



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

Digital Skills Qualifications

NOCN Level 1 Award in Digital Skills

Qualification No: 603/6150/5

NOCN Level 1 Certificate in Digital Skills

Qualification No: 603/6151/7

NOCN Level 2 Award in Digital Skills

Qualification No: 603/6152/9

NOCN Level 2 Certificate in Digital Skills

Qualification No: 603/6153/0

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To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**

www.nocn.org.uk

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our centres and learners.

As an accredited Leader in Diversity we are proud of our reputation as a provider of fully accessible, trusted and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers and FE colleges a fully integrated range of learning and skills development products and services.

Qualifications at a Glance

Title	Size
NOCN Level 1 Award in Digital Skills	L1 Award = 9 Credits, 69 GLH.
NOCN Level 1 Certificate in Digital Skills	L1 Certificate = 13 Credits, 103 GLH.
NOCN Level 2 Award in Digital Skills	L2 Award = 9 Credits, 64 GLH.
NOCN Level 2 Certificate in Digital Skills	L2 Certificate = 16 Credits, 120 GLH.
Purpose	Target Audience
<p>The purpose of these qualifications is to equip learners with the knowledge and understanding to use digital technology effectively in a range of workplace environments.</p>	<p>These qualifications are for learners aged 14+ who want to develop their skills for progression in to or within employment.</p>
Content Overview	Entry Requirements
<p>Content falls in to two categories:</p> <ul style="list-style-type: none"> • Use of specific types of applications • General principles for using digital technology <p>All components are optional allowing the learning experience to be tailored for maximum impact.</p>	<p>There are no formal entry requirements for learners undertaking these qualifications. However some basic experience of using digital technology is recommended.</p> <p>Learners will need access to at least one digital device such as a smartphone, tablet, Laptop or PC.</p>
Assessment	Additional Resources
<p>Learners are internally assessed and quality assured by centres. NOCN provides external quality assurance.</p>	<p>None.</p>

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1. Overview of Qualifications

The NOCN Digital Skills Qualifications at Level 1 and Level 2 offer learners the opportunity to develop their skills and knowledge in using the tools, applications and functionality of digital devices. By digital devices we mean computers, laptops, phones and tablets. The qualifications are extremely flexible and enable complete customisation of the learning programme.

The target groups for the qualifications are anyone wanting to develop their digital skills for work. The qualifications are mapped to the Department for Education's (DfE) Essential Digital Skills framework to provide these learners with a tailored learning experience and recognition of their wide-ranging achievements.

The L1 Award is part of the NOCN Traineeship package.

This Qualification Specification is the key reference for NOCN centres who wish to offer the qualifications.

1.1. Entry Requirements

There are no entry requirements for these qualifications but it is expected that learners will own or have access to at least one digital device.

Centres must undertake initial assessment activities with learners to ensure that the chosen qualification is appropriate and they are capable of achieving the level they will be studying before enrolling them onto a programme of learning.

These qualifications are available to learners aged **14** years or over.

1.2. Progression Routes

Achievement of these qualifications confirms that learners have gained the skills and knowledge required to:

Level 1:

- participate in a digital society in everyday life and at work;
- progress onto higher level or more specialist qualifications such as the NOCN Digital Skills qualifications at Level 2 or NOCN Digital Productivity qualifications at Levels 2 and 3.
- progress into employment in office based environments.

Level 2:

- progress onto higher level or more specialist qualifications such as NOCN Digital Productivity qualifications at Levels 2 and 3.
- gain entry to or promotion in a range of office based roles or those which require use of digital technology.

2. Qualification Details

2.1. Qualification Structure: NOCN Level 1 Award in Digital Skills

The NOCN Level 1 Award in Digital Skills is a **9** credit qualification with a Total Qualification Time (TQT) of **90** hours, of which **69** are Guided Learning Hours (GLH).

Learners **must** achieve a **minimum** of 6 credits from the Level 1 Group. The remaining credits may be achieved from any group or combination of groups.

2.2. Qualification Structure: NOCN Level 1 Certificate in Digital Skills

The NOCN Level 1 Certificate in Digital Skills is a **13** credit qualification with a Total Qualification Time (TQT) of **130** hours, of which **103** are Guided Learning Hours (GLH).

