Qualification Guide

OCNLR Level 2 Qualifications in Skills for Professions in Digital Industries and Technology

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OCN London Qualification Guide

OCNLR Level 2 Award in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4190/7

OCNLR Level 2 Certificate in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4192/0

OCNLR Level 2 Extended Certificate in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4196/8

OCNLR Level 2 Diploma in Skills for Professions in Digital Industries and Technology
Qualification No: 603/4197/X

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

	Page
General Information	5
Qualification Overview	6
Qualification details	6
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	13
Assessment process	13
Devising assessments	13
Marking assessment activities	13
Standardisation	15
Learning with particular requirements	15
Requirements for tutor/assessors	15
Assessment Guidance and Ofqual Level Descriptors	16

General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 2 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 2 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 four different sizes: Award, Certificate, Extended Certificate and Diploma.

The Award is suitable for learners wishing to explore vocational study in digital industries and technology. The size of the qualification makes it 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 2 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 1.

Level 2 Award

- Qualification Number: 603/4190/7
- Qualification credit value: 6
- Operational start date: 1st March 2019
- Review date: 30 November 2029
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 48
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Certificate

- Qualification Number: 603/4192/0
- Qualification credit value: 16
- Operational start date: 1st March 2019
- Review date: 30 November 2029

- Total Qualification Time (TQT): 160
- Guided Learning Hours (GLH): 128
- Assessment requirements: internally assessed, internally and externally moderated

Level 2 Extended Certificate

- Qualification Number: 603/4196/8
- Qualification credit value: 26
- Operational start date: 1st March 2019
- Review date: 1st May 2027
- Total Qualification Time (TQT): 260
- Guided Learning Hours (GLH): 208
- Assessment requirements: internally assessed, internally and externally moderated

Level 2 Diploma

- Qualification Number: 603/4197/X
- Qualification credit value: 37
- Operational start date: 1st March 2019
- Review date: 31st May 2029
- Total Qualification Time (TQT): 370
- Guided Learning Hours (GLH): 296
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The purpose of the **OCNLR Level 2 Qualifications in Skills for Professions in Digital Industries and Technology** is 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 2 Qualifications in Skills for Professions in Digital Industries and Technology** are suitable for learners who:

- would like to improve their digital skills set;
- require skills development 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

These qualifications are suitable for learners aged 18+. To undertake these qualifications, learners must be 14+.

Progression and related qualifications

These qualifications provide continuing professional development for learners wishing to extend their learning at this level may wish to progress to one of the larger sized qualifications within the suite.

These qualifications will provide learners with a suitable basis for continuation on to further study, employment or an apprenticeship in a related area.
Learners ready to progress to Level 3 may wish to undertake an **OCNLR Access to HE Diploma**, or other provision at Level 3 (i.e., BTECs, Technical Qualifications, T-Levels).

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 2 Award in Skills for Professions in Digital Industries and Technology qualification** comprises digital skills units. Learners must achieve 6 credits in total from the digital skills units

The **OCNLR Level 2 Certificate in Skills for Professions in Digital Industries and Technology qualification** comprises an optional group of Digital Skills units, an optional group of Learning and Employability units, and an optional group of 'Green' units. There are no mandatory units. Learners must achieve 16 credits in total.

- A minimum of 12 credits must be taken from Group 1 – Digital Skills units
- A maximum 4 credits from Group 2 and 3 – Learning and Employability units, and 'Green' units

The **OCNLR Level 2 Extended Certificate in Skills for Professions in Digital Industries and Technology qualification** comprises an optional group of Digital Skills units, an optional group of Learning and Employability units, and an optional group of 'Green' units. There are no mandatory units. Learners must achieve 26 credits in total.

- A minimum of 12 credits must be taken from Group 1 – Digital Skills units
- A maximum of 6 credits from Group 2 and Group 3 – Learning and Employability units, and 'Green' units

The **OCNLR Level 2 Diploma in Skills for Professions in Digital Industries and Technology qualification** comprises an optional group of Digital Skills units, an optional group of Learning and Employability units, and an optional group of 'Green' units. There are no mandatory units. Learners must achieve 37 credits in total.

- A minimum of 29 credits must be taken from Group 1 – Digital Skills units
- A maximum of 8 credits from Group 2 and Group 3 - Learning and Employability units, and 'Green' units

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Optional Group 1 – Digital Skills Units					
A/507/2074	CQ5/2/LQ/006	3D Computer Graphics	2	3	24
H/616/8890	CN0/2/LQ/003	Automation in Office Programs	2	3	24
T/651/9013	CN1/2/LQ/002	Applying AI Tools in Learning and Work	2	3	30

