Qualification Specification:

OCN NI Level 1 Award in Information Technology Applications

- **Qualification No: 610/0197/1**

OCN NI Level 1 Certificate in Information Technology Applications

- **Qualification No: 610/0196/X**

Version: 2.1

1. Specification Updates

Key changes have been listed below:

Section	Detail of change	Version and date of Issue
Specification	New Format	V2.0 December 2025

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3. Introduction to Open College Network Northern Ireland (OCN NI)

The Open College Network Northern Ireland (OCN NI) is a UK recognised awarding organisation based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is also regulated by Ofqual to award qualifications in England.

OCN NI is also an educational charity that advances education by developing nationally recognised qualifications and recognising the achievements of learners. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME's and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment. OCN NI's Strategic Plan can be found on the OCN NI website www.ocnni.org.uk.

For further information on OCN NI qualifications or to contact us, you can visit our website at www.ocnni.org.uk. The website should provide you with details about our qualifications, courses, contact information, and any other relevant information you may need.

OCN NI Contact Details

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4. About this Specification

This specification details OCN NI's specific requirements for the delivery and assessment of the **OCN NI Level 1 Award and Certificate in Information Technology Applications.**

This specification will provide guidelines for centres to ensure the effective and correct delivery of these qualifications. OCN NI qualification specifications are based on research and engagement with the practitioner community to ensure they provide appropriate skills and knowledge for learners.

The qualification specification will detail the following aspects of the OCN NI Level 1 Award and Certificate in Information Technology Applications.

- **Qualification Features**: this includes the key characteristics and features of these qualifications, such as their intended audience, purpose, and credit value.

- **Centre Requirements:** this details the prerequisites and obligations that centres must fulfil to be eligible to deliver and assess these qualifications. These include guidelines on staff qualifications, resources, and required procedures.

- **Structure and Content:** this details the structure and content of the qualifications including units, and any specific content that learners will be required to study.

- **Assessment Requirements:** this details assessment criteria and assessment methods for these qualifications, ensuring that summative assessment approaches are clear.

- **Quality Assurance:** the quality and consistency of delivery and assessment of these qualifications are of paramount importance to OCN NI. The mandatory quality assurance arrangements including processes for internal and external quality assurance that all centres offering these qualifications must adhere to are detailed.

- **Administration:** guidance on the administrative aspects of delivering these qualifications, including registration, certification, and record-keeping.

- Reference to other handbooks and policies as appropriate to the qualifications.

It is important to note that OCN NI will communicate any significant updates or changes to this specification in writing to our centres. Additionally, we will make these changes available on our official website at www.ocnni.org.uk.

To stay current, please refer to the online version of this specification as it is the most authoritative and up-to-date publication. Be aware that downloaded and printed copies may not reflect the latest revisions.

4.1 Additional Support

OCN NI offers a comprehensive range of support services designed to assist centres in meeting the delivery and quality assurance requirements of OCN NI qualifications. These services include:

- **Learner Assessment Booklets**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.

- **Specimen Assessment Materials**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.

- **Qualification Support Pack**: A support pack has been developed to support centres in the delivery of these qualifications. The pack includes planning and assessment templates, guides to best practice, etc.

- **Professional Development for Educators**: OCN NI provides opportunities for professional development tailored to meet the various needs of practitioners and quality assurance staff. Centres can join our training sessions, available in both face-to-face and online formats, or explore a wealth of training materials by visiting www.ocnni.org.uk

- **OCN NI Subject Advisors**: Our team of subject advisors offers vital information and support to centres. They provide guidance on specification details, non-exam assessment advice, updates on resource developments, and various training opportunities. They actively engage with subject communities through an array of networks to facilitate the exchange of ideas and expertise, to support practitioners to provide quality education programs to learners.

All centres can access information, support and guidance to support the delivery and quality assurance of these qualifications by contacting their designated Business Development Advisor or by contacting us on Contact Us | OCN NI

5. About these Qualifications

5.1 Qualification Regulation Information

OCN NI Level 1 Award in Information Technology Applications
Qualification Number: 610/0197/1

OCN NI Level 1 Certificate in Information Technology Applications
Qualification Number: 610/0196/X

Operational start date: 01 December 2021
Review date: 30 November 2031

The qualifications' operational start and end dates define the regulated qualifications' lifecycle. The operational end date is the final date for learner registration, while learners have until the certificate end date to complete the qualifications and receive their certificates.

It is important to note that all OCN NI regulated qualifications are listed on the Register of Regulated Qualifications (RQF), which can be found at Ofqual Register. This register is maintained by Ofqual in England and CCEA Regulation in Northern Ireland. It contains information about qualifications that are regulated and accredited. It is a key resource for learners, employers, and educational institutions to verify the status and recognition of qualifications.

Centres must adhere to administrative guidelines diligently, with special attention to the fact that fees, registration, and certification end dates for the qualification may be subject to changes. It is a centre's responsibility to make itself aware of updates on any modifications to ensure compliance with the latest requirements. OCN NI provides centres with timely updates through various channels including website, newsletters and through this specification. Information on qualification fees can be found on the Centre Login section of the OCN NI website www.ocnni.org.uk .

5.2 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for these qualifications is:

Subject Area: 6.2 ICT for users

NOS: NOS - Information Technology

5.3 Grading

Grading for these qualifications is pass/fail.

5.4 Qualifications' Aim and Objectives

The OCN NI Level 1 Award and Certificate in Information Technology Applications are designed to provide learners with the IT skills required to function successfully in the world of work and wider environment.

