



# Digital Employability

## Qualification Handbook

First teaching from September 2015

This is the handbook for the following qualifications.

<b>Entry code</b>	<b>Title</b>	<b>Qualification Number (QN)</b>
05807	OCR Entry Level Award in Digital Employability (Entry 1) (VRQ)	601/6295/8
05808	OCR Entry Level Award in Digital Employability (Entry 2) (VRQ)	601/6296/X
05809	OCR Entry Level Award in Digital Employability (Entry 3) (VRQ)	601/6297/1
05810	OCR Level 1 Award in Digital Employability (VRQ)	601/6298/3

This is version 1, created August 2015.

The latest issue can be found on our website: [www.ocr.org.uk](http://www.ocr.org.uk)

# About this handbook

The information we've provided in this handbook is correct at the time we produced it. Occasionally we may update it so please check the qualification webpages for the most up-to-date information.

Staff involved in delivering these qualifications must have access to and understand the requirements in this handbook.

You should read this document along with the [Admin guide: Vocational Qualifications](#).

## About us

OCR is a leading UK awarding body. As well as having a vocational heritage from RSA that stretches back to 1856, we're part of the Cambridge Assessment Group, Europe's largest assessment agency and a department of the University of Cambridge.

We offer an exciting range of qualifications to engage people of all ages and abilities at school, college or in work. Over 13,000 centres choose the qualifications we offer, which range from Entry Level to Higher Apprenticeships and Level 7.

As a not-for-profit organisation, success for us is about how effectively we achieve our aims of helping learners to realise their aspirations and to achieve their full potential.

In particular, our vocational qualifications aren't just about results, they're about educating people in the knowledge and skills they need for employment and for the community as a whole; creating self-confident individuals and helping them build a brighter future.

### **'Let's pull together, because together we achieve more'**

Our slogan reflects our desire to make a real contribution – and recognises that the best way to achieve this is through working closely with those also involved in education – from teachers, universities and FE colleges to industry leaders, employers, training providers and government departments. We're also very keen to support our centres in a relevant, practical and meaningful way.

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# Welcome to your handbook for the digital employability qualifications

**A new suite of qualifications that delivers the digital skills required for today's world.**

With its modern, engaging content, our Digital Employability qualifications have been designed to give learners the skills they need to be digital citizens and plug any skills gaps. There's a range of qualifications in the suite to choose from – from Entry Level 1 to Level 1.

So if you're considering how to extend a learner's personal development and growth, looking to improve their employability or fill a skills gap, our new suite of Digital Employability qualifications is the answer.

We hope you and your learners enjoy the course.

## Who is it for?

These qualifications are for young people aged 16+ and for adult learners.

## Why choose them?

The qualifications are robust – we've worked with employers and centres to design them.

The Cambridge Approach to Assessment means you can be confident in the quality of these qualifications and their suitability for the world of work.

You don't need an IT specialist to deliver the qualifications.

They are flexible; learners can complete the optional units using a range of digital devices such as laptops, tablets or smart phones. Learners will be able develop up-to-date skills using small bite-size optional units of 10glh.

The design means that you can deliver the Entry 1 and Entry 2 Awards at the same time and assessment is using evidence booklets.

The Entry 3 and Level 1 Awards can be delivered at the same time. The mandatory unit is used in both levels and is assessed using an online multiple-choice test. The remaining units are assessed using OCR set assignments.

## Thank you...

**Thank you** to everyone who provided support and feedback as we developed the new Digital Employability qualifications. Particular thanks go to those of you who helped us shape these qualifications by so generously giving your own time to share your advice and experiences.

