

Qualification Guide

OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology

OCN London Qualification Guide

OCNLR Level 1 Award in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4184/1

OCNLR Level 1 Extended Award in Skills for Professions in Digital Industries and
Technology
Qualification No: 603/4185/3

OCNLR Level 1 Certificate in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4186/5

OCNLR Level 1 Extended Certificate in Skills for Professions in Digital Industries and
Technology
Qualification No: 603/4187/7

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

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology**. It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact us on enquiries@ocnlondon.org.uk for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology** have been developed to provide a flexible approach to study using a range of subject-specific vocational units within digital industries and technology, combined with units in learning skills and employability and 'green' units. These qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications are available in five different sizes: Award, Extended Award, Certificate, Extended Certificate and Diploma.

The Award and Extended Award are qualifications for learners wishing to explore vocational study in digital industries and technology. The size of the qualifications makes them ideal for learners who are not yet ready to commit to a larger qualification, for short courses or CPD initiatives.

The Certificate, Extended Certificate and Diploma are more substantial qualifications which provide learners with the opportunity to study vocational areas and develop skills that may enhance their learning and employability, consolidating and extending their learning in preparation for further vocational learning, an apprenticeship or employment.

The **OCNLR Level 1 Extended Certificate in Skills for Professions in Digital Industries and Technology** can be delivered as part of a Study Programme. The size of the qualifications allows for the other required elements of mathematics, English, work experience and enrichment activities to be taken simultaneously. For further information about 16 – 19 Study Programmes, please click [here](#).

The **OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

Qualification details

This Qualification is also available at level 2.

Level 1 Award

- Qualification Number: 603/4184/1
- Qualification credit value: 6
- Operational start date: 1st March 2019
- Review date: 31st May 2029
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 54

- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Extended Award

- Qualification Number: 603/4185/3
- Qualification credit value: 9
- Operational start date: 1st March 2019
- Review date: 31st May 2029
- Total Qualification Time (TQT): 90
- Guided Learning Hours (GLH): 81
- Assessment requirements: internally assessed, internally and externally moderated

Level 1 Certificate

- Qualification Number: 603/4186/5
- Qualification credit value: 18
- Operational start date: 1st March 2019
- Review date: 31st May 2029
- Total Qualification Time (TQT): 180
- Guided Learning Hours (GLH): 162
- Assessment requirements: internally assessed, internally and externally moderated

Level 1 Extended Certificate

- Qualification Number: 603/4187/7
- Qualification credit value: 32
- Operational start date: 1st March 2019
- Review date: 31st May 2029
- Total Qualification Time (TQT): 320
- Guided Learning Hours (GLH): 288
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology** have been designed to provide learners with the skills and knowledge required to enable progress to further study in digital industries and technology and ultimately to work in these or other related areas.

Who the qualifications are for

The **OCNLR Level 1 Qualifications in Skills for Professions in Digital Industries and Technology** are suitable for learners who:

- are new to, or would like to improve their digital skills set;
- may require a grounding in digital skills for further education or employment opportunities;

- want to take a qualification which emphasises the development of practical skills;
- want to improve their own efficiency in using IT applications and processes.

Entry guidance

There are no specific requirements for the qualifications. The qualifications are suitable for learners of 14 and above.

Progression and related qualifications

This suite of qualifications is available in five different sizes (Award to Extended Certificate). Learners wishing to extend their learning at this level may wish to progress to one of the larger size qualifications within the suite.

For learners ready to progress to Level 2, a natural progression route would be on to the OCNLR **Level 2 Qualifications in Skills for Professions in Digital Industries and Technology** (available in four sizes, from Award to Diploma), the OCNLR **Level 2 Digital Skills** suite of qualifications, or other provision at Level 2 (i.e. BTECs, Technical Qualifications).

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 1 Award in Skills for Professions in Digital Industries and Technology qualification** comprises digital skills units. Learners must achieve at least 6 credits in total from the specified range of digital skills units. There are no mandatory units.

The **OCNLR Level 1 Extended Award in Skills for Professions in Digital Industries and Technology qualification** comprises the choice of one study skills unit or a range of optional 'green' units, and a number of optional vocational units. Learners must achieve 9 credits in total:

- 3 credits from either the 'Introduction to Study Skills' unit OR 3 credits from the Group 2 'Green' units;
- 6 credits from the vocational units in Group 1.