5.5 Target Learners

IT skills are now required by almost everyone both in a work environment and in wider society. These qualifications are targeted at learners who are currently in employment, those seeking employment and also learners who wish to improve their IT skills for everyday life. They offer learners the opportunity to develop a range of IT skills and gain an accredited qualification.

5.6 Entry Requirements

There are no formal entry requirements. Learners should be at least 14 years old on completion of qualification.

5.7 Progression

The OCN NI Level 1 Award and Certificate in Information Technology Applications qualification enables progression to the suite of OCN NI Information in Technology Applications qualifications at Level 2 and Level 3 and/or further learning in this area or into employment.

5.8 Delivery Language

These qualifications are exclusively available in English. If there is a desire to offer these qualifications in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

6. Centre Requirements for Delivering these Qualifications

6.1 Centre Recognition

New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications prior to the commencement of delivery.

6.2 Qualification Approval

Once a centre has successfully undergone the Centre Recognition process, it becomes eligible to apply for qualification approval. The centre's capability to meet and sustain the qualification criteria will be assessed. Throughout the qualification approval process, OCN NI will aim to ensure that:

- centres possess suitable physical resources (e.g., equipment, IT, learning materials, teaching rooms) to support qualification delivery and assessment
- centre staff involved in the assessment process have relevant expertise and/or occupational experience
- robust systems are in place for ensuring ongoing professional development for staff delivering the qualifications
- centres have appropriate health and safety policies concerning learner equipment use
- qualification delivery by centres complies with current equality and diversity legislation and regulations
- as a part of the assessment process for these qualifications it may be useful for learners to have access to a practical work setting

6.3 Centre Staffing

To offer these qualifications centres are mandated to establish the following roles as a minimum, although a single staff member may serve in more than one capacity*:

- Centre contact
- Programme Co-ordinator
- Assessor
- Internal Quality Assurance (IQA)

*Note: An individual cannot serve as an IQA for their own assessments.

6.4 Tutor Requirements

Tutors responsible for delivering these qualifications are expected to possess a high degree of occupational competency. They should meet the following criteria:

- **Occupational Competency:** Tutors should demonstrate a clear understanding of the subject matter, including up-to-date knowledge. They should also have a minimum of one year's relevant experience in this area. This competence should enable them to effectively impart knowledge and practical skills to learners.

- **Qualifications:** Tutors should hold qualifications at a level that is at least one level higher than the qualification they are teaching. This ensures that they have the necessary academic foundation to provide in-depth guidance and support to learners.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors, thereby enhancing the quality and effectiveness of their educational experience.

6.5 Assessor Requirements

The assessment of these qualifications takes place within the centre and is subjected to OCN NI's rigorous quality assurance procedures. The achievement of individual units is based on the criteria defined in each unit.

Assessors play a pivotal role in ensuring the validity and fairness of assessments. They are required to meet the following criteria:

- **Occupational Competency:** Assessors should possess a high degree of occupational competency in the relevant subject matter. This expertise enables them to accurately evaluate and measure a learner's knowledge and skills. Additionally, they should hold qualifications at a level that is at least one level higher than the qualification they are assessing and should have a minimum of one year's relevant experience in the area they are assessing, ensuring their in-depth understanding of the subject matter.

- **Assessment Expertise:** Assessors should have direct or related experience in the field of assessment. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.

- **Assessors Qualification:** Assessors should hold or be currently undertaking a recognised assessor's qualification; or must have attended the OCN NI Assessment Training.

- **Comprehensive Assessment Oversight:** Assessors are responsible for evaluating all assessment tasks and activities comprehensively. They must thoroughly review and assess each element to ensure a fair and accurate representation of a learner's skills and knowledge.

These rigorous requirements uphold the quality and integrity of the qualification's assessment process, ensuring that learners receive a fair and reliable evaluation of their competencies.

6.6 Internal Quality Assurer Requirements

The Internal Quality Assurer plays a crucial role in the centre's internal quality assurance processes. The centre must designate a skilled and trained IQA who assumes the role of an internal quality monitor responsible for verifying the delivery and assessment of the qualifications.

The Internal Quality Assurer for these qualifications must meet the following criteria:

- **IQA Expertise:** IQA should have direct or related experience in the field of verification and have at least one year's occupational experience in the areas they are internally quality assuring. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **IQA Qualification:** IQA should hold or be currently undertaking a recognised IQA qualification; or must have attended the OCN NI IQA Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** IQA are tasked with conducting in-depth reviews and assessments of all assessment tasks and activities. Their responsibility is to ensure a comprehensive and meticulous oversight of each element to guarantee a just and precise reflection of a learner's abilities and knowledge and to ensure that all assessment and quality assurance requirements are fulfilled.

7. Qualification Structure

7.1 Qualification Purpose

The OCN NI Level 1 Award and Certificate in Information Technology Applications are unitised qualifications on a scale of pass or fail. Learners are expected to demonstrate a comprehensive understanding of the IT skills required to function successfully in the world of work and wider environment.

7.2 Qualification Level

In the context of the OCN NI Level 1 Award and Certificate in Information Technology Applications it is essential to understand the significance of qualification levels, as they play a pivotal role in assessing the depth and complexity of knowledge and skills required for successful attainment. These qualifications align with Level 1, which signify a basic level of difficulty and intricacy. It's important to note that qualification levels in the educational framework range from Level 1 to Level 8, complemented by three 'entry' levels, namely Entry 1 to Entry 3.

