OCN LONDON

QUALIFICATION GUIDE
Award in Digital Transaction Skills – Entry Level 3 and Level 1

OCN London Qualification Guide

OCNLR Entry Level Award in Digital Transaction Skills (Entry 3)
Qualification No: 603/3902/0

OCNLR Level 1 Award in Digital Transaction Skills
Qualification No: 603/3903/2

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

Contents

General Information

This qualification guide contains details of everything you need to know about the OCNLR Awards in Digital Transaction Skills. It makes reference to the curriculum areas covered, identifies the learners for whom the qualifications have been developed and specifies the rules of combination for achievement of the qualifications. The guide also covers important aspects of assessment and moderation that are particular to the qualifications. The guide should be used by all involved in the delivery and assessment of the qualifications.

The Curriculum and Relationship Development Manager (CRDM) for your Centre will provide support and advice on how to seek approval to offer these qualifications. Please contact the main switchboard for the name of your CRDM if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use these qualifications, please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

Within our increasingly digital society there has never been more reliance on using digital technology to carry out our daily living tasks, from making bookings, appointments and reservations or connecting with friends, to shopping, managing utility accounts, banking or applying for jobs. Those unable to carry out such transactions are increasingly at risk of becoming disenfranchised, disconnected, 'left behind' and not having the same opportunities as others.

The OCNLR Awards in Digital Transaction Skills, at Entry Level 3 and Level 1, are aimed at those so at risk, and at helping them learn related skills and build confidence, enabling them to set up accounts for useful services, and to use and manage these safely, securely and knowledgeably.

The development of digital technology also brings increased interconnectedness and the sharing of data, including personal data. Such interconnectedness is not without risks, so this qualification also seeks to enhance learners' digital understanding – understanding how personal information is shared, what organisations do with it and how individuals can manage their own 'digital footprint' on an ongoing basis.

The OCNLR Awards in Digital Transaction Skills are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF).

Qualification details

The OCNLR Awards in Digital Transaction Skills are available at Entry Level 3 and Level 1.

Entry Level Award (Entry 3)
- Qualification Number: 603/3902/0
- Qualification credit value: 4
- Operational start date: 1st January 2019
- Review date: 31st December 2023
- Guided Learning Hours (GLH): 40
- Total Qualification Time (TQT): 40 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Award
- Qualification Number: 603/3903/2
- Qualification credit value: 4
- Operational start date: 1st January 2019
- Review date: 31st December 2023
- Guided Learning Hours (GLH): 36
- Total Qualification Time (TQT): 40 hours
- Assessment requirements: internally assessed, internally and externally moderated.

Purpose of the qualifications

The purpose of these qualifications is to provide learners with the skills and knowledge to make online transactions securely and effectively, and to enhance their digital understanding, enabling them to manage the risks associated with personal information data.

Who the qualifications are for

The OCNLR Awards in Digital Transaction Skills are suitable for learners wishing to gain confidence in making online transactions.

Entry guidance

The qualifications are suitable for learners aged 14+ years. There are no specific requirements for the qualifications.

Progression and related qualifications

The qualifications can be applied to everyday life to enable learners to participate fully in today's digital age. Learners will grow in confidence in the use of digital skills in their personal lives and this may be transferred to employment, voluntary and study settings in any subject.

Structure of the Qualifications

Rules of combination for achievement

The OCNLR Awards in Digital Transaction Skills each comprise two mandatory units of 4 credits. Learners at each level must complete both mandatory units.

Qualification units – Entry Level 3

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
Y/617/3780	CN0/E3/LQ/017	Digital Transaction Skills	E3	2	20
H/617/3782	CN0/E3/LQ/018	Understanding Digital Data	E3	2	20

Qualification units – Level 1

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
D/617/3781	CN0/1/LQ/018	Digital Transaction Skills	1	2	18
K/617/3783	CN0/1/LQ/019	Understanding Digital Data	1	2	18

Assessment and Moderation

Assessment process
The assessment process for these qualifications is as follows:
- the learners are assessed through activities that are internally set by tutor/assessors;
- the activities must be designed to enable learners to meet the assessment criteria of the unit;
- learners' portfolios of assessed evidence must be internally moderated at the Centre;
- the portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for these qualifications.

Devising assessments
Each unit has a supplementary page with suggestions for the types of assessment activities that can be used to assess learners against the unit. Tutor/assessors should refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in the qualifications is in the OCNLR Assessment Guidance and Ofqual Level Descriptors section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre-devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre-devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

Marking assessment activities
Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Tutor/assessors need to ensure that the work in a learner's portfolio is:
- authentic – it is the result of the learner's own performance or activity;
- sufficient – enabling the assessor to make a consistent and reliable judgement;
- adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between Centre staff.

Standardisation events should be held periodically within Centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from the qualifications must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor/assessor feedback may be collected by External Moderators.

Learners with particular requirements

If learners have particular requirements the Centre should refer to the Access to Fair Assessment Policy and Procedure which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for tutor/assessors

To be sufficiently competent

In addition to being qualified to make assessment decisions, each tutor/assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the tutor/assessor.

To be sufficiently knowledgeable

Each tutor/assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

OCNLR Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptors, please click on the link below.

Assessment Guidance and Ofqual's Level Descriptors

About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London, we work with Centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those who have not previously benefitted from education.

Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with Centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

If you would like to deliver any of these qualifications please contact our Curriculum Development Team on 020 7689 5867.

For further information call 020 7278 5511. E: enquiries@ocnlondon.org.uk

Or visit our website: www.ocnlondon.org.uk

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