The **OCNLR Level 1 Certificate in Skills for Professions in Digital Industries and Technology qualification** comprises two mandatory units, an optional group of digital skills units, an optional group of learning and employability units and an optional group of 'green' units. Learners must achieve 18 credits in total:

- 5 credits from the mandatory units;
- 10 credits from Optional Group 1 – Digital Skills Units;
- the remaining 3 credits from Optional Groups 2 and/or 3 – Learning and Employability Units and 'Green' Units.

The **OCNLR Level 1 Extended Certificate in Skills for Professions in Digital Industries and Technology qualification** comprises two mandatory units, an optional group of digital skills units and an optional group of learning and employability units. Learners must achieve 32 credits in total:

- 5 credits from the mandatory units;
- 12 credits from Optional Group 1 – Digital Skills Units;
- 6 credits from Optional Groups 2 and/or 3 – Learning and Employability Units and 'Green' Units;
- the remaining 9 credits from any group.

Qualification units

Level 1 Award in Skills for Professions in Digital Industries and Technology

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Optional Group 1 – Digital Skills Units					
M/617/4773	KJ3/1/LQ/004	Big Data Essentials	1	3	27
A/508/1941	KJ3/1/LQ/002	Developing Animation	1	3	27
F/508/1942	KB2/1/LQ/003	Developing Multimedia Products	1	4	40
J/508/1943	CQ6/1/LQ/004	Digital 3D Modelling for Creative Media Industries	1	6	42
L/508/1944	CQ5/1/LQ/006	Digital Graphics Editing	1	4	30
R/508/1945	CQ5/1/LQ/007	Digital Image Manipulation	1	3	30
A/508/1955	CS0/1/LQ/001	Game Engine Technologies for Creative Media Industries	1	6	42
T/617/4774	KJ3/1/LQ/005	Introduction to Communications Technology Solutions	1	5	45
A/617/4775	KJ3/1/LQ/006	Introduction to Cyber Security	1	3	27
F/617/4776	KJ3/1/LQ/007	Introduction to Data Analysis	1	4	36
J/617/4777	KJ3/1/LQ/008	Introduction to Emerging Technologies and the IoT	1	5	45
L/617/4778	KJ3/1/LQ/009	Introduction to Robotics	1	3	27
R/617/4779	KJ3/1/LQ/010	Introduction to Software Development	1	3	27
J/617/4780	KJ3/1/LQ/011	Introduction to Software Testing Principles	1	4	36
L/617/4781	KJ3/1/LQ/012	Introduction to User Interface (UI) and User Experience (UX) Design	1	4	36
R/617/4782	KJ3/1/LQ/013	Planning a Mobile App	1	4	36

Qualification units

Level 1 Extended Award in Skills for Professions in Digital Industries and Technology

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Unit					
H/508/0637	HC7/1/LQ/013	Introduction to Study Skills	1	3	27
Optional Group 1 – Digital Skills Units					
F/616/8248	CN0/1/LQ/004	Automation within Digital Design	1	3	27
J/616/8249	CN0/1/LQ/005	Automation within Spreadsheets	1	3	27
A/616/8250	CN0/1/LQ/006	Automations within Word Processing	1	3	27
M/617/4773	KJ3/1/LQ/004	Big Data Essentials	1	3	27
F/616/8251	CN0/1/LQ/007	Collaborative Working using Digital Technology	1	3	27
K/508/1935	CR1/1/LQ/001	Creating and Publishing Web Pages	1	3	27
A/508/1941	KJ3/1/LQ/002	Developing Animation	1	3	27
F/508/1942	KB2/1/LQ/003	Developing Multimedia Products	1	4	40
J/508/1943	CQ6/1/LQ/004	Digital 3D Modelling for Creative Media Industries	1	6	42
J/616/8252	CN0/1/LQ/008	Digital Communications Technology	1	3	27
L/616/8253	CN0/1/LQ/009	Digital Content Creation - Audio and Video	1	4	36
R/616/8254	CN0/1/LQ/010	Digital Content Creation - Text and Image	1	3	27
Y/616/8255	CN0/1/LQ/011	Digital Data	1	2	18
D/650/4355	CN0/1/LQ/021	Digital Data	1	3	27
L/508/1944	CQ5/1/LQ/006	Digital Graphics Editing	1	4	30
R/508/1945	CQ5/1/LQ/007	Digital Image Manipulation	1	3	30
D/616/8256	CN0/1/LQ/012	Digital Safety and Security	1	3	27
A/508/1955	CS0/1/LQ/001	Game Engine Technologies for Creative Media Industries	1	6	42
H/616/8257	CN0/1/LQ/014	Improving Personal Productivity	1	3	27
T/617/4774	KJ3/1/LQ/005	Introduction to Communications Technology Solutions	1	5	45
A/617/4775	KJ3/1/LQ/006	Introduction to Cyber Security	1	3	27