F/651/9008	CN1/2/LQ/001	Applying Cyber Security Skills in Learning and Work	2	3	30
R/651/9003	QA1/2/LQ/006	Applying Sustainable Practices in Learning and Work	2	3	30
M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
T/616/8893	CN0/2/LQ/005	Computational Thinking Concepts	2	2	16
D/617/4753	KJ3/2/LQ/012	Computer Game Development	2	10	80
J/507/2076	CQ5/2/LQ/007	Computer Graphics	2	3	24
J/616/8994	CN0/2/LQ/016	Computer Networks	2	3	24
Y/507/2079	LF5/2/LQ/011	Creating a Digital Sound Sequence	2	5	40
R/507/2078	KJ2/2/LQ/007	Creating a Digital Video Sequence	2	5	40
D/505/1735	KH1/2LQ/001	Creating and Publishing Websites	2	4	32
H/617/4754	KJ3/2/LQ/013	Cyber Security	2	6	48
K/617/4755	KJ3/2/LQ/014	Data Analysis	2	4	32
F/507/2058	JB6/2/LQ/001	Digital Animation	2	3	24
A/616/8894	CN0/2/LQ/006	Digital Content Creation – Audio and Video	2	4	32
F/616/8895	CN0/2/LQ/007	Digital Content Creation – Text and Image	2	3	24
J/616/8896	CN0/2/LQ/008	Digital Safety and Security	2	3	24
T/617/4757	KJ3/2/LQ/015	Emerging Technologies and the Internet of Things (IoT)	2	5	40
L/616/8897	CN0/2/LQ/009	Hardware and Software	2	4	32
R/616/8898	CN0/2/LQ/010	HTML and CSS Basics	2	3	24
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/507/2077	CQ6/2/LQ/007	Interactive Multimedia Concepts	2	5	40
D/507/2018	KD1/2/LQ/004	Internet Broadcasting	2	8	65
A/617/4758	KJ3/2/LQ/016	Introduction to Big Data	2	6	48
F/616/8900	CN0/2/LQ/012	Introduction to Mobile App Development	2	4	32
F/617/4759	KJ3/2/LQ/017	IT Technical Salesperson	2	5	40
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32

T/617/4760	KJ3/2/LQ/018	Robotic Solutions	2	3	24
A/617/4761	KJ3/2/LQ/019	Software Development Technician	2	6	48
F/617/4762	KJ3/2/LQ/020	Software Testing Principles	2	5	40
J/617/4763	KJ3/2/LQ/021	Unified Communications Technologies	2	4	32
L/617/4764	KJ3/2/LQ/022	User Interface and Experience Design	2	4	32
L/616/8902	CN0/2/LQ/014	Using Structured Query Language (SQL)	2	5	40
R/616/8903	CN0/2/LQ/015	Visual Programming	2	3	24
Optional Group 2 – Learning and Employability Units					
A/504/8776	RB3/2/LQ/001	Algebra and Graphs	2	3	24
M/505/1481	PA1/2/LQ/045	Applying for a Job	2	2	16
A/505/1225	PA1/2/LQ/030	Career Planning	2	3	20
A/505/1967	HB1/2/LQ/033	Critical Thinking	2	3	24
H/504/6312	RA1/2/LQ/034	Effective Communication in the Workplace	2	3	30
T/505/1482	PA1/2/LQ/049	Effectiveness at Work	2	2	16
F/504/8777	RB7/2/LQ/001	Further Statistics and Probability	2	3	24
A/503/9897	AB1/2/LQ/004	Generating and Assessing a Business Idea	2	2	14
A/505/1483	PA1/2/LQ/031	Health and Safety in the Workplace	2	2	16
D/506/1052	HB1/2/LQ/045	Improving own Learning and Performance	2	3	24
L/505/1486	PA1/2/LQ/041	Interview Skills	2	1	8
H/504/6326	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
F/504/8763	FN2/2/LQ/004	Oral Communication Skills	2	3	24
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
A/505/1497	PA1/2/LQ/032	Preparing for an Interview	2	1	8
M/505/1500	PA1/2/LQ/046	Preparing for Work Placement	2	1	8
T/505/5385	HD3/2/LQ/012	Reading Strategies	2	3	24
L/504/8202	HB1/2/LQ/042	Research Skills	2	3	24
M/505/2310	GA1/2/LQ/002	Revision and Exam Skills	2	3	24

F/505/1503	PA1/2/LQ/036	Searching for a Job	2	1	8
R/505/1506	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18
J/504/8778	RB7/2/LQ/002	Statistics and Probability	2	3	24
D/507/0592	PA1/2/LQ/063	Teambuilding Skills	2	3	24
M/504/6328	PA1/2/LQ/043	Time Management	2	2	20
F/504/9377	PA1/2/LQ/053	Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8
L/503/9905	AB1/2/LQ/009	Understanding the Uses of Social Media for Business	2	2	16
D/505/1508	PA1/2/LQ/034	Working in a Team	2	3	24
Y/505/1510	PA1/2/LQ/051	Working with Colleagues	2	2	16
J/504/8764	FN2/2/LQ/005	Writing Standard English	2	3	24
Optional Group 3 – 'Green' Units					
A/650/2012	QA2/2/LQ/003	Environmental Issues	2	3	24
A/617/3528	SA1/2/LQ/001	Ethical and Political Issues Relating to Land-Based Activities	2	2	16
M/650/1985	QA1/2/LQ/002	Exploring Careers in the Green Industries	2	1	8
F/650/2014	QA1/2/LQ/005	Global Warming and Climate Change	2	2	16
M/650/2019	QA2/2/LQ/004	Introduction to Sustainability	2	1	8
Y/650/1988	QA1/2/LQ/003	Investigate an Environmental Issue	2	3	24
F/650/1980	QA1/2/LQ/001	Project in Sustainability	2	3	27
M/504/7849	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
Y/650/2011	QA1/2/LQ/004	Sustainability Issues in Industry	2	3	24

For unit content please click the Ofqual Unit Reference Number

Barred combinations

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
HTML and CSS Basics	R/616/8898	May not be taken with	Creating and Publishing Websites	D/505/1735

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 2 Assessment Guidance and Ofqual's Level Descriptors

OCN London

OCN London

70 Gracechurch Street, London, EC3V 0HR

www.ocnlondon.org.uk

enquiries@ocnlondon.org.uk

020 7278 5511