Learners **must** achieve a total of 13 credits with a **minimum** of 8 credits from the Level 1 Group. The remaining credits may be achieved from any group or combination of groups.

2.3. Qualification Structure: NOCN Level 2 Award in Digital Skills

The NOCN Level 2 Award in Digital Skills is a **9** credit qualification with a Total Qualification Time (TQT) of **90** hours, of which **64** are Guided Learning Hours (GLH).

Learners **must** achieve a total of 9 credits with a **minimum** of 6 credits from the Level 2 Group. The remaining credits may be achieved from either the Level 1 Group or Level 2 Group or a combination of both.

2.4. Qualification Structure: NOCN Level 2 Certificate in Digital Skills

The NOCN Level 2 Certificate in Digital Skills is a **16** credit qualification with a Total Qualification Time (TQT) of **160** hours, of which **120** are Guided Learning Hours (GLH).

Learners **must** achieve a total of 16 credits with a **minimum** of 10 credits at Level 2. The remaining credits may be achieved from either the Level 1 Group or Level 2 Group or a combination of both.

For all qualifications: Components with the same title but at different levels are barred against each other in the same qualification. This means that for components sharing the same title, credit can only be achieved at one level.

For example, a learner could not use credit from both Level 1 and Level 2 *Word Processing Applications* components towards achievement of the minimum credits for a qualification.

The component: Entry 3 Design and Imaging Applications is barred against Imaging Applications and Design Applications components at Level 1 and Level 2.

All components are listed below. Components have been split by level to make it easier to find the right combination.

Entry Level 3 Group¹

Component Title	Level	Credit Value	Guided Learning Hours	Mandatory or Optional	Ofqual Reference Number
Computer Basics	E3	1	10	O	F/618/2697
Database Applications	E3	2	20	O	A/618/2696
Design and Imaging Applications	E3	2	20	O	T/618/2695
Digital Fundamentals	E3	2	20	O	M/618/2694
Presentation Applications	E3	2	20	O	F/618/2702
Spreadsheet Applications	E3	2	20	O	A/618/2701
Using E-mail	E3	1	10	O	T/618/2700
Using Mobile Devices	E3	1	10	O	K/618/2693
Using the Internet	E3	1	10	O	L/618/2699
Word Processing Applications	E3	2	20	O	J/618/2698

Level 1 Group

Component Title	Level	Credit Value	Guided Learning Hours	Mandatory or Optional	Ofqual Reference Number
Database Applications	1	3	27	O	L/618/2881
Design Applications	1	3	27	O	R/618/2882
Desktop Publishing Applications	1	3	27	O	Y/618/2883
Digital Communication Fundamentals	1	2	18	O	D/618/2884
Digital Fundamentals	1	3	27	O	H/618/2885
Digital Safety and Security	1	1	9	O	K/618/2886
Imaging Applications	1	3	27	O	M/618/2887

¹ Note this group is only applicable to the Level 1 Digital Skills qualifications.

Improving Productivity Using Digital Technology	1	3	18	O	T/618/2888
Presentation Applications	1	3	27	O	A/618/2889
Spreadsheet Applications	1	3	27	O	M/618/2890
Using E-mail	1	2	18	O	T/618/2891
Using Mobile Devices	1	2	18	O	A/618/2892
Using the Internet	1	3	27	O	F/618/2893
Word Processing Applications	1	3	27	O	J/618/2894

Level 2 Group

Component Title	Level	Credit Value	Guided Learning Hours	Mandatory or Optional	Ofqual Reference Number
Database Applications	2	4	32	O	L/618/2895
Design Applications	2	4	32	O	R/618/2896
Desktop Publishing Applications	2	4	32	O	Y/618/2897
Digital Safety and Security	2	2	16	O	D/618/2898
Imaging Applications	2	4	32	O	H/618/2899
Improving Productivity Using Digital Technology	2	4	24	O	L/618/2900
Presentation Applications	2	4	32	O	R/618/2901
Spreadsheet Applications	2	4	32	O	Y/618/2902
Using E-mail	2	3	24	O	D/618/2903
Using the Internet	2	4	32	O	H/618/2904
Word Processing Applications	2	4	32	O	K/618/2905

2.5. Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve this qualification.

