



Qualification Specification:

OCN NI Level 2 Award in Digital Skills for Life and Work

- Qualification No: 603/6711/8

OCN NI Level 2 Award in Digital Skills for Life and Work – Being Safe and Responsible Online

- Qualification No: 603/6720/9

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Devices and Handling Information

- Qualification No: 603/6721/0

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Create and Edit Information

- Qualification No: 603/6719/2

OCN NI Level 2 Award in Digital Skills for Life and Work – Communicating and Collaborating using Technology

- Qualification No: 603/6718/0

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions

- Qualification No: 603/6717/9

Version: 2.1



1. Specification Updates

Key changes have been listed below:

Section	Detail of change	Version and date of Issue
Specification	Qualification extended to 30 September 2030	2.1 – September 2026

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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 **suite of OCN NI Level 2 Award in Digital Skills for Life, which includes the following qualifications:**

- **OCN NI Level 2 Award in Digital Skills for Life and Work**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating using Technology**
- **OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Carry Out Online Transactions**

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 suite of OCN NI Level 2 Award in Digital Skills for Life.

- **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 verification 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.
- **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 2 Award in Digital Skills for Life and Work

Qualification Number: 603/6711/8

OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online

Qualification Number: 603/6720/9

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information

Qualification Number: 603/6721/0

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information

Qualification Number: 603/6719/2

OCN NI Level 2 Award in Digital Skills for Life and Work - Communicating and Collaborating using Technology

Qualification Number: 603/6718/0

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Carry Out Online Transactions

Qualification Number: 603/6717/9

Operational start date: 15 October 2020
Operational end date: 30 September 2030
Certification end date: 30 September 2032

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 area for these qualifications is:

6.2 Digital technology (users)

[NOS - ICT for users](#)

5.3 Grading

Grading for these qualifications is pass/fail.

5.4 Qualifications' Aims and Objectives

Qualifications' Aim

The suite of OCN NI Level 2 Awards in Digital Skills for Life and Work encompasses the following qualifications:

- digital skills for life and work
- using devices and handling information
- being safe and responsible online
- using technology to create and edit information
- communicating and collaborating using technology
- using technology to carry out online transactions

The aim of these qualifications is to provide learners with the knowledge and skills to perform common work and personal information technology processes and functions.

Qualifications' Objectives

The objectives of the suite of OCN NI Level 2 Awards in Digital Skills for Life and Work qualifications are designed to enable learners to develop the knowledge and skills in order to :

- update digital devices
- use technology to find and evaluate information
- manage and store digital information
- fix common information technology problems
- protect own privacy online and data while using technology
- behave responsibly online and maintain own digital wellbeing
- create and edit information using information technology applications
- communicate, share and collaborate safely
- use online services safely

5.5 Target Learners

These qualifications are targeted at individuals who are:

- in full-time or part-time education and/or training
- entering or seeking employment
- already in employment and wish to improve their digital skills

5.6 Entry Requirements

There are no formal entry requirements although learners should be at least 14 years of age.

5.7 Progression

The suite of OCN NI Level 2 Awards in Digital Skills for Life and Work will enable learners to progress to higher level qualifications in digital skills and/or information technology.

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

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 Verifier

*Note: An individual cannot serve as an Internal Verifier 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.
- **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.
- **Relevant Industry Experience:** In addition to academic qualifications, tutors must have a minimum of three years of relevant experience.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors.

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, ensuring their in-depth understanding of the subject matter.
- **Relevant Industry Experience:** A minimum of three years of practical experience is a prerequisite. This practical background is essential for assessors to effectively evaluate a learner's capabilities in real-world contexts.
- **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 Verifier Requirements

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

The Internal Verifier for these qualifications must meet the following criteria:

- **Relevant Industry Experience:** A minimum of three years of relevant practical experience is a prerequisite.
- **Internal Verification Expertise:** Internal Verifiers should have direct or related experience in the field of verification. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **Internal Verifiers Qualification:** Internal Verifiers should hold or be currently undertaking a recognised Internal Verifier's qualification; or must have attended the OCN NI Internal Verification Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** Internal verifiers 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 suite of OCN NI Level 2 Award in Digital Skills for Life and Work qualifications are unitised qualifications on a scale of pass or fail. Learners are expected to demonstrate a comprehensive understanding of the subject matter, ensuring a level of proficiency.