7.3 Qualification Size

Total Qualification Time (TQT)

This represents the total amount of time a learner is expected to spend to complete the qualification successfully. It includes both guided learning hours (GLH) and independent study or additional learning time.

Guided Learning Hours (GLH)

These are the hours of guided instruction and teaching provided to learners. This may include classroom instruction, tutorials, or other forms of structured learning.

OCN NI Level 1 Award in Information Technology Applications	
Total Qualification Time (TQT):	30 hours
Total Credits Required:	3 credits
Guided Learning Hours (GLH):	27 hours
OCN NI Level 1 Certificate in Information Technology Applications	
Total Qualification Time (TQT):	130 hours
Total Credits Required:	13 credits
Guided Learning Hours (GLH):	117 hours

7.4 How to Achieve the Qualifications

To achieve the **OCN NI Level 1 Award in Information Technology Applications** learners must complete 3 credits from any of the optional units..

To achieve the **OCN NI Level 1 Certificate in Information Technology Applications** learners must complete 13 credits from any of the optional units.

8. Assessment Structure

These qualifications are assessed through internal assessment and each unit is accompanied by specific assessment criteria that define the requirements for achievement.

8.1 Assessment Guidance: Portfolio

The portfolio for these qualifications is designed to provide a comprehensive view of a learner's skills and knowledge. It is a holistic collection of evidence that may include a single piece of evidence that satisfies multiple assessment criteria. There is no requirement for learners to maintain separate evidence for each assessment criterion.

When learners are creating their portfolio, they should refer to the assessment criteria to understand the evidence required.

It is essential that the evidence in the portfolio reflects the application of skills in real-world situations. Learners should ensure that they provide multiple examples or references whenever the assessment criteria require it.

8.2 Understanding the Units

The units outlined in this specification establish clear assessment expectations. They serve as a valuable guide for conducting assessments and ensuring quality assurance efficiently. Each unit within this specification follows a consistent structure. This section explains the operational framework of these units. It is imperative that all educators, assessors, Internal Quality Assurers, and other personnel overseeing the qualification review and familiarise themselves with this section to ensure a comprehensive understanding of how these units function.

- **Title:** The title will reflect the content of the unit and should be clear and concise.
- **Level:** A unit can have one of six RQF levels: Entry, One, Two, Three, Four or Five. All units within these qualifications are Level 1.
- **Credit Value:** This describes the number of credits ascribed to a unit. It identifies the number of credits a learner is awarded upon successful achievement of the unit. One credit is awarded for the learning outcomes which a learner, on average, might reasonably be expected to achieve in a notional 10 hours of learning.
- **Learning Outcome:** A coherent set of measurable achievements.
- **Assessment Criteria:** These enable a judgement to be made about whether or not, and how well, the students have achieved the learning outcomes.
- **Assessment Guidance and Methods:** These detail the different assessment methods within the unit that may be used.
- **Unit Content:** This provides indicative content to assist in teaching and learning.

9. Qualification Summary by Unit

OCN NI Level 1 Award in Information Technology Applications

Total Qualification Time (TQT) for this qualification: 30 hours
Guided Learning Hours (GLH) for this qualification: 27 hours

In order to achieve the OCN NI Level 1 Award in Information Technology Applications the learner must successfully complete a total of 3 credits from any of the optional units.

OCN NI Level 1 Certificate in Information Technology Applications

Total Qualification Time (TQT) for this qualification: 130hours
Guided Learning Hours (GLH) for this qualification: 117 hours

In order to achieve the OCN NI Level 1 Certificate in Information Technology Applications, the learner must successfully complete a total of 13 credits from any of the optional units.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
A/650/0826	CBF630	Being Safe and Responsible Online	2	18	One
D/650/0827	CBF632	Bespoke Software	3	27	One
F/650/0828	CBF633	Capture and Edit Audio Sequences	3	27	One
H/650/0829	CBF634	Capture, Edit and Present Video Sequences	3	27	One
L/650/0830	CBF635	Communicating and Collaborating using Technology	2	18	One
M/650/0831	CBF636	Database Software	3	27	One
R/650/0832	CBF637	Using Design Software	3	27	One
T/650/0833	CBF638	Desktop Publishing	3	27	One
Y/650/0834	CBF639	Email Software Skills	3	27	One
A/650/0835	CBF640	Imaging Software Tools	3	27	One
D/650/0836	CBF641	Introduction to Cyber Security	2	18	One
F/650/0837	CBF642	IT Communication Fundamentals	2	18	One
H/650/0838	CBF643	IT User Fundamentals	3	27	One
J/650/0839	CBF644	Multimedia Software	3	27	One
M/650/0840	CBF645	Personal Information Management Software	2	18	One
T/650/0842	CBF646	Presentation Software	2	18	One

Y/650/0843	CBF647	Social Media	2	18	One
A/650/0844	CBF648	Spreadsheet Software	3	27	One
D/650/0845	CBF649	Use Digital Imaging and Printing Tools	2	18	One
F/650/0846	CBF650	Using Mobile IT Devices	2	18	One
H/650/0847	CBF651	Using Technology to Carry Out Online Transactions	2	18	One
J/650/0848	CBF652	Using the Internet	2	18	One
K/650/0849	CBF653	Word Processing Software	2	18	One

