Qualification Specification for:

OCN NI Level 5 Certificate in Digital Technologies for Learning

➤ **Qualification No: 603/3585/3**

OCN NI Level 5 Diploma in Digital Technologies for Learning

➤ **Qualification No: 603/3586/5**

Qualification Regulation Information

OCN NI Level 5 Certificate in Digital Technologies for Learning
Qualification Number: 603/3585/3

OCN NI Level 5 Diploma in Digital Technologies for Learning
Qualification Number: 603/3586/5

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

OCN NI Contact Details

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OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

2

Foreword

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

→ **OCN NI Level 5 Certificate in Digital Technologies for Learning**
→ **OCN NI Level 5 Diploma in Digital Technologies for Learning**

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.

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

3

Contents

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

4

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).

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

5

Qualification Features

Sector Subject Area
6.1   ICT Practitioners

Qualifications' Aim
The OCN NI Level 5 Certificate in Digital Technologies for Learning has been designed to provide the learner with skills and knowledge in the use of current tools to develop effective digital learning content.

The OCN NI Level 5 Diploma in Digital Technologies for Learning has been designed to provide the learner with skills and knowledge in the use of current tools to develop effective digital learning content. The qualification will also provide skills and knowledge in the areas of leading, supporting and collaborating with teams involved in digital content creation.

Qualifications' Objectives
The objectives of the OCN NI Level 5 Certificate in Digital Technologies for Learning are to enable learners to:

- design and develop digital curriculum content
- utilise data to support the management of learning

The objectives of the OCN NI Level 5 Diploma in Digital Technologies for Learning are to enable learners to:

- design and develop digital curriculum content
- utilise data to support the management of learning
- lead and support teams in the development of digital curriculum
- collaborate with others using digital tools

Grading
Grading for these qualifications is pass/fail.

Qualification Target Group
The qualifications are targeted at lecturing staff in further education colleges and training staff in organisations that are utilising or planning to utilise digital learning.

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

6

Progression Opportunities

The OCN NI Level 5 Certificate in Digital Technologies for Learning will allow learners to progress to the OCN NI Level 5 Diploma in Digital Technologies for Learning.

The OCN NI Level 5 Diploma in Digital Technologies for Learning will enable the learner to progress to other higher level teaching or technology related 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.

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

7

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 technologies for learning.

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

8

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

9

Structure and Content

OCN NI level 5 Certificate in Digital Technologies for Learning

In order to achieve the Level 5 Certificate learners must complete the mandatory unit – 13 credits.

Total Qualification Time (TQT) for this qualification: 130 hours
Guided Learning Hours (GLH) for this qualification: 65 hours

OCN NI level 5 Diploma in Digital Technologies for Learning

In order to achieve the Level 5 Diploma learners must complete all units – 37 credits.

Total Qualification Time (TQT) for this qualification: 370 hours
Guided Learning Hours (GLH) for this qualification: 185 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
Mandatory Unit					
F/617/2025	CBE311	Digital Creation for Learning	130	13	Five
Optional Units					
J/617/2026	CBE312	Leading and Supporting the Development and Delivery of Digital Curriculum Content	60	6	Five
L/617/2027	CBE313	Leading and Supporting Professional Digital Activity and Wellbeing	60	6	Five
R/617/2028	CBE314	Using Digital Collaboration and Communication Technologies to Support Learning	120	12	Five

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

10

Unit Details

Title	Digital Creation for Learning
Level	Five
Credit Value	13
Guided Learning Hours (GLH)	65
OCN NI Unit Code	CBE311
Unit Reference No	F/617/2025

Unit purpose and aim(s): This unit will enable the learner to gain an understanding and use of current tools available for creating effective digital learning content.

Learning Outcomes	Assessment Criteria
1. Be able to design and develop digital content through the use of a range of digital tools.	1.1 Research and evaluate the following digital tools and their potential to support learning: a) instructional learning content, including multiple media b) tests/quizzes and assessment c) enhanced presentations/animations 1.2 Critically evaluate strategies for facilitating, managing and evaluating online and blended learning activities. 1.3 Select, use and evaluate at least four digital tools from at least three different categories.
2. Be able to enhance the educational experience of learners through digital content development tools.	2.1 Research at least four different learning scenarios where digital content has potential to improve learning. 2.2 Develop creative and innovative digital learning content suitable for use in blended or fully online learning delivery. 2.3 Evaluate the effectiveness of content created and used with a specific group of learners.
3. Be able to utilise data to support the management of learning.	3.1 Explain how data and data analytics may be used to inform organisational reporting. 3.2 Explain how data and data analytics may be used to inform the management of the learning process within an organisation. 3.3 Summarise relevant legislation in relation to the use of digital data. 3.4 Demonstrate how to collate, manage, access, analyse and present digital data in relation to learning.