# Contents

<b>1</b>	<b>About these qualifications</b>	<b>6</b>
<b>2</b>	<b>Resources and useful links</b>	<b>11</b>
	Qualification resources	11
	Managed assessment portfolio (MAPS)	11
	Sample assessment material	11
	Assessment materials	12
	Using OCR Interchange	12
	Useful documents and links	12
	Our professional development programme (CPD)	13
<b>3</b>	<b>How these qualifications are structured</b>	<b>14</b>
<b>4</b>	<b>Assessment</b>	<b>16</b>
	How these qualifications are assessed?	16
	Initial assessment of learners	16
	Accessibility	16
	Delivery of teaching	16
	Language	17
	Suitable to the needs of the learner	17
	Reporting suspected malpractice	17
<b>5</b>	<b>Assessment and the online test</b>	<b>18</b>
	Delivery requirements for the online test	18
	Centre resources and requirements	18
<b>6</b>	<b>Assessment and centre moderation</b>	<b>19</b>
	Centre assessor responsibilities	19
	Centre standardisation	20
	Assessment and the Data Protection Act	21
	Evidence	21
	Evidence booklets for Entry Level 1 and Entry Level 2 units	22
	Evidence checklist in MAPS	22
	How much evidence is needed?	22
	Witness statements / Assessor observation	22
	Authentication	23
	Submitting claims	24
	Submissions using MAPS	24
	Postal submissions	25

<b>7</b>	<b>About external moderation</b>	<b>26</b>
	How the sampling process works	26
	Centre feedback reports	26
<b>8</b>	<b>What do I need to know about admin, entries and certificates?</b>	<b>28</b>
	Overview of process for units or qualifications moderated by OCR MAPS	29
	Overview of process for units or qualifications moderated by post	30
	Overview of process for Entry Level 3 Unit 1 online tested unit	31
	How to apply for centre approval	32
	Entry method for the e-assessed (on-screen test)	32
	Choosing an entry method for the moderated units	32
	Options for candidate entry:	32
	Route for making entries:	33
	Entry codes	33
	What are Unique Learner Numbers (ULN) and Personal Learning Records (PLR)?	33
	Certificates	34
	When will the certificates be issued?	34
	How to make certificate claims	34
	How do I request replacement certificates?	34
	How to make enquiries about results	34
<b>9</b>	<b>Other useful information</b>	<b>35</b>
	Functional skills	35
	Essential skills	35
	Avoidance of bias	35
	Regulatory requirements	35
	Delivery in Wales and Northern Ireland	35
<b>10</b>	<b>Contacting us</b>	<b>36</b>
	Feedback and enquiries	36
	Complaints	36
<b>11</b>	<b>Qualification summary sheets</b>	<b>37</b>
	OCR Entry Level Award in Digital Employability (Entry 1)	37
	OCR Entry Level Award in Digital Employability (Entry 2)	38
	OCR Entry Level Award in Digital Employability (Entry 3)	39
	OCR Level 1 Award in Digital Employability	40

# 1 About these qualifications

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## Introduction

We want your experience of working with us to be as enjoyable and easy as possible. This handbook contains everything you need to know about this qualification and should be used by everyone involved in the planning and delivery and assessment of these qualifications.

In this handbook we refer to our Admin guide: Vocational Qualifications, which contains the administrative information you need. You can find this on our website.

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## Qualification aim

The aim of these qualifications is to give learners the opportunity to:

- Develop and expand their understanding of digital technologies
  - Develop their skills and competence in using digital devices.
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## What are the progression opportunities for learners?

These will give learners the opportunity to:

- Achieve a nationally recognised qualification valued by employers
  - Prepare for employment
  - Develop skills and competence needed in the workplace
  - Progress to employment
  - Progress in employment
  - Go on to further study in Further Education (FE). For example, a learner achieving the Level 1 Award may wish to progress onto the Level 2 Certificate in IT User Skills (ITQ) or onto other OCR qualifications.
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## Qualification size

The size of the qualification is described in terms of guided learning hours (glh).

Guided learning hours indicate the approximate time (in hours) the tutor will spend supervising or directing study time and assessment. We worked with people who are experienced in delivering engineering qualifications to determine what content needs to be taught and how long it will take to deliver.

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Each qualification requires the following guided learning hours:

Entry Level Award in Digital Employability (Entry 1) minimum 60 glh.