10. Unit Content

Title	Being Safe and Responsible Online
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF630
Unit Reference No	A/650/0826
Unit purpose and aim(s): 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. Outline how current data protection law protects own privacy online including: a) have the right to see what personal data organisations hold about them b) withdraw consent and insist that personal data can be rectified, amended or deleted
2. Be able to protect data while using technology.	2.1. Demonstrate how to protect data and devices from online risks and threats including: a) securing mobile devices b) using strong passwords c) using biometric security features d) backing up data locally and to a cloud provider 2.2. Identify potential security risks associated with: a) using public Wi-Fi networks b) phishing emails c) clicking links found in emails or other digital messages. d) identity theft e) ransomware
3. Know how to behave responsibly online.	3.1. Illustrate how to act responsibly online including: a) using appropriate language b) blocking or filtering inappropriate content or behaviours 3.2. Outline 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 3.3. Outline the requirements to be considered when using information that is: a) copyrighted b) covered by creative commons licensing
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: a) taking regular breaks when using devices b) using a wrist rest when using a mouse c) using correct posture when using devices d) limiting screen time e) avoiding screen time close to bedtime f) reporting cyberbullying

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	Bespoke Software
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF632
Unit Reference No	D/650/0827

Unit purpose and aim(s): This unit will enable the learner to understand how to use bespoke software.

Learning Outcomes	Assessment Criteria
1. Be able to input and combine information using bespoke applications.	1.1. Input relevant information accurately. 1.2. Demonstrate how to select and use appropriate techniques to link and combine information from different sources or forms.
2. Be able to use appropriate structures to organise and retrieve information.	2.1. Outline functions required to structure, organise and retrieve information effectively. 2.2. Select and use an appropriate structure to organise information. 2.3. Apply local and legal guidelines and conventions for the storage and use of data.
3. Be able to use software tools, techniques and methods to process and present information.	3.1. Select and use appropriate tools and techniques to edit, process and format information. 3.2. Use information technology tools to configure data to meet needs and to make corrections as necessary. 3.3. Select and use appropriate methods to present information.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Capture and Edit Audio Sequences
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF633
Unit Reference No	F/650/0828
Unit purpose and aim(s): This unit will enable the learner to understand how to capture and edit audio sequences.	

Learning Outcomes	Assessment Criteria
1. Be able to use audio hardware and software to capture sequences.	1.1. Outline the 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. Outline at least two audio file formats and the impact of file size and format. 1.4. 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. Outline the advantages and disadvantages of two common audio editing software tools. 2.2. Outline the impact of copyright constraints on using others' information. 2.3. Cut and paste sequences to meet given requirements. 2.4. Combine information from different sources, in line with copyright constraints.
3. Be able to play and present audio sequences.	3.1. Use appropriate playback software and audio devices for use. 3.2. Use appropriate combination of software and display device to play back audio sequences. 3.3. Adjust playback and display settings so that sequences are presented to meet given requirements.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Record of observation Learner notes/written work

	and demonstrate the skills and/or knowledge gained throughout the course	Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Capture, Edit and Present Video Sequences
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	H/650/0829
Unit Reference No	
Unit purpose and aim(s): This unit will enable the learner to understand how to capture, edit and present video sequences.	

Learning Outcomes	Assessment Criteria
1. Be able to use video hardware and software to capture sequences.	1.1. Use input devices and video software to capture information. 1.2. Use an appropriate combination of input device and video software to record sequences. 1.3. Outline the impact file size and file format will have on saving sequences. 1.4. 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. Outline the impact of copyright constraints on using others' information. 2.2. Use appropriate video software and techniques to combine and edit sequences.
3. Be able to play and present video sequences.	3.1. Use an appropriate combination of video playback software and display device to suit the file format. 3.2. Outline and use the settings which may be adjusted to improve the quality of presentations.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Communicating and Collaborating Using Technology
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF635
Unit Reference No	L/650/0830
Unit purpose and aim(s): This unit will enable the learner to be able to use digital tools to communicate and collaborate with others and manage own online identity.	

Learning Outcomes	Assessment Criteria
1. Be able to manage own traceable activities when communicating online.	1.1. Demonstrate how to manage own identity when communicating online including: a) using an appropriate online name and email address b) searching for own online identity to identify what personal data is being shared publicly c) unsubscribing from unwanted mailing lists d) deleting unwanted social media accounts, and old posts
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: a) creating a contact group b) using a calendar c) sending a meeting request d) attaching a document for a meeting 2.2. Use a digital tool to share and collaborate as part of a digital team including: a) setting up a video call b) sharing desktop, program or presentation during a video team meeting

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	Database Software
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF636
Unit Reference No	M/650/0831

Unit purpose and aim(s): This unit will enable the learner to understand and use database software.

Learning Outcomes	Assessment Criteria
1. Create and modify a non-relational database table.	1.1. Identify the components of a database design. 1.2. Outline the field characteristics for the data required. 1.3. Create and modify a database table using at least three field types. 1.4. State ways to maintain data integrity. 1.5. Respond appropriately to problems with database tables.
2. Enter, edit and organise structured information in a database.	2.1. Use appropriate tools and techniques to enter, edit and organise structured information in a database. 2.2. Check data entry meets requirements, using information technology tools and making corrections as necessary. 2.3. Respond appropriately to data entry errors.
3. Use database software tools to run queries and produce a report.	3.1. Create and run database queries to display or amend data. 3.2. Produce a database report from a single table non-relational database. 3.3. Check report meets requirements, using information technology tools and making corrections as necessary.

