Qualification Guide

OCNLR Level 1 Qualifications in Digital Skills

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OCN London Qualification Guide

OCNLR Level 1 Award in Digital Skills
Qualification No: 603/2847/2

OCNLR Level 1 Certificate in Digital Skills
Qualification No: 603/2848/4

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.

Back to contents

Contents

	Page
General Information	5
Qualification Overview	6
Qualification details	7
Purpose of the qualifications	7
Who the qualifications are for	7
Entry guidance	7
Progression and related qualifications	8
Structure of the qualifications	9
Rules of Combination	9
Qualification units	9
Assessment and Moderation	11
Assessment process	11
Devising assessments	11
Marking assessment activities	11
Standardisation	12
Learning with particular requirements	12
Requirements for tutor/assessors	12
Assessment Guidance and Ofqual Level Descriptors	14

General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 1 Qualifications in Digital Skills.** 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 Digital Skills** have been developed to specifically to enable learners to become familiar with the basics of key digital skills, needed now and in the near future. These skills are needed if the UK is to rise successfully to the projected Digital skills crisis.

These qualifications have been made as practical as possible, so that centres and tutors delivering them can use their imagination and creativity to really engage learners, even those with absolutely no previous understanding or experience of the subject. They focus on practical digital skills, using them to solve problems, improve personal efficiency, create and share content (collaboratively) and stay safe while doing so. The qualifications are written in a way that encourages 'project based' approaches wherever possible, so that learners can be assessed against the practical application of their new understanding and capabilities. Why require the learner to 'describe how it works', when they can show what they have made and that it works? The underpinning knowledge is often evident in the outcome - which is usually practical - so we have consciously tried to build assessment around practical outcomes in this way wherever possible.

The qualification suite presents different options for delivery. The qualifications can be delivered as 'stand-alone' substantial qualifications in Digital Skills or added to an existing and different area of study, supporting the development of employment skills for learners pursuing widely different vocational ambitions.

It is hoped also that in doing so, this subject can be delivered in ways that especially appeal to a wide cross-section of learners and inspire more 'digital champions' for the future. Something as simple as amending a simple string of code to make a red square turn green can be the extraordinary first experience of coding that suddenly signifies to the learner the amazing possibilities ahead. We believe this subject, when delivered creatively, has a unique potential to really engage learners, perhaps engaging more women and BME learners, and also more disadvantaged learners, than has traditionally been the case, so that some and perhaps many, will find a new interest and a talent they were not previously aware of; a talent that the future UK economy will be crying out for.

The **OCNLR Level 1 Qualifications in Digital Skills** 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.

[1] See Digital skills crisis - report, from the House of Commons 'Science and Technology Committee' – published 13th June 2016 https://publications.parliament.uk/pa/cm201617/cmselect/cmsctech/270/270.pdf

Qualification details

This Qualification is also available at Entry Level 3 and Level 2.

Level 1 Award

- Qualification Number: 603/2847/2
- Qualification credit value: 6
- Operational start date: 1st January 2018
- Review date: 30th April 2027
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 54
- Assessment requirements: internally assessed, internally and externally moderated.

Level 1 Certificate

- Qualification Number: 603/2848/4
- Qualification credit value: 15
- Operational start date: 1st January 2018
- Review date: 31st March 2029
- Total Qualification Time (TQT): 150
- Guided Learning Hours (GLH): 135
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 1 Qualifications in Digital Skills** is to provide learners with the essential awareness, understanding and practical ability relating to the digital skills likely to be increasingly needed as part of an employee's skill set in the future jobs market across different sectors. This supports the UK Government in meeting challenges relating to the projected 'digital skill crisis', and consequential levels of productivity in the future UK economy.

Who the qualifications are for

The **OCNLR Level 1 Qualifications in Digital Skills** are suitable for learners who:

- are new to, or would like to improve their digital skills – particularly automated processes and coding
- may require a grounding in digital skills for further education or employment opportunities
- want to take on a qualification which emphasises the development of practical skills
- want to improve own efficiency in using IT applications and processes
- may require training in order to support Key Stages 1 to 4

Entry guidance

These qualifications are suitable for learners of all ages.

Progression and related qualifications

These qualifications can be studied alongside other subjects within a study programme or on a standalone basis.

Learners may progress to further studies in this or almost any subject area, as the content is relevant to practically all academic and vocational areas.

The skills developed using these qualifications will also serve a variety of vocational roles using IT systems.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 1 Award in Digital Skills qualification** comprises optional units. Learners must achieve 6 credits in total.

- 6 credits must be taken from the optional units

The **OCNLR Level 1 Certificate in Digital Skills qualification** comprises mandatory and optional units. Learners must achieve 15 credits in total.

- 3 credits must be taken from the mandatory units
- 12 credits must be taken from the optional units

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory Units					
D/616/8256	CN0/1/LQ/012	Digital Safety and Security	L1	3	27
Optional Units					
F/616/8248	CN0/1/LQ/004	Automation within Digital Design	L1	3	27
J/616/8249	CN0/1/LQ/005	Automation within Spreadsheets	L1	3	27
A/616/8250	CN0/1/LQ/006	Automation within Word Processing	L1	3	27
F/616/8251	CN0/1/LQ/007	Collaborative Working Using Digital Technology	L1	3	27
J/616/8252	CN0/1/LQ/008	Digital Communications Technology	L1	2	27
L/616/8253	CN0/1/LQ/009	Digital Content Creation – Audio and Video	L1	3	36
R/616/8254	CN0/1/LQ/010	Digital Content Creation – Text and Image	L1	3	27
Y/616/8255	CN0/1/LQ/011	Digital Data	L1	2	18
D/616/8256	CN0/1/LQ/012	Digital Safety and Security	L1	3	27
H/616/8257	CN0/1/LQ/013	Improving Personal Productivity	L1	3	27
K/616/8258	CN0/1/LQ/014	Introduction to Programming	L1	3	27
K/508/1935	CR1/1/LQ/001	Creating And Publishing Web Pages	L1	3	27
M/616/8259	CN0/1/LQ/015	Search Engines and Online Research	L1	2	18

H/616/8260	CN0/1/LQ/016	Set-Up and Maintain a Digital System	L1	3	27
K/616/8261	CN0/1/LQ/017	Using Mobile Apps within a Vocational Role	L1	2	18

For unit content please click the Ofqual Unit Reference Number

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

OCN London

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