Entry Level Award in Digital Employability (Entry 2) minimum 60 glh.

Entry Level Award in Digital Employability (Entry 3) minimum 60 glh.

Level 1 Award in Digital Employability minimum 70 glh.

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Are there any entry requirements?

No, learners don't need any specific knowledge or skills related to the qualification.

They are designed for learners aged 16+.

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Do learners need specific prior learning?

No, learners don't need specific prior learning.

We do recommend you carry out an initial assessment to make sure they're capable of reaching the required standards of the qualification they intend to work towards.

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How are these qualifications delivered?

You're free to deliver these qualifications using any mode of delivery that meets the needs of your learners. Whichever mode you decide to use, you must make sure learners have appropriate access to the resources they will need to develop the skills, understanding and knowledge and to complete the assessments.

You should consider the learners' complete learning experience when you're designing learning programmes. They may have already gained a lot of relevant knowledge and experience that you should take into account. This is particularly important where learners are studying part-time alongside their employment.

We recommend you reference teaching and development of subject content and associated skills to real life situations, using appropriate work-based contact, delivery personnel who are vocationally experienced and real life case studies.

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Subject knowledge requirements for centre staff

Tutors must have the relevant level of subject knowledge and skills to deliver these qualifications.

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Are there resource requirements for my centre?

Yes.

Learners will need individual access to a digital device, for example a computer, tablet or smart phone, Access to a shared printer is necessary for Entry Level 3 and Level 1 learners.

Learners will need software or Apps that let them complete the assessment criteria in line with the unit and assessment guidance. We don't recommend specific software for any units.

Please also make sure your learners are provided with appropriate physical resources.

Learners taking the on-screen multiple-choice tests will need individual access to a computer throughout the tests. For further information, please refer to the Surpass System Requirements on the e-assessment area of our website.

These qualifications have been designed so that teaching and assessment can be undertaken by a non-specialist centre.

Learners will have to carry out practical tasks. The learning and assessment of internally assessed units can be delivered using a context you have identified.

### **Health and safety**

The centre assessed units take a practical approach to learning and assessment.

You and your centre must take care and follow all health and safety requirements and quality assurance procedures specific to each practical activity. You must make sure the appropriate health-and-safety policies are in place for equipment used by learners, even if the equipment is not specified in the unit content.

Please also make sure your learners are provided with appropriate physical resources, such as protective equipment and/or clothing, wherever this is appropriate.

### **Assessment**

Your centre must provide appropriate examination/assessment facilities for learners that comply with our regulations stated in the *Admin guide: Vocational Qualifications* and the [OCR Instructions for conducting examinations](#).

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How are these qualifications assessed?	<p>For Entry Level 1 and 2 Learners complete evidence booklets that are centre assessed and externally moderated by us.</p> <p>For Entry Level 3 and Level 1 The mandatory unit 1, Know the basics of using digital technologies, is assessed by an online online multiple-choice test, marked by us.</p> <p>All of the other units are internally assessed using OCR set assignments, marked by centre staff and externally moderated by us. Our preferred method of moderation is using OCR MAPS e-portfolio as it easy to:</p> <ul style="list-style-type: none"> <li>• Provide access to learners</li> <li>• Upload documents</li> <li>• Manage and mark work</li> <li>• Provide feedback to learners</li> <li>• Submit claims to OCR</li> </ul> <p>Alternatively you can submit learners work for moderation by post.</p>
How are these graded?	<p>Every unit achieved will be graded as Pass.</p> <p>A learner must get at least a pass for every unit to be awarded the qualification they have entered for.</p> <p>Full details about the rules for achieving a qualification are in the sections about the qualification structure.</p>
Funding	<p>These qualifications are regulated by Ofqual and the Welsh Government as vocationally- related qualifications (VRQs). These qualifications are recommended for delivery for learners 16-18 and 19+.</p> <p>For more details about approval and funding eligibility, you can visit the following websites: Department for Education (DfE) under <a href="#">Section 96 Skills Funding Agency</a> for public funding in England</p> <p>DAQW – <a href="#">Database of Approved Qualifications</a> for public funding in Wales</p> <p><a href="#">Department for Employment and Learning</a> for public funding in Northern Ireland</p> <p><a href="#">Education Funding Agency</a> for public funding information for 16-19 learners in England</p>

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Use the Qualification Number (QN) when you're looking for information on qualification eligibility for public funding.