Assessment Guidance

The learner can select from the following assessment method/s but should 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 Design Software
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF637
Unit Reference No	R/650/0832
Unit purpose and aim(s): This unit will enable the learner to understand how to use design software.	

Learning Outcomes	Assessment Criteria
1. Be able to use design software tools to create, manipulate and edit a design.	1.1. Outline copyright and other constraints that apply to the use of designs. 1.2. State design requirements. 1.3. Use suitable techniques to create a design to meet requirements identified in AC 1.2. 1.4. Use appropriate tools and techniques to manipulate and edit design developed in AC 1.3. 1.5. Check design developed in AC 1.3. meets requirements and use information technology tools to make necessary corrections 1.6. Identify and respond to quality problems with design developed in AC 1.3. to ensure it meets requirements. 1.7. Store and retrieve files effectively, in line with local guidelines and conventions where available.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Desktop Publishing
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF638
Unit Reference No	T/650/0833

Unit purpose and aim(s): This unit will enable the learner to understand how to use desktop software.

Learning Outcomes	Assessment Criteria
1. Be able to use appropriate designs and page layouts for publications.	1.1. Use appropriate designs and page layouts to produce at least two different publications.
2. Be able to input and combine text, images and graphic elements within publications.	2.1. Outline how copyright constraints affect use of own and others' information. 2.2. Input and combine text and other information within publications in line with copy right constraints. 2.3. Use appropriate techniques to edit publications and format text. 2.4. Manipulate images and graphic elements accurately. 2.5. Use information technology tools to check and make corrections to final product as required. 2.6. Store and retrieve publication files effectively, in line with local guidelines and conventions where available.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Email Software Skills
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF639
Unit Reference No	Y/650/0834

Unit purpose and aim(s): This unit will enable the learner to understand how to use email effectively.

Learning Outcomes	Assessment Criteria
1. Use email software tools and techniques to compose and send emails.	1.1. Use software tools to compose and format emails including attachments. 1.2. Demonstrate how to determine the message size and how it may be reduced. 1.3. Demonstrate how to send emails to individuals and groups. 1.4. Outline how to stay safe and respect others when using email. 1.5. Use an address book to organise contact information.
2. Be able to manage incoming emails.	2.1. Follow guidelines and procedures for using emails. 2.2. Read and respond to emails appropriately. 2.3. Use email software tools and techniques to automate responses. 2.4. Demonstrate how to archive and store emails including attachments. 2.5. Respond appropriately to email problems.

Assessment Guidance

The learner can select from the following assessment method/s but should 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 Tools
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF640
Unit Reference No	A/650/0835

Unit purpose and aim(s): This unit will enable the learner to use imaging software tools.

Learning Outcomes	Assessment Criteria
1. Be able to obtain, insert and combine information for images.	1.1. Identify images to meet requirements. 1.2. Demonstrate how to obtain, input and prepare images to meet requirements. 1.3. Outline what copyright and other constraints apply to the use of images. 1.4. Use appropriate techniques to organise and combine information from different sources and forms. 1.5. Store and retrieve files effectively, in line with local guidelines and conventions where available.
2. Be able to use imaging software tools to create, manipulate and edit images.	2.1. Use appropriate techniques to create images. 2.2. Use appropriate tools and techniques to manipulate and edit images. 2.3. Use information technology tools to check images meet requirements and make corrections as necessary.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Introduction to Cyber Security
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF641
Unit Reference No	D/650/0836
Unit purpose and aim(s): This unit will enable the learner to be award of risks to security and how these may be prevented and able to perform basic cyber security precautions on devices.	

Learning Outcomes	Assessment Criteria
1. Be aware of physical and virtual risks to security of information and strategies to prevent this occurring.	1.1. Outline three physical and three virtual risks to security of information 1.2. Outline at least one strategy to prevent unauthorised virtual access to information 1.3. Outline at least one strategy to prevent unauthorised physical access
2. Be able to install and update protection software and passwords to minimise unauthorised access.	2.1. Install antivirus/malware on a given device 2.2. Assess if software on a given device is the current version and update software as required 2.3. Identify characteristics of secure passwords 2.4. Configure and test passwords to minimise unauthorised access
3. Be able to protect data on devices vulnerable to unauthorised access.	3.1. Identify at least two devices vulnerable to unauthorised access and how security may be improved 3.2. Identify types of sensitive data and how unauthorised access to each may occur 3.3. Implement strategies to prevent unauthorised access to a given type of data on two different device types.

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 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	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF642
Unit Reference No	F/650/0837
Unit purpose and aim(s): This unit will enable the learner to understand information technology (IT) communication fundamentals	

Learning Outcomes	Assessment Criteria
1. Be able to use sources of information to meet requirements.	1.1. Outline different features of information. 1.2. Identify copyright and other constraints on the use of information. 1.3. Use appropriate sources of information to meet requirements.
2. Be able to access, navigate and search for internet-based information.	2.1. Access, navigate and search internet sources of information purposefully and effectively. 2.2. Use appropriate search techniques to locate relevant information.
3. Be able to use IT to communicate and exchange information.	3.1. Create, access, read and respond safely and 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. Respond appropriately to common IT-based communication problems.

Assessment Guidance

The learner can select from the following assessment method/s but should 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 User Fundamentals
Level	one
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF643
Unit Reference No	H/650/0838
Unit purpose and aim(s): This unit will enable the learner to use Information technology (IT) systems appropriately.	