7.2 Qualification Level

In the context of the suite of OCN NI Level 2 Award in Digital Skills for Life and Work qualifications 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 2, which signifies a moderate 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 2 Award in Digital Skills for Life and Work	
Total Qualification Time (TQT):	100 hours
Total Credits Required:	10 credits
Guided Learning Hours (GLH):	54 hours
OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online	
Total Qualification Time (TQT):	20 hours
Total Credits Required:	2 credits
Guided Learning Hours (GLH):	12 hours
OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information	
Total Qualification Time (TQT):	20 hours
Total Credits Required:	2 credits
Guided Learning Hours (GLH):	10 hours

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information

Total Qualification Time (TQT):	20 hours
Total Credits Required:	2 credits
Guided Learning Hours (GLH):	12 hours

OCN NI Level 2 Award in Digital Skills for Life and Work – Communicating and Collaborating using Technology

Total Qualification Time (TQT):	20 hours
Total Credits Required:	2 credits
Guided Learning Hours (GLH):	10 hours

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions

Total Qualification Time (TQT):	20 hours
Total Credits Required:	2 credits
Guided Learning Hours (GLH):	10 hours

7.4 How to Achieve the Qualifications

To achieve the **OCN NI Level 2 Award in Digital Skills for Life and Work** learners must successfully complete all five units – 10 credits.

To achieve the **OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online** learners must successfully complete the one unit – 2 credits.

To achieve the **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Devices and Handling Information** learners must successfully complete the one unit – 2 credits.

To achieve the **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Create and Edit Information** learners must successfully complete the one unit – 2 credits.

To achieve the **OCN NI Level 2 Award in Digital Skills for Life and Work – Communicating and Collaborating Using Technology** learners must successfully complete the one unit – 2 credits.

To achieve the **OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions** learners must successfully complete the one unit – 2 credits.

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 an 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 Verifiers, 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 2.
- **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.
- **Possible Content:** This provides indicative content to assist in teaching and learning.

9. Qualification Summary by Unit

OCN NI Level 2 Award in Digital Skills for Life and Work

Total Qualification Time (TQT) for this qualification: 100 hours

Guided Learning Hours (GLH) for this qualification: 54 hours

In order to achieve this qualification, learners must successfully complete a total of 10 credits – all five units.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
M/618/4929	CBF076	Being Safe and Responsible Online	2	12	Two
K/618/4928	CBF075	Using Devices and Handling Information	2	10	Two
H/618/4930	CBF077	Using Technology to Create and Edit Information	2	12	Two
K/618/4931	CBF078	Communicating and Collaborating Using Technology	2	10	Two
M/618/4932	CBF079	Using Technology to Carry Out Online Transactions	2	10	Two

OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online

Total Qualification Time (TQT) for this qualification: 20 hours

Guided Learning Hours (GLH) for this qualification: 12 hours

In order to achieve this qualification, learners must successfully complete the one unit below – 2 credits.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
M/618/4929	CBF076	Being Safe and Responsible Online	2	12	Two

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Devices and Handling Information

Total Qualification Time (TQT) for this qualification: 20 hours

Guided Learning Hours (GLH) for this qualification: 10 hours

In order to achieve this qualification, learners must successfully complete the one unit below – 2 credits.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
K/618/4928	CBF075	Using Devices and Handling Information	2	10	Two

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Create and Edit Information

Total Qualification Time (TQT) for this qualification: 20 hours

Guided Learning Hours (GLH) for this qualification: 12 hours

In order to achieve this qualification, learners must successfully complete the one unit below – 2 credits.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
H/618/4930	CBF077	Using Technology to Create and Edit Information	2	12	Two

OCN NI Level 2 Award in Digital Skills for Life and Work – Communicating and Collaborating Using Technology

Total Qualification Time (TQT) for this qualification: 20 hours

Guided Learning Hours (GLH) for this qualification: 10 hours

In order to achieve this qualification, learners must successfully complete the one unit below – 2 credits.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
K/618/4931	CBF078	Communicating and Collaborating Using Technology	2	10	Two

OCN NI Level 2 Award in Digital Skills for Life and Work - Using Technology to Carry Out Online Transactions

Total Qualification Time (TQT) for this qualification: 20 hours

Guided Learning Hours (GLH) for this qualification: 10 hours

In order to achieve this qualification, learners must successfully complete the one unit below – 2 credits.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
M/618/4932	CBF079	Using Technology to Carry Out Online Transactions	2	10	Two

10. Unit Content

Title	Using Devices and Handling Information
Level	Two
Credit Value	2
Guided Learning Hours (GLH)	10
OCN NI Unit Code	CBF075
Unit Reference No	K/618/4928
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to update and resolve common technical issues with devices and use devices to find, evaluate manage and store information.	
Learning Outcomes	Assessment Criteria
1. Be able to update digital devices.	1.1. Illustrate how to perform checks to identify if an update is needed for both an operating system and an application, updating as required.
2. Be able to use technology to find and evaluate information.	2.1. Use appropriate techniques to carry out and refine online searches including: a) the minus operator b) quotation marks for exact phrases c) the wildcard operator 2.2. Use appropriate methods to evaluate the relevance and reliability of a source of information when searching online including: a) currency b) relevance c) author d) accuracy e) purpose 2.3. Use appropriate techniques to carry out and refine searches on a digital device including: a) searching for a file b) using wildcard c) filter locations
3. Be able to manage and store digital information.	3.1. Illustrate how to effectively manage and store digital information including the use of: a) appropriate folder structures b) metadata and tagging file information c) cloud storage d) file compression software
4. Be able to fix common information technology problems.	4.1. Illustrate how to fix commonly encountered technical issues including: a) resetting login credentials b) changing Wi-Fi settings c) disabling applications d) uninstalling and reinstalling software e) changing default web browser

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	Being Safe and Responsible Online
Level	Two
Credit Value	2
Guided Learning Hours (GLH)	12
OCN NI Unit Code	CBF076
Unit Reference No	M/618/4929
<i>Unit purpose and aim(s):</i> 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. Illustrate how current data protection law allows an individual to: 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. Summarise 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 rules regarding copyright and creative commons licensing.
	3.4. Use digital tools to manage own learning and time effectively and safely and identify the importance of engaging actively in an online learning environment.
	3.5. Describe the benefits and challenges of using Artificial Intelligence (AI) in a chosen industry or in own learning.
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

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 Technology to Create and Edit Information
Level	Two
Credit Value	2
Guided Learning Hours (GLH)	12
OCN NI Unit Code	CBF077
Unit Reference No	H/618/4930
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to create and edit information using information technology systems and software.	
Learning Outcomes	Assessment Criteria
1. Be able to create and edit documents using technology.	1.1. Use appropriate software to enter, edit and format text including: a) font size b) font type c) highlights d) underline e) bold f) italic g) creating bullet point lists 1.2. Create and format a table within a given document including appropriate: a) positioning b) sizing c) border style 1.3. Format and insert a graphic within a given document including appropriate: a) positioning b) sizing c) captioning d) borders
2. Be able to edit and enhance digital media.	2.1. Edit and enhance at least three images to include the following: a) adjusting image contrast and colour balance b) adding a text caption c) cropping of required section d) resizing appropriately
3. Be able to use technology to process and format numerical data and charts.	3.1. Enter, edit, sort and format at least two sets of numerical data including: a) cell alignment b) number formatting appropriate to the numerical information to be displayed c) merging and splitting of cells d) sorting of data on one criterion 3.2. Use an application's functionality to carry out the following: a) basic calculations b) filtering c) applying formulae to numerical data with up to two mathematical operators 3.3. Use an application's functionality to create and format charts with suitable title, naming of axis's data labels and legend from a single data set including: a) bar and column chart b) pie chart c) line graph

4. Be able to create and edit a presentation.

- 4.1. Create a presentation including:
- a) master slide to ensure consistency in the presentation of layout, colour and font
 - b) formatting of text font size and type, underline, bold and italics
 - c) insertion of at least one graphic and hyperlink
 - d) embedding of least one video
 - e) insertion of speaker notes

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	Communicating and Collaborating Using Technology	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBF078	
Unit Reference No	K/618/4931	
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) using a secondary email account to sign up to sites d) unsubscribing from unwanted mailing lists e) deleting unwanted social media accounts, and old posts f) instigating a right to be forgotten under data protection law	
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	Using Technology to Carry Out Online Transactions	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBF079	
Unit Reference No	M/618/4932	
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. Use online services to safely and securely carryout at least three of the following activities: a) shopping b) banking c) payment of utilities bills d) accessing government services e) paying rates or council tax as appropriate f) booking a doctor’s appointment 1.2. Demonstrate how to manage online account service settings by amending account preferences.	
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

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 Verifier to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Verifier 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 Verification

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

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

Internal Verifiers 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 Verifiers 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 verification practice, please see the 'OCN NI Centre Handbook'. Internal Verification 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 verification team needs to keep effective records.

- The programme must have an assessment and internal verification 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
- A2 – Assessment Decision Form 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 Verification 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 conditions of recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurance 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 verification 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 verification

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 Verifier 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 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.

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 2 Award in Digital Skills for Life and Work
Qualification Number: 603/6711/8

OCN NI Level 2 Award in Digital Skills for Life and Work - Being Safe and Responsible Online
Qualification Number: 603/6720/9

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Devices and Handling Information
Qualification Number: 603/6721/0

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Create and Edit Information
Qualification Number: 603/6719/2

OCN NI Level 2 Award in Digital Skills for Life and Work – Communicating and Collaborating using Technology
Qualification Number: 603/6718/0

OCN NI Level 2 Award in Digital Skills for Life and Work – Using Technology to Carry Out Online Transactions
Qualification Number: 603/6717/9

Operational start date: 15 October 2020
Operational end date: 30 September 2030
Certification end date: 30 September 2032

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