Each unit in a qualification has a unit reference number. These numbers are used for funding where individual units of qualifications are approved for programmes, for example, as part of the offer for the unemployed or offenders' learning and skills service (OLASS) in England.

If you have any queries about funding for these qualifications, email us at [funding@ocr.org.uk](mailto:funding@ocr.org.uk).

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## Support

Our aim is to provide you with all the information and support you need to deliver this qualification.

All the documents you'll need to refer to are on our website [www.ocr.org.uk](http://www.ocr.org.uk).

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## Last entry date

We don't specify the mode of study or a time limit for achieving these qualifications other than the last entry/last certification dates.

This information will be available on Ofqual's register of regulated qualifications and our [last entry/certification notification](#). Also we'll tell you at least six months before the qualification closes for entries.

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## 2 Resources and useful links

### Qualification resources

Our aim is to provide you with all the information and support you need to deliver this qualification. You'll find all these useful materials on our website at [www.ocr.org.uk](http://www.ocr.org.uk):

Key documents	This qualification handbook The units
Assessment material	Evidence booklets for Entry Level 1 and Entry Level 2
Forms	Submission Cover Sheets
e-assessment for Unit 1 (Entry Level 3)	Notice to candidates SecureClient Install Guide Surpass System Requirements  <a href="http://www.ocr.org.uk/ocr-for/teachers/e-assessment/e-testing/">http://www.ocr.org.uk/ocr-for/teachers/e-assessment/e-testing/</a>

### Managed assessment portfolio (MAPS)

MAPS is a secure online e-portfolio which can be used to assemble evidence, provide feedback, mark and submit your learners work. We think the benefits it offers makes it the first choice for submitting learners work for moderation.

It is easy to set-up and use, is web-based and available anytime. It is secure and easily accessible to tutors, learners and moderators.

When you login to MAPS there are Student and teacher user guides and video tutorials available in the Help section.

Of course, you can still submit work by post. We strongly recommend that you save the work as you go along and copies of learners' work are saved before submitting them in case work is lost in the post. We will not accept claims for work that is lost in the post.

### Sample assessment material

Sample assessment material is available for all of the Entry Level 3 and Level 1 units. You may use these assignments for practice assessment. They must not be used for formative or summative assessment of learners.

## Assessment materials

The Entry Level 1 and Entry Level 2 units have evidence booklets which are available to download from our website.

Unit 1 (Entry Level 3), Know the basics of using digital technologies, is assessed using an online test.

All of the other Entry Level 3 and level 1 units have set-assignments which are available to download from Interchange.

## Using OCR Interchange

OCR Interchange (<https://interchange.ocr.org.uk>) is a free, secure website for centres which offers a variety of services for exams officers and tutors. Interchange has been designed to help you to carry out day-to-day administration functions online, quickly and easily. The site allows you to buy candidate entries, make claims, see the progress of your claims and read centre feedback. You'll also have immediate and free access to candidate information. Sign up at [www.ocr.org.uk/ocr-for/exams-officers/interchange/](http://www.ocr.org.uk/ocr-for/exams-officers/interchange/).

## Useful documents and links

### Our publications

#### ***Admin guide: Vocational Qualifications***

This is designed to assist exams officers and tutors in our registered centres with the administration of our vocational qualifications.

#### ***Fees list***

This is a dynamic document, regularly updated, as our qualification portfolio develops.

#### ***Step-by step guides***

*Making entries for vocational qualifications via Interchange*

*Making online claims for vocational qualifications*

[\*OCR Instructions for conducting examