



Qualification Specification for:

OCN NI Level 3 Award in Digital Skills for Educators

➤ Qualification No: 603/3579/8

OCN NI Level 3 Certificate in Digital Skills for Educators

➤ Qualification No: 603/3580/4

Qualification Regulation Information

OCN NI Level 3 Award in Digital Skills for Educators
Qualification Number: 603/3579/8

OCN NI Level 3 Certificate in Digital Skills for Educators
Qualification Number: 603/3580/4

Operational start date: 01 September 2018
Operational end date: 31 August 2028
Certification end date: 31 August 2031

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

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

- **OCN NI Level 3 Award in Digital Skills for Educators**
- **OCN NI Level 3 Certificate in Digital Skills for Educators**

This specification sets out:

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

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

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

Sector Subject Area

6.1 ICT Practitioners

Qualifications' Aim

The OCN NI Level 3 Award and Certificate in Digital Skills for Educators have been designed to develop the learner's digital skills to operate confidently, effectively and independently to enhance learning, teaching and assessment.

Qualifications' Objectives

The objectives of the qualifications are to develop the learner's digital skills in some or all of the following:

- Information, data and media literacies
- Digital creation, problem solving and innovation
- Digital communication, collaboration and participation
- Digital learning and development
- Digital identity and wellbeing

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications are targeted at lecturing staff in further education colleges and universities and may also suit other education and training organisations.

Progression Opportunities

The Level 3 Award will enable the learner to progress to the Level 3 Certificate. The Level 3 Certificate will enable the learner to progress to a qualification at a higher level in digital skills including other OCN NI digital skills qualifications.

Entry Requirements

Learners must be at least 18 years of age and in an educator role to take these qualifications.

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

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 qualifications should be occupationally competent at a higher level than the qualification and have a minimum of one year's relevant experience in the area of digital skills.

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 at a higher level than the qualification
- have a minimum of one year's experience in the area they are assessing
- 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

OCN NI level 3 Award in Digital Skills for Educators

In order to achieve the Level 3 Award learners must complete a total of 8 credits.

Total Qualification Time (TQT) for this qualification: 80 hours
 Guided Learning Hours (GLH) for this qualification: 56 hours

OCN NI level 3 Certificate in Digital Skills for Educators

In order to achieve the Level 3 Certificate learners must complete all five units for a total of 16 credits.

Total Qualification Time (TQT) for this qualification: 160 hours
 Guided Learning Hours (GLH) for this qualification: 112 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
T/617/2071	CBE315	Digital Communication, Collaboration and Participation	30	3	Three
F/617/2073	CBE316	Digital Creation, Problem Solving and Innovation	40	4	Three
J/617/2074	CBE317	Digital Identity and Wellbeing	10	1	Three
L/617/2075	CBE318	Digital Learning and Development	40	4	Three
R/617/2076	CBE319	Information, Data and Media Literacies	40	4	Three

Unit Details

Title	Digital Communication, Collaboration and Participation	
Level	Three	
Credit Value	3	
Guided Learning Hours (GLH)	21	
OCN NI Unit Code	CBE315	
Unit Reference No	T/617/2071	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of digital communication, collaboration and participation.		
Learning Outcomes		Assessment Criteria
1. Be able to communicate effectively to support learning using digital communication tool.	1.1. Use at least three digital communication tools to communicate with learners. 1.2. Justify the choice for digital communication tools used in different cultural and social settings.	
2. Be able to collaborate in digital teams using shared digital tools.	2.1. Use at least three shared digital tools to collaborate in digital teams.	
3. Be able to participate in, facilitate and build an active digital social network.	3.1. Use a digital tool to participate in, facilitate and build a digital social network.	
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	Digital Creation, Problem Solving and Innovation	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBE316	
Unit Reference No	F/617/2073	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of digital creation, problem solving and innovation.		
Learning Outcomes		Assessment Criteria
1. Be able to edit and repurpose digital content.	1.1. Demonstrate the editing and repurposing of digital content to meet the needs of a range of learning styles.	
2. Be able to create digital content for a lesson.	2.1. Create digital content for a lesson to address a range of learning styles.	
3. Be able to design and create digital assessment tasks.	3.1. Design and create at least three digital assessment tasks.	
4. Be able to apply digital research techniques to enhance learning and teaching.	4.1. Use digital research techniques to enhance learning and teaching.	
5. Be able to collect and interpret digital data in order to enhance learning and teaching.	5.1. Collect and interpret data, using digital tools in order to enhance learning and teaching.	
6. Be able to use digital tools to promote higher order thinking skills.	6.1. Use digital tools to promote higher order thinking skills.	
7. Be able to use and evaluate digital tools to support learning in an innovative way.	7.1. Use and evaluate digital tools to support learning in an innovative way.	
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	Digital Identity and Wellbeing	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	7	
OCN NI Unit Code	CBE317	
Unit Reference No	J/617/2074	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of digital identity and wellbeing.		
Learning Outcomes	Assessment Criteria	
1. Be able to develop and promote a positive and safe digital identity within a learning environment.	1.1. Develop and promote own positive and safe digital identity. 1.2. Demonstrate how to support learners to manage own digital identity and reputation. 1.3. Illustrate the principles of digital wellbeing and e-safety.	
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	Digital Learning and Development	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBE318	
Unit Reference No	L/617/2075	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of digital learning and development.		
Learning Outcomes		Assessment Criteria
1. Be able to participate in digital learning opportunities.	1.1. Participate in independent digital learning.	
2. Be able to design, plan and review digital learning activities.	2.1. Design and plan at least two digital learning activities to meet given learner needs. 2.2. Review teaching strategies identifying areas for improvement.	
3. Be able to use, share and create digital learning resources to meet learner needs.	3.1. Use and share at least two digital learning resources effectively. 3.2. Create and repurpose at least two digital learning resources to meet learner needs. 3.3. Design and create at least two digital learning resources for learners with autism and dyslexia.	
4. Be able to use digital technologies to support learners.	4.1. Demonstrate the teaching skills associated with online and blended delivery. 4.2. Use digital technologies to support independent learning.	
5. Be able to use digital tools to support assessment and provide feedback.	5.1. Use digital tools to: a) record learner results b) support assessment c) provide feedback to learners	
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
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Title	Information, Data and Media Literacies	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBE319	
Unit Reference No	R/617/2076	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop an understanding of information, data and media literacies.		
Learning Outcomes		Assessment Criteria
1. Understand the importance of the quality of digital information.	1.1. Evaluate the quality, origin, relevance and credibility of at least three types of digital information.	
2. Be aware of the rules of copyright, plagiarism and creative commons.	2.1. Summarise the rules of copyright, plagiarism and creative commons licensing.	
3. Know how to appropriately reference digital content.	3.1. Use appropriate referencing for three different online sources. 3.2. Illustrate how learners may be supported to correctly reference a piece of work.	
4. Be able to collate, manage, access and present digital data.	4.1. Demonstrate how to collate, manage, access and present digital data. 4.2. Summarise relevant legislation in relation to the use of digital data.	
5. Be able to use learner data and data analytics securely to support learning.	5.1. Use learner data and data analytics to support learning. 5.2. Demonstrate how to manage personal data securely.	
6. Be able to use digital content appropriate to individual learning styles.	6.1. Demonstrate the use of digital content appropriate to a range of learning styles.	
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
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Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the 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

Registration

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

Certification

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

Charges

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

Equality, Fairness and Inclusion

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

Retention of Evidence

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

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