Learning Outcomes	Assessment Criteria
1. Use IT systems to meet requirements.	1.1. Use correct procedures to start and shutdown an IT system. 1.2. Use interface features effectively to interact with IT systems. 1.3. Adjust system settings as appropriate to needs. 1.4. Use a communication service to access the Internet. 1.5. Outline why routine and non-routine maintenance is important and when to carry it out.
2. Manage information storage and retrieval appropriately.	2.1. Manage files and folders to enable efficient information retrieval. 2.2. Identify when and why to use different types of storage media. 2.3. Organise and store information, using general and local conventions where appropriate.
3. Follow and understand the need for safety and security practices.	3.1. Work safely and take steps to minimise physical stress. 3.2. Outline the danger of computer viruses, and how to minimise risk. 3.3. Keep information secure in line with general and local conventions. 3.4. Outline why it is important to stay safe and to respect others when using IT-based communication. 3.5. Follow relevant guidelines and procedures for the safe and secure use of IT.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Record of observation Learner notes/written work Learner log

	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	Multimedia Software
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF644
Unit Reference No	J/650/0839
Unit purpose and aim(s): This unit will enable the learner to use multimedia software tools to edit and format multimedia content appropriately.	

Learning Outcomes	Assessment Criteria
1. Be able to source, store and retrieve multimedia content to meet requirements.	1.1. Outline how copyright and other constraints affect use of own and others' information. 1.2. Use appropriate techniques to source, store and retrieve multimedia content to meet requirements in line with local guidelines and conventions where available.
2. Use multimedia software tools to edit and format multimedia content to meet requirements.	2.1. Use appropriate multimedia software tools to edit and format multimedia content to meet requirements including images and graphic elements. 2.2. Check multimedia outcomes meet requirement making corrections as necessary.
3. Be able to play and present multimedia outcomes.	3.1. Use appropriate software to play and present multimedia outcomes.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Personal Information Management Software
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF645
Unit Reference No	M/650/0840
Unit purpose and aim(s): This unit will enable the learner to understand how to effectively use personal information management software.	

Learning Outcomes	Assessment Criteria
1. Use a calendar to schedule appointments.	1.1. Create, edit and delete calendar entries. 1.2. Arrange recurring appointment. 1.3. Invite others to meetings and monitor attendance. 1.4. Respond to meeting requests from others. 1.5. Create reminders for calendar appointments. 1.6. Organise and display appointments as required.
2. Use a task list to prioritise activities.	2.1. Create, edit and delete task information. 2.2. Organise and display task, setting targets for completion. 2.3. Monitor task progress and set reminders.
3. Use an address book to store, organise and retrieve contact information.	3.1. Create, edit and delete contact information. 3.2. Organise and display contact information. 3.3. Outline why it is important to use personal data responsibly and safely. 3.4. Outline why and how to keep contact information up to date.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF646
Unit Reference No	T/650/0842
Unit purpose and aim(s): This unit will enable the learner to understand how to use presentation software	

Learning Outcomes	Assessment Criteria
1. Be able to create and store a presentation using presentation software.	1.1. Identify types of information which may be used in presentations. 1.2. Identify copyright constraints on using others' information. 1.3. Enter, edit and format information in given presentation software slide template to produce presentation. 1.4. Review presentation identifying areas for improvement. 1.5. Demonstrate how to store and retrieve presentation files effectively in line with local guidelines.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Social Media
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF647
Unit Reference No	Y/650/0843

Unit purpose and aim(s): This unit will enable the learner to understand how use social media safely

Learning Outcomes	Assessment Criteria
1. Understand the opportunities and threats associated with using social media.	1.1. Outline the positive and negative aspects of using social media. 1.2. Outline how to minimise risks associated with using social media.
2. Understand the application of social media.	2.1. Outline how various social media sites may be used by groups, individuals, businesses and organisations. 2.2. Demonstrate the use of three different widely used social media platforms to communicate and upload content 2.3. Outline how businesses and organisations may use social media to promote products and services.

Assessment Guidance

The learner can produce one or more of the following assessment methods to cover the learning outcomes and assessment criteria:

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	Spreadsheet Software
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBF648
Unit Reference No	A/650/0844
Unit purpose and aim(s): This unit will enable the learner to understand how to use spreadsheet software	

Learning Outcomes	Assessment Criteria
1. Be able to enter and edit data in a spreadsheet and store and retrieve spreadsheet files.	1.1. Outline three different types of spreadsheet data. 1.2. Demonstrate how to enter and edit numerical and other data accurately in at least two different spreadsheets. 1.3. Store and retrieve spreadsheet files effectively.
2. Be able use spreadsheet functions.	2.1. Use at least three spreadsheet functions to meet calculation and data requirements in at least two different spreadsheets. .
3. Be able to use tools and techniques to present, format and print spreadsheet information.	3.1. Use appropriate tools and techniques to format spreadsheet cells, rows and columns. 3.2. Create an appropriate charts or graphs using given spreadsheet data from two different spreadsheets. 3.3. Use appropriate page layout to present and print spreadsheet information. 3.4. Review information and amend as required.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	Use Digital Imaging and Printing Tools
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF649
Unit Reference No	D/650/0845
Unit purpose and aim(s): This unit will enable the learner to understand how to use digital imaging and printing software	

Learning Outcomes	Assessment Criteria
1. Understand digital imaging and printing.	1.1. Outline the characteristics of digital imaging and printing. 1.2. Outline copyright issues associated with digital imaging.
2. Be able to produce digital images and prints.	2.1. Produce digital images using appropriate software tools to meet required outcomes. 2.2. Produce digital prints from digital imaging sources to achieve solutions for identified goals. 2.3. Review digital images and prints and identify areas for improvement.