TQT is split into two areas:

Area	Example of activities
<p>1. Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> • Learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training • Includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training. 	<ul style="list-style-type: none"> • Classroom-based learning supervised by a teacher • Work-based learning supervised by a teacher • Live webinar or telephone tutorial with a teach in real time • E-learning supervised by a teacher in real time • All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training • Exam time
<p>2. Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> • An estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: <ul style="list-style-type: none"> ○ preparatory work ○ self-study ○ any other form of education or training, including assessment. 	<ul style="list-style-type: none"> • Independent and unsupervised research/learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning

2.6. Assessment and Evidence

These qualifications are **internally** set and **internally** assessed. Assessment activity must ensure evidence of achievement against **all** of the assessment criteria specified within each component.

Centres must ensure that knowledge based learning is at the correct level for the qualification, and relevant to the work or events likely to be encountered by users of digital technology.

Assessment activities must be robust in that they are:

- Valid** Fit for purpose in that they are suitable for the identified assessment criteria and offer the learner the opportunity to demonstrate achievement at the required level.
- Sufficient** Provide the opportunity for the learner to provide adequate evidence, showing full coverage of the requirements of the assessment criteria.

- Reliable** Generate clear and consistent outcomes recognising that the activities may be applied to differing scenarios and in different contexts, with different learners. The evidence sought by the activity must be able to be assessed and result in assessment decisions that are consistent across all assessors and centres offering the qualification. Assessment activities should not deliberately offer an unfair advantage to or disadvantage specific groups of learners.
- Authentic** Evidence presented must be the learner's own work.

The qualifications are graded at Pass/Fail.

2.7. Fair and Equitable Assessment

Assessment must be designed to be accessible and inclusive and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.8. Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustment and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre approval process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please refer to the NOCN Quality Assurance Manual for further details.

2.9. Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RP) and has developed a policy and procedures to inform and support centres. This is available on the NOCN website at www.nocn.org.uk

2.10. Assessment and Evidence for the Components

Centres can use the following assessment methods:

- Observation of Performance in the Work Environment
- Examining Products of Work

- Oral / Written Questioning
- Discussion with the Learner
- Use of Others (Witness Testimony)
- Looking at Learner Statements
- Recognising Prior Learning
- Simulation
- Skills Tests
- Assignments
- Projects
- Case Studies

Which can be presented in a portfolio of evidence.

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

http://www.nocn.org.uk/qualifications_and_units/additional_qualification_documents.

Alternatively, centres can use their own paperwork provided they ensure that the learners' work is ordered and portfolio references provided as required.

3. Centre Information

3.1. Required Resources for Delivering the Qualifications

As part of the requirement to deliver these qualifications there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors are able to demonstrate the following competencies:

3.1.1. Tutor Requirements

- Be subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have experience of delivering training within this subject area. The Tutor should hold at least a Level 2 Digital Skills qualification or equivalent experience.

3.1.2. Assessor Requirements

- Be technically competent, have experience of carrying out assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The Assessor should hold at least a Level 2 Digital Skills qualification or equivalent experience.

3.1.3. Internal Quality Assurer Requirements

Each centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies:

They should:

- Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The Internal Quality Assurer should hold at least a Level 2 Digital Skills qualification or equivalent experience.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g. tutor, assessor or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

3.1.4. Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment and quality assurance.

3.1.5. External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of Centre approval status.

The External Quality Assurer will make regular visits to all Centres. During these visits they will:

- Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners and administrative staff.
- Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance User Manual**

3.2. Offering the Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering this qualification, please contact: business-enquiries@nocn.org.uk.

Use Horizon to add this qualification to your centre.

New Centres

If you are interested in offering this qualification, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN centre and offering this qualification please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

4. Component Information

Each qualification consists of optional components.

To achieve this qualification a learner **must** provide evidence of learning and achievement against **all** of the assessment criteria within each chosen component. However, a number of assessment criteria can be taught and assessed through one activity using holistic assessment which focuses on the whole work activity rather than specific component of a qualification.

To view each component, click on the title in the unit lists below.

[NOCN Level 1 Award in Digital Skills](#)

[NOCN Level 1 Certificate in Digital Skills](#)

[NOCN Level 2 Award in Digital Skills](#)

[NOCN Level 2 Certificate in Digital Skills](#)



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