Qualification Specification for:

➤ **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

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
Operational end date: 30 November 2026
Certification end date: 30 November 2027

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification 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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Foreword

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

→ **OCN NI Level 1 Award in Information Technology Applications**
→ **OCN NI Level 1 Certificate in Information Technology Applications**

This specification sets out:

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

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

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

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About Regulation

OCN NI

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

The Regulated Qualifications Framework: an overview

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

Qualification Level

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

Qualification Size

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

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Qualification Summary

Qualification Aim
The OCN NI Level 1 Award and the OCN NI Level 1 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.

Sector Subject Area
6.2   ICT for users

NOS - ICT

Grading
Grading for these qualifications is pass/fail.

Target Group
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.

Progression Opportunities
The OCN NI Level 1 Award and OCN NI Level 1 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.

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

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.

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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.

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

Assessors

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

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

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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

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Structure and Content

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

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

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

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

The Qualifications consist of the following 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

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Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
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

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Unit Details

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

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Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	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

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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

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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

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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

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	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

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	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

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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

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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

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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

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Updated: 02 December 2021

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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

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Updated: 02 December 2021

26

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

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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

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Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	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

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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	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

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32

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

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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

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34

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

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35

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

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36

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

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37

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

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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

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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

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Quality Assurance of Centre Performance

External Verification

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

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

Standardisation

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

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

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

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

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Administration

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

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

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

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

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

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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
Operational end date: 30 November 2026
Certification end date: 30 November 2027

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