropriate: <ol style="list-style-type: none"> <li>positioning</li> <li>sizing</li> <li>captioning</li> <li>borders</li> </ol>   |
| 2. Be able to edit and enhance digital media.  | 2.1. Edit and enhance at least three images to include the following: <ol style="list-style-type: none"> <li>adjusting image contrast and colour balance</li> <li>adding a text caption</li> <li>cropping of required section</li> <li>resizing appropriately</li> </ol>  |
| 3. Be able to use technology to process and format numerical data and charts.  | 3.1. Enter, edit, sort and format at least two sets of numerical data including: <ol style="list-style-type: none"> <li>cell alignment</li> <li>number formatting appropriate to the numerical information to be displayed</li> <li>merging and splitting of cells</li> <li>sorting of data on one criterion</li> </ol> 3.2. Use an application's functionality to carry out the following: <ol style="list-style-type: none"> <li>basic calculations</li> <li>filtering</li> <li>applying formulae to numerical data with up to two mathematical operators</li> </ol> 3.3. Use an application's functionality to create and format charts with suitable title, naming of axis's data labels and legend from a single data set including: <ol style="list-style-type: none"> <li>bar and column chart</li> <li>pie chart</li> <li>line graph</li> </ol> |

| 4. Be able to create and edit a presentation.  | 4.1. Create a presentation including:<br>a) master slide to ensure consistency in the presentation of layout, colour and font<br>b) formatting of text font size and type, underline, bold and italics<br>c) insertion of at least one graphic and hyperlink<br>d) embedding of least one video<br>e) insertion of speaker notes |  |
|--|--|--|
| <b>Assessment Guidance</b>   |  |  |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |
| Practical demonstration/assignment   | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge   | Record of observation<br>Learner notes/written work<br>Learner log   |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary                 |
| E-assessment   | The use of information technology to assess learners' work   | Electronic portfolio<br>E-tests  |

|  |  |  |
|--|--|--|
| Title  | Communicating and Collaborating Using Technology   |  |
| Level  | Two  |  |
| Credit Value   | 2  |  |
| Guided Learning Hours (GLH)  | 10   |  |
| OCN NI Unit Code   | CBF078   |  |
| Unit Reference No  | K/618/4931   |  |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to use digital tools to communicate and collaborate with others and manage own online identity. |  |  |
| <b>Learning Outcomes</b>   | <b>Assessment Criteria</b>   |  |
| 1. Be able to manage own traceable activities when communicating online.   | 1.1. Demonstrate how to manage own identity when communicating online including:<br>a) using an appropriate online name and email address<br>b) searching for own online identity to identify what personal data is being shared publicly<br>c) using a secondary email account to sign up to sites<br>d) unsubscribing from unwanted mailing lists<br>e) deleting unwanted social media accounts, and old posts<br>f) Instigating a right to be forgotten under data protection law |  |
| 2. Be able to communicate, share and collaborate using a digital tool.   | 2.1. Use a digital tool to communicate as part of a digital team including:<br>a) creating a contact group<br>b) using a calendar<br>c) sending a meeting request<br>d) attaching a document for a meeting<br>2.2. Use a digital tool to share and collaborate as part of a digital team including:<br>a) setting up a video call<br>b) sharing desktop, program or presentation during a video team meeting   |  |
| <b>Assessment Guidance</b>   |  |  |
| The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.   |  |  |
| <b>Assessment Method</b>   | <b>Definition</b>  | <b>Possible Content</b>  |
| Portfolio of evidence  | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes<br>OR<br>A collection of documents containing work that shows the learner's progression through the course  | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |

|                                    |  |  |
|------------------------------------|--|--|
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation<br>Learner notes/written work<br>Learner log                             |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| E-assessment                       | The use of information technology to assess learners' work   | Electronic portfolio<br>E-tests  |

| Title   | Using Technology to Carry Out Online Transactions   |  |
|---|---|--|
| Level   | Two   |  |
| Credit Value  | 2   |  |
| Guided Learning Hours (GLH)   | 10  |  |
| OCN NI Unit Code  | CBF079  |  |
| Unit Reference No   | M/618/4932  |  |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use technology to perform online transactions safely and securely. |   |  |
| Learning Outcomes   | Assessment Criteria   |  |
| 1. Be able to use online services.  | 1.1. Use online services to safely and securely carryout at least three of the following activities: <ol style="list-style-type: none"> <li>shopping</li> <li>banking</li> <li>payment of utilities bills</li> <li>accessing government services</li> <li>paying rates or council tax as appropriate</li> <li>booking a doctor's appointment</li> </ol> 1.2. Demonstrate how to manage online account service settings by amending account preferences.   |  |
| 2. Be able to check for scams when purchasing products or services online.  | 2.1. Illustrate how to check for scams when purchasing products or services online checking: <ol style="list-style-type: none"> <li>padlock symbol next to the website's URL</li> <li>domain name of website is correct, not a copied or similar version</li> <li>website looks professional, written in good English</li> <li>for fake reviews on a consumer review or comparison site</li> <li>the company offering goods and services lists a place of business, contact details and has a returns policy</li> </ol> |  |
| 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<br>OR<br>A collection of documents containing work that shows the learner's progression through the course   | Learner notes/written work<br>Learner log/diary<br>Peer notes<br>Record of observation<br>Record of discussion |

|                                    |  |  |
|------------------------------------|--|--|
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation<br>Learner notes/written work<br>Learner log                             |
| 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<br>Learner notes/written work<br>Tutor notes/record<br>Learner log/diary |
| E-assessment                       | The use of information technology to assess learners' work   | Electronic portfolio<br>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 qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the External Verification report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## **Administration**

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### **Registration**

A centre must register learners within 20 working days of commencement of a qualification.

### **Certification**

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### **Charges**

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### **Equality, Fairness and Inclusion**

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### **Retention of Evidence**

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.



**OCN NI Level 2 Award in Digital Skills for Life and Work**

Qualification Number: 603/6711/8

**OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online**

Qualification Number: 603/6720/9

**OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information**

Qualification Number: 603/6721/0

**OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information**

Qualification Number: 603/6719/2

**OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating using Technology**

Qualification Number: 603/6718/0

**OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Carry Out Online Transactions**

Qualification Number: 603/6717/9

Operational start date: 15 October 2020  
Operational end date: 30 September 2025  
Certification end date: 30 September 2027

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