Assessment Guidance

The learner can select from the following assessment method/s but should 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 Mobile IT Devices
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF650
Unit Reference No	F/650/0846
Unit purpose and aim(s): This unit will enable the learner to understand how to use mobile information technology (IT) devices	

Learning Outcomes	Assessment Criteria
1. Be able to set up and customise a mobile device to meet requirements.	1.1. Outline the purpose of different features and drawbacks of a mobile device. 1.2. Outline different methods that can be used to access mobile networks. 1.3. Prepare, set up and configure the mobile device for use. 1.4. Use and customise interface features and settings to meet requirements and improve efficiency. 1.5. Outline health and safety issues associated with the use of mobile devices.
2. Be able to select and use applications on a mobile device.	2.1. Select and use applications on a mobile device for an appropriate purpose. 2.2. Input, organise, store and retrieve data efficiently on a mobile device.
3. Be able to use tools and techniques to transfer data to and from mobile devices.	3.1. Outline different types of secure connection methods that can be used between devices. 3.2. Outline how mobile device data can be synchronised to other devices. 3.3. Outline copyright and other constraints on the use and transfer of information. 3.4. Outline why it is important to stay safe, keep information secure and to respect others when using mobile devices. 3.5. Demonstrate how to keep information secure when using a mobile device.

Assessment Guidance

The learner can select from the following assessment method/s but should 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 Technology to Carry Out Online Transactions
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF651
Unit Reference No	H/650/0847
Unit purpose and aim(s): 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. Access and use at least two different online services, safely and securely.
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: a) padlock symbol next to the website's URL b) domain name of website is correct, not a copied or similar version c) website looks professional, written in good English d) for fake reviews on a consumer review or comparison site e) the company offering goods and services lists a place of business, contact details and has a returns policy

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 the Internet
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF652
Unit Reference No	J/650/0848
Unit purpose and aim(s): This unit will enable the learner to use the internet, using browser tools and software.	

Learning Outcomes	Assessment Criteria
1. Understand internet connections and how they are configured.	1.1. Identify different types of connection methods that can be used to access the internet. 1.2. Configure an internet connection.
2. Be able to use browser software effectively.	2.1. Use browser software tools to navigate webpages. 2.2. Adjust browser settings to optimise performance and meet requirements. 2.3. Manage and use references to access frequently used information more efficiently 2.4. Download, organise and store different types of information from the Internet.
3. Be able to use browser software to communicate information online.	3.1. Identify opportunities to create, post or publish material online. 3.2. Use appropriate tools and techniques to communicate information online. 3.3. Use browser tools to share information sources with others.
4. Understand the need for online safety and security.	4.1. Outline possible threats when working online and the precautions that should be taken to minimise risk. 4.2. Demonstrate safe and responsible online working practices adhering to internet etiquette. 4.3. Outline the importance of relevant laws affecting Internet users.

Assessment Guidance

The learner can select from the following assessment method/s but should 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	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBF653
Unit Reference No	K/650/0849
Unit purpose and aim(s): This unit will enable the learner to understand how to use word processing software	

Learning Outcomes	Assessment Criteria
1. Be able to enter and edit text using word processing software.	1.1. Outline types of information required in a range of documents. 1.2. Demonstrate techniques to enter text and other information accurately and efficiently using word processing software in a document of at least 300 words. 1.3. Use a range of editing tools to amend document content created in AC 1.2. 1.4. Store and retrieve document files effectively, in line with local guidelines and conventions where available.
2. Be able to format and present documents.	2.1. Use appropriate techniques to format characters and paragraphs in document created in AC 1.2. 2.2. Review document created in AC 1.2 making corrections if required. 2.3. Print document created in AC 1.2

Assessment Guidance

The learner can select from the following assessment method/s but should 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

11. Quality Assurance of Centre Performance

11.1 Internal Assessment

When delivering and assessing these qualifications, centres must align with stakeholders' expectations and address learners' needs by implementing a practical and applied programme. Centres have the flexibility to customise programmes to meet local requirements and establish connections with local employers and the broader vocational sector.

The Assessor should work with the Internal Quality Assurer to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Quality Assurer prior to the delivery of the qualification.

All units within these qualifications must undergo internal assessment. Learners must provide evidence that they have appropriately met all assessment criteria required for that grade.

The assessment format for all units involves a task conducted after the delivery of the unit's content, or part of it, if multiple tasks are used. Tasks may exhibit in various forms, encompassing practical and written types. Please refer to 'OCN NI's Assessment Definitions Guide' for additional details.

A task constitutes a distinct activity completed independently by learners, separated from teaching, practice, exploration, and other activities guided by tutors. Tasks are assigned to learners with a specified start date, completion date, and explicit requirements for the evidence to be produced. Some tasks may include observed practical components and require diverse forms of evidence.

A valid assignment will enable a clear and formal assessment outcome, which meets the requirements of the assessment criteria. Assessment decisions are based on the specific assessment criteria given in each unit and set at each grade level. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

It is the Assessor's role to ensure that learners are appropriately prepared for assessment, this begins from induction onwards. Assessors should ensure that learners understand how assessment tasks are used to determine the award of credit, the importance of meeting assessment timelines, and that all learners work must be independently created, where source documents are used this should be appropriately referenced, learners should be aware of what would constitute plagiarism and the possible consequences.

