Qualification Guide

OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3)

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Qualification No: 600/9175/7

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 Entry Level Award in Online Basics (ITQ) (Entry 3).** 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 this qualification, then please contact us on **enquiries@ocnlondon.org.uk** for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3)** qualification has been developed to address the skills of the digitally excluded society. It was originally developed by UK Online together with e-Skills and in conjunction with the Department for Business, Innovation and Skills (BIS), as a stepping stone to a range of qualifications for IT users such as the OCNLR IT User (ITQ) qualifications.

This is a small, one-credit qualification that introduces learners to information and communication technology (ICT). The qualification covers the basic skills of using ICT, finding information on the internet and sending and receiving email messages.

Since the **OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3)** qualification was launched, the Department for Education developed **National Standards for Essential Digital Skills** relating to Entry 3 and Level 1. Centres should now consider using the Government favoured and Ofqual approved Essential Digital Skills Qualifications, such as the OCN London E3 or L1 Essential Digital Skills for Everyday Life qualifications, which have entitlement funding status.

The **OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3)** qualification is 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 available at this level only.

Entry 3 Award

- Qualification Number: 600/9175/7
- Qualification credit value: 1
- Operational start date: 1st June 2013
- Review date: 30th June 2026
- Total Qualification Time (TQT): 10 hours
- Guided Learning Hours (GLH): 10
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualification

The purpose of the **OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3)** qualification is to provide evidence of competence for people completing the Learn My Way Online Basics Programme. However, it is suitable for use by a wide range of centres and learners. (it is not a requirement that the learners complete the Learn My Way Online Basics Programme.)

The qualification is aimed primarily at digitally excluded adults but will also be suitable for use with a range of other target groups who might require an introduction to ICT.

Who the qualification is for

The **OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3)** qualification is suitable for learners who, for whatever reason, are unfamiliar with computers and/or who have no or little experience of using the internet. It enables learners to acquire the basic competences they will need to begin to make effective use of information and communication technology, whether for further learning or for work or for accessing, for example, health and social services online.

Entry guidance

This qualification is suitable for learners aged 18+. There is no minimum age for access to the qualification; however, centres should assess the suitability of the qualification for learners under 14.

Progression and related qualifications

This qualification provides continuing professional development for learners who will be better prepared to take advantage of employment opportunities and further learning opportunities, such as those presented by other units and awards within the ITQ suite of qualifications.

Alternatively, learners may consider progression to **OCNLR Level 1 Award in Essential Digital Skills for Everyday Life.**

Structure of the qualification

Rules of combination for achievement

The **OCNLR Entry Level Award in Online Basics (ITQ) (Entry 3) qualification** comprises 1 mandatory unit. Learners must achieve 1 credit in total.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Y/601/2149	CN1/E3/LQ/002	Online Basics	E3	1	10

For unit content please click the Ofqual Unit Reference Number

Assessment and Moderation

Assessment process

The assessment process for this qualification 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 this qualification.

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.

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 this qualification 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.

OCN London

OCN London
70 Gracechurch Street, London EC3V 0HR
www.ocnlondon.org.uk
enquiries@ocnlondon.org.uk
020 7278 5511