Assessment Guidance
One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered. 1. A presentation, including demonstration of learning content developed 2. Written assignment 3. Scheme of work 4. A blended learning/ online learning programme, including Lesson observation

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

11

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

12

Title	Leading and Supporting the Development and Delivery of Digital Curriculum Content
Level	Five
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBE312
Unit Reference No	J/617/2026

Unit purpose and aim(s): This unit will enable the learner to lead and support teaching practitioners in the development and delivery of effective online content.

Learning Outcomes	Assessment Criteria
1. Understand the issues and principles associated with effective online learning.	1.1. Critically evaluate the key issues associated with online learning identifying how they may be addressed. 1.2. Research and evaluate the key principles of effective online course design promoting the efficiency and effectiveness of students' learning.
2. Understand the principles underpinning the use of open educational resources.	2.1. Research the copyright and licensing principles when using open educational resources. 2.2. Explain how copyright and licensing issues impact on use of online resources.
3. Be able to lead and support others in the development and delivery of effective online content.	3.1. Summarise own role in leading and supporting others in the development and delivery of effective online content including: a) own effectiveness in leading and supporting b) identifying and addressing barriers to leading and supporting 3.2. Demonstrate how to lead and support others in the development and delivery of effective online content including the planning and delivery of: a) online support sessions b) face to face support 3.3. Evaluate own role in leading and supporting others in the development and delivery of effective online content identifying possible areas for improvement.

Assessment Guidance

One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:

1. a digital presentation/guide
2. a group workshop/ discussion

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

13

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

14

Title	Leading and Supporting Professional Digital Activity and Wellbeing
Level	Five
Credit Value	6
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CBE313
Unit Reference No	L/617/2027

Unit purpose and aim(s): This unit will enable the learner to lead and support professional digital activity and wellbeing.

Learning Outcomes	Assessment Criteria
1. Understand how a digital footprint may evolve and its positive and negative impact.	1.1. Research and evaluate digital tools that may contribute to a digital footprint. 1.2. Evaluate the professional benefits of having an effective online presence. 1.3. Explain unsafe or inappropriate behaviour associated with the use of digital tools and their impact.
2. Be able to manage digital tools to maintain safe online activity.	2.1. Research and evaluate protocols for maintaining professional and safe online activity. 2.2. Explain and demonstrate how to configure digital tools to maintain safe online activity.
3. Be able to lead and support others in promoting professional digital activity and wellbeing.	3.1. Demonstrate how to lead and support others in promoting professional digital activity and wellbeing including the planning and delivery of: a) online support sessions b) face to face support

Assessment Guidance

One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:
1. a digital presentation/guide
2. a group workshop/ discussion

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
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OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

15

Title	Using Digital Collaboration and Communication Technologies to Support Learning
Level	Five
Credit Value	12
Guided Learning Hours (GLH)	60
OCN NI Unit Code	CBE314
Unit Reference No	R/617/2028

Unit purpose and aim(s): This unit will enable the learner to understand current digital communication and collaboration tools available to support learning.

Learning Outcomes	Assessment Criteria
1. Understand the importance and use of digital collaboration and communication tools for learning.	1.1 Explain the principles underpinning the design of online and blended courses. 1.2 Explain the importance of digital collaboration and communication tools for learning. 1.3 Research and analyse issues to be considered when planning and delivering blended learning. 1.4 Critically compare different collaboration and communication technologies in terms of their potential to support learning.
2. Be able to select and effectively use digital collaboration and communication tools.	2.1 Select, use and analyse at least three digital collaboration and communication tools in different learning environments. 2.2 Evaluate the effectiveness of selected tools.
3. Be able to lead and support teaching practitioners in the effective use of digital collaboration and communication tools.	3.1 Research and critically compare digital networks to support teaching practitioner collaboration. 3.2 Select with justification appropriate digital networks to support teaching practitioner collaboration. 3.3 Demonstrate how to lead and support teaching practitioners in the effective use of tools selected.

Assessment Guidance

One or more of the following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered:

1. written assignment/ professional discussion
2. poster presentation
3. **a blended learning/online learning programme**

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

16

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
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OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

17

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.

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

18

Administration

Registration

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

Certification

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

Charges

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

Equality, Fairness and Inclusion

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

Retention of Evidence

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

OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

19

OCN NI Level 5 Certificate in Digital Technologies for Learning
Qualification Number: 603/3585/3

OCN NI Level 5 Diploma in Digital Technologies for Learning
Qualification Number: 603/3586/5

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OCN NI Level 5 Certificate in Digital Technologies for Learning Qualification No. 603/3585/3
OCN NI Level 5 Diploma in Digital Technologies for Learning Qualification No. 603/3586/5
Updated: 15 December 2021

20