When conducting the assessment, Assessors must ensure they do not provide direct input, instructions or specific feedback which may compromise the authenticity of the work submitted.

Once the Assessor has authenticated the learners work, they must transparently demonstrate the rationale behind their assessment decisions. Once a learner completes all assigned tasks for a unit, the Assessor will allocate a grade for the unit. Refer to the 'Unit Grading Matrix' for additional information on the grading process.

Once the Assessor has completed the assessment process for the task, the assessment decision is recorded formally, and feedback is provided to the learner. The feedback should show the learner the outcome of the assessment decision, how it was determined or where the criteria has been met, it may indicate to the learner why achievement of the assessment criteria has not been met. It must be clear to the learner that this Assessment outcome is subject to verification.

For further information on assessment practice, please see the 'OCN NI Centre Handbook'. Assessment Training is also available and can be booked through the OCN NI Website.

11.2 Internal Quality Assurance

The role of the Internal Quality Assurer is to ensure appropriate internal quality assurance processes are carried out. The Internal Quality Assurer must oversee that assessments are conducted in accordance with relevant OCN NI policies, regulations, and this specification.

The Internal Quality Assurer must ensure assessments are fair, reliable, and uniform, thereby providing a consistent standard for all learners.

Internal Quality Assurers are required to provide constructive feedback to Assessors, identifying areas of strength and those that may require improvement. This feedback contributes to the ongoing professional development of Assessors.

Contributing to the standardisation of assessment practices within the centre is an important function of this role. This entails aligning assessment methods, grading criteria, and decision-making processes to maintain fairness and equity.

Internal Quality Assurers will actively engage in the sampling and monitoring of assessments to ensure the consistency and accuracy of assessment decisions. This process helps identify trends, areas for improvement, and ensures the robustness of the overall assessment system.

For further information on Internal Quality Assurance practice, please see the 'OCN NI Centre Handbook'. Internal Quality Assurance Training is also available and can be booked through the OCN NI Website.

11.3 Documentation

For internal quality assurance processes to be effective, the internal assessment and Internal Quality Assurance team needs to keep effective records.

- The programme must have an assessment and Internal Quality Assurance plan. When producing a plan, they should consider:
    - the time required for training and standardisation activities
    - the time available to undertake teaching and carry out assessment,
    - consider when learners may complete assessments and when quality assurance will take place
    - the completion dates for different assessment tasks
    - the date by which the assignment needs to be internally verified
    - sampling strategies
    - how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
    - how resubmission opportunities can be scheduled.

The following documents are available from OCN NI and document templates can be found in the Centre Login section of the OCN NI website www.ocnni.org.uk:

- A1 – Learner Assessment Record per Learner
- Learner Authentication Declarations
- Records of any reasonable adjustments applied for and the outcome – please see 'OCN NI's Reasonable Adjustments and Special Consideration Policy' for further information
- M1 Internal Quality Assurance Sample Record
- M2 Feedback to Assessor
- Records of any complaints or appeals

11.4 External Quality Assurance

All OCN NI recognised centres are subject to External Quality Assurance. External quality assurance activities will be conducted to confirm continued compliance with the CCEA Regulation General Conditions of Recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurer is assigned by OCN NI. The External Quality Assurer will review the delivery and assessment of these qualifications. This will include, but is not limited to, the review of a sample of assessment evidence and evidence of the internal quality assurance of assessment and assessment decisions. This will form the basis of the External Quality Assurance report and will help OCN NI determine the centre's risk.

The role of the External Quality Assurer serves as an external overseer of assessment quality, working to uphold consistency, compliance, and continuous improvement within the assessment process. Their role is crucial in ensuring that assessments are valid, reliable, fair, and aligned with the required standards and regulations.

For further information on OCN NI Centre Assessments Standards Scrutiny (CASS) Strategy, please see the OCN NI Centre Handbook.

11.5 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 Quality Assurance

Centres offering these qualifications must carry out internal standardisation activities prior to the claim for certification.

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 Quality Assurer documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

12. Administration

12.1 Registration

A centre must register learners for these qualifications within 20 days of commencement of the delivery of the programme.

For further information on learner registration please see the OCN NI Centre Handbook and the QuartzWeb Manual, available through the Centre Login section of the OCN NI website. Administration training is also available and can be booked through www.ocnni.org.uk.

12.2 Certification

Once all internal quality assurance activities have been successfully completed, the centre can claim certification for the learner(s).

Certificates will be issued to centres within 20 working days from completion of a satisfactory external quality assurance activity, if appropriate, alternatively from the submission of an accurate and complete marksheet.

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.

For further information on the uploading of results please see the QuartzWeb Manual for guidance, administration training is also available and can be booked through OCN NI

12.3 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.

12.4 Equality, Fairness and Inclusion

OCN NI's are committed to ensuring all learners have an equal opportunity to access our qualifications and assessment, and that our qualifications are awarded in a way that is fair to every learner.

OCN NI is committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers

For information on reasonable adjustments and special considerations please see the OCN NI Centre Handbook and Reasonable Adjustments and Special Considerations Policy held in the back office of the OCN NI website.

12.5 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 1 Award in Information Technology Applications
Qualification Number: 610/0197/1

OCN NI Level 1 Certificate in Information Technology Applications
Qualification Number: 610/0196/X

Operational start date: 01 December 2021
Review date: 30 November 2031

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