Qualification Specification for:

OCN NI Entry Level Award in Using ICT Systems (Entry 3)

➤ **Qualification No: 600/6917/X**

Qualification Regulation Information

Qualification Number: 600/6917/X

Operational start date: 01 November 2012
Operational end date: 31 December 2030
Certification end date: 31 December 2031

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

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

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: **www.ocnni.org.uk**

Foreword

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

→ **OCN NI Entry Level Award in Using ICT Systems (Entry 3)**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- 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.

Contents

About Regulation

OCN NI

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

The Regulated Qualifications Framework: an overview

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

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

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

Qualification Summary

Sector Subject Area

6.2   ICT for Users

Qualification Aim

The OCN NI Entry Level Award in Using ICT Systems (Entry 3) has been designed to provide learners with a short and comprehensive introduction to basic ICT skills, encouraging progression into further ICT training.

Qualification Objective

The objective of this qualification is to give the learner a basic understanding of ICT systems and prepare them for further training in this area.

Progression

The OCN NI Entry Level Award in Using ICT Systems (Entry 3) (QCF) qualification enables progression into further ICT training and/or to further education and/or employment.

Grading

Grading for this qualification is Pass/Fail.

Qualification Target Group

The qualification is targeted at providing individuals with basic ICT skills who wish to progress to further education and/or to employment.

Entry Requirements

There are no formal restrictions on entry. No prior knowledge of using ICT systems is required. Learners should be at least 14 years old however if you wish to deliver any units to learners under the age of 14, please seek guidance from OCN NI.

Qualification Support

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

Delivery Languages

This qualification is available in English only at this time. If you wish to offer the qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

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

Centre Staffing

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

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Assessors

OCN NI 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. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must:
- hold a qualification at least one level above the level of qualification being delivered
- have a minimum of one year's experience in the occupational area they are assessing
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities

Internal Verification

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

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

Internal Verifiers must:
- have direct or related relevant experience in assessment and verification
- have a sound understanding of the current National Occupational Standards (NOS)
- attend OCN NI's internal verifier training

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

Structure and Content

OCN NI Entry Level Award in Using ICT Systems (Entry 3)

Learners must successfully complete the one mandatory unit for a total of 3 credits.

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

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
M/504/4191	CAR836	Introduction to Using ICT Systems	30	3	Entry 3

Unit Details

Title	Introduction to using ICT systems
Level	Entry 3
Credit Value	3
Guided Learning Hours (GLH)	30
OCN NI Unit Code	CAE836
Unit Reference No	M/504/4191

Unit purpose and aim(s): This unit will introduce learners to the basic components and use of an ICT system and software application package, safely and securely.

Learning Outcomes	Assessment Criteria
1. Recognise the main components of ICT systems.	1.1. Identify the main hardware components of ICT systems.
2. Use an ICT system.	2.1. Demonstrate the correct use of an ICT system.
3. Understand the need for safety and security practices.	3.1. Operate an ICT system safely. 3.2. Use passwords and understand the need to keep information secure. 3.3. Use removable media correctly.
4. Use a software application package.	4.1. Use a software application.
5. Enter and print data.	5.1. Demonstrate how to enter data using an appropriate input device and print from the application.

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

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 qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

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

Standardisation

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

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

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

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

Administration

Registration

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

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.

OCN NI Entry Level Award in Using ICT Systems (Entry 3) Qualification Number: 600/6917/X

Operational start date: 01 November 2012
Operational end date: 31 December 2030
Certification end date: 31 December 2031

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Fax: 028 90460573

Web: **www.ocnni.org.uk**