F/617/4776	KJ3/1/LQ/007	Introduction to Data Analysis	1	4	36
J/617/4777	KJ3/1/LQ/008	Introduction to Emerging Technologies and the IoT	1	5	45
K/616/8258	CN0/1/LQ/014	Introduction to Programming	1	3	27
L/617/4778	KJ3/1/LQ/009	Introduction to Robotics	1	3	27
R/617/4779	KJ3/1/LQ/010	Introduction to Software Development	1	3	27
J/617/4780	KJ3/1/LQ/011	Introduction to Software Testing Principles	1	4	36
L/617/4781	KJ3/1/LQ/012	Introduction to User Interface (UI) and User Experience (UX) Design	1	4	36
R/617/4782	KJ3/1/LQ/013	Planning a Mobile App	1	4	36
M/616/8259	CN0/1/LQ/015	Search Engines and Online Research	1	2	18
H/616/8260	CN0/1/LQ/016	Set-Up and Maintain a Digital System	1	3	27
K/617/3783	CN0/1/LQ/019	Understanding Digital Data	1	2	18
K/616/8261	CN0/1/LQ/017	Using Mobile Apps within a Vocational Role	1	2	18
Optional Group 2 – ‘Green’ Units					
R/618/3370	QA2/1/LQ/003	Environmental Issues	1	3	27
A/618/3377	QA1/1/LQ/003	Ethical and Political Issues Relating to Land-Based Activities	1	2	18
T/618/3376	QA1/1/LQ/002	Exploring Careers in the Green Industries	1	1	9
F/618/3378	QA1/1/LQ/004	Global Warming and Climate Change	1	2	18
R/618/3367	QA2/1/LQ/001	Introduction to Sustainability	1	1	9
T/650/1987	QA1/1/LQ/005	Investigate an Environmental Issue	1	3	27
J/505/2040	QA1/1/LQ/001	Project in Sustainability	1	3	30
F/650/2032	AA3/1/LQ/007	Supporting Sustainability in an Office Environment	1	2	18
T/650/2010	QA1/1/LQ/006	Sustainability Issues in Industry	1	2	18

Barred combinations

Unit Title	Ofqual Unit Reference Number	Unit Title	Ofqual Unit Reference Number
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Digital Data	Y/616/8255	May not be taken with	Digital Data	D/650/4355
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Level 1 Certificate and Extended Certificate in Skills for Professions in Digital Industries and Technology

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Unit					
H/508/0637	HC7/1/LQ/013	Introduction to Study Skills	1	3	27
K/508/0638	HC7/1/LQ/014	Time Management Skills	1	2	18
Optional Group 1 – Digital Skills Units					
F/616/8248	CN0/1/LQ/004	Automation within Digital Design	1	3	27
J/616/8249	CN0/1/LQ/005	Automation within Spreadsheets	1	3	27
A/616/8250	CN0/1/LQ/006	Automations within Word Processing	1	3	27
M/617/4773	KJ3/1/LQ/004	Big Data Essentials	1	3	27
F/616/8251	CN0/1/LQ/007	Collaborative Working using Digital Technology	1	1	3
K/508/1935	CR1/1/LQ/001	Creating and Publishing Web Pages	1	3	27
A/508/1941	KJ3/1/LQ/002	Developing Animation	1	3	27
F/508/1942	KB2/1/LQ/003	Developing Multimedia Products	1	4	40
J/508/1943	CQ6/1/LQ/004	Digital 3D Modelling for Creative Media Industries	1	6	42
J/616/8252	CN0/1/LQ/008	Digital Communications Technology	1	3	27
L/616/8253	CN0/1/LQ/009	Digital Content Creation - Audio and Video	1	4	36
R/616/8254	CN0/1/LQ/010	Digital Content Creation - Text and Image	1	3	27
Y/616/8255	CN0/1/LQ/011	Digital Data	1	2	18
D/650/4355	CN0/1/LQ/021	Digital Data	1	3	27
L/508/1944	CQ5/1/LQ/006	Digital Graphics Editing	1	4	30
R/508/1945	CQ5/1/LQ/007	Digital Image Manipulation	1	3	30
D/616/8256	CN0/1/LQ/012	Digital Safety and Security	1	3	27

