Qualification title:	OCR Level 1 Award in Digital Employability
Qualification number:	601/6298/3
An overview of this qualification	The OCR Level 1 Award in Digital Employability is a skills based qualification, which aims to give you the IT knowledge and skills needed for entry into employment. You will learn about different digital devices such as computers, laptops, touch-screen tablets and smart phones. You will build confidence using these devices to do the tasks that are needed in a job and life in general.

You will need to complete 5 units to get this qualification.

Everybody will study a unit on knowing the basics of using digital technologies where you will learn:

- about the everyday uses of the internet

- how information is kept there and how you can find information

- that there are safe and unsafe ways of using the internet

- how to stay safe online

- how to keep information secure and to create and use passwords to protect yourself and information.

Your knowledge will be assessed by completing a 30-minute test taken on a computer. What you learn in the unit 'knowing the basics of using digital technologies' will then be put into practice as you complete the other units.

You must choose **four** more units from the six topics listed below. You will be able to use any digital device such as a PC, a laptop or a tablet to develop your skills in these units.

Managing files and folders - You will learn about different file types and properties of files and folders. You will learn that information needs to be stored as a file and that lots of files can be organised into folders. You will learn the skills to file different types of information (such as text and images), to set up folders and how to work with large files and folders.

Creating documents - This unit will give you the skills to bring together different types of information such as text, images and tables from different places into one document and layout it out in a letter or in an invoice in a way that employers would expect so that it looks professional. To help you do this you will learn to use software features for laying out information into a document, for example, editing, amending and formatting and to prepare documents for printing, for example setting margins and using headers. You will also be able to set up documents using already prepared templates or create a document without a template.

Working with data - You will learn to use formulas and functions to do calculations, sort and filter data and create charts so that data can be compared. You will be able to prepare spreadsheets for printing by checking that they are correct, setting margins, using headers and footers to display

	information and use printers as instructed.
	Working with graphics - You will show that you can change images and text to create graphics following instructions provided and develop simple moving images. You will be able to prepare graphics for printing by checking that they are correct, display information and use printers as instructed.
	Using the internet to find and share information - You will practise finding information from the internet. You will also learn how to complete forms and upload documents to the Internet to share with other people.
	Managing emails - You will learn how to manage your emails and contacts including using automatic out of office messages and signatures, as well as attaching documents to emails.
	The learning is presented in bite-sized units focusing on specific skills areas. This will enable you to have a focus to your learning and provide opportunities to practise skills prior to the assessments.
	You will assessed by demonstrating your skills and knowledge through completing structured tasks provided by OCR. The tasks will be a realistic example of the sort of tasks that you would complete in the workplace.
Entry requirements	There are no specific entry requirements for this qualification.
Age restrictions	This qualification has no age restrictions but it has been designed for people aged 16 and over.
Is this qualification right for me?	This Level 1 Award is suitable for people who: • need to up-skill themselves prior to finding employment • who want to fill skills gaps • are 16-18 learners in FE and Independent Training Providers (ITPs) including Traineeships • are post-19 learners on Employability programmes and Traineeships • are Offenders' Learning and Skills Service (OLASS) learners preparing to leave prison and access employment. The primary purpose of this qualification is to develop a range of transferable skills which will allow you to progress into employment or further vocational learning. The OCR Level 1 Award in Digital Employability is part of a suite of Digital Employability qualifications that can be taken at Entry Level 1, Entry Level 2, Entry Level 3 or Level 1.

	This qualification is the right one for you if: • You already have some knowledge of IT and want to develop your skills. • do not want to study for a larger qualification such as a Diploma • have previously studied qualifications at Entry Level 3 • You can follow instructions to complete structured tasks, but want to stretch yourself to do more routine tasks where you have more control to decide how to approach them.
How could I progress from this qualification?	You could progress onto a number of other IT qualifications such as: • OCR Level 1 Functional Skills in ICT 500/8505/0 • OCR Level 2 Functional Skills in ICT 500/8509/8 • OCR Level 1 Award for IT Users – (ITQ) 500/6684/5 • OCR Level 1 Certificate for IT Users – (ITQ) 500/6683/3 • Level 2 Award in IT User Skills (ITQ) - 500/6685/7 • Level 2 Certificate in IT User Skills (ITQ) - 500/6743/6 • OCR Level 2 Cambridge Technicals in IT Certificate 600/4219/9 You could also progress to the OCR Level 2 Diploma in IT User Skills (ITQ) 500/6744/8 which will give you the combined competence and knowledge components to contribute to the Level 2 IT Intermediate Application Specialist Apprenticeship. Alternatively this qualification will enable you to make use of IT within a number of job roles where the knowledge and skills to use digital technology is required. IT user skills are now required in the vast majority of job roles. The skills and knowledge gained whilst undertaking this qualification will also prove useful to developing evidence in a large number of subject specific areas such as Travel and Tourism, Business Administration and Hair and Beauty programmes.
Support	This qualification is supported by the following centre providers: Learning Concepts North Warwickshire and Hinckley College Coventry and Warwickshire Chamber of Commerce Training (CWT) Profile Development and Training

Further information	To find out more about the OCR Level 1 Award in Digital Employability please refer to the Centre Handbook available on the OCR website: www.ocr.org.uk
	If you have any other queries please contact: vocational.qualifications@ocr.org.uk
About us	OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.
	Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.