A/508/1955	CS0/1/LQ/001	Game Engine Technologies for Creative Media Industries	1	6	42
H/616/8257	CN0/1/LQ/013	Improving Personal Productivity	1	3	27
T/617/4774	KJ3/1/LQ/005	Introduction to Communications Technology Solutions	1	5	45
A/617/4775	KJ3/1/LQ/006	Introduction to Cyber Security	1	3	27
F/617/4776	KJ3/1/LQ/007	Introduction to Data Analysis	1	4	36
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K/616/8258	CN0/1/LQ/014	Introduction to Programming	1	3	27
L/617/4778	KJ3/1/LQ/009	Introduction to Robotics	1	3	27
R/617/4779	KJ3/1/LQ/010	Introduction to Software Development	1	3	27
J/617/4780	KJ3/1/LQ/011	Introduction to Software Testing Principles	1	4	36
L/617/4781	KJ3/1/LQ/012	Introduction to User Interface (UI) and User Experience (UX) Design	1	4	36
R/617/4782	KJ3/1/LQ/013	Planning a Mobile App	1	4	36
M/616/8259	CN0/1/LQ/015	Search Engines and Online Research	1	2	18
H/616/8260	CN0/1/LQ/016	Set-Up and Maintain a Digital System	1	3	27
K/617/3783	CN0/1/LQ/019	Understanding Digital Data	1	2	18
K/616/8261	CN0/1/LQ/017	Using Mobile Apps within a Vocational Role	1	2	18
Optional Group 2 – Learning and Employability Units					
M/508/0687	HB1/1/LQ/063	Action Planning for own Development	1	2	16
A/508/5181	HD4/1/LQ/028	Action Planning to Improve Performance in Mathematics	1	1	9
K/616/6509	PA9/1/LQ/012	Awareness of Mental Health and Wellbeing	1	1	8
A/508/0689	HB1/1/LQ/064	Critical Thinking	1	3	24
K/503/0967	HB1/1/LQ/031	Developing Confidence and Self-Esteem	1	1	9
M/508/0690	HC7/1/LQ/005	Essay Writing	1	3	21
A/505/9129	HC4/1/LQ/036	Following Instructions	1	1	9
T/508/0691	HC7/1/LQ/006	Note Taking	1	3	24
A/508/0692	HC7/1/LQ/007	Organisational Skills	1	3	27
R/508/1542	HC7/1/LQ/008	Planning and Carrying Out Research	1	2	10
M/508/0639	HC7/1/LQ/009	Presentation Skills	1	2	18

J/508/0694	HC7/1/LQ/010	Problem Solving Skills	1	3	24
L/508/0695	HD3/1/LQ/025	Punctuation and Grammar	1	2	16
R/508/0696	HD3/1/LQ/026	Reading	1	3	27
Y/508/0697	HB1/1/LQ/065	Resilience Skills	1	1	9
D/508/0698	HC7/1/LQ/011	Revision and Exam Skills	1	3	24
H/508/0699	HD2/1/LQ/001	Speaking and Listening Skills	1	3	27
L/508/0700	HD3/1/LQ/028	Spelling	1	3	24
F/508/0709	HC7/1/LQ/012	Teamwork Skills	1	3	27
D/504/8866	HC1/1/LQ/020	Undertaking an Enterprise Project	1	3	27
J/508/0713	HD3/1/LQ/027	Writing	1	3	27
Optional Group 3 – ‘Green’ Units					
R/618/3370	QA2/1/LQ/003	Environmental Issues	1	3	27
A/618/3377	QA1/1/LQ/003	Ethical and Political Issues Relating to Land-Based Activities	1	2	18
T/618/3376	QA1/1/LQ/002	Exploring Careers in the Green Industries	1	1	9
F/618/3378	QA1/1/LQ/004	Global Warming and Climate Change	1	2	18
R/618/3367	QA2/1/LQ/001	Introduction to Sustainability	1	1	9
T/650/1987	QA1/1/LQ/005	Investigate an Environmental Issue	1	3	27
J/505/2040	QA1/1/LQ/001	Project in Sustainability	1	3	30
F/650/2032	AA3/1/LQ/007	Supporting Sustainability in an Office Environment	1	2	18
T/650/2010	QA1/1/LQ/006	Sustainability Issues in Industry	1	2	18

Barred combinations

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Data	Y/616/8255	May not be taken with	Digital Data	D/650/4355

Assessment and Moderation

Assessment process

The assessment process for these qualifications are 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 information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in these qualifications are 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.

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 of 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 these 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 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 can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and 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 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 assessor.

To be sufficiently knowledgeable

Each 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.

Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to these qualifications, please click on the link below.


[Level 1 Assessment Guidance and Ofqual's Level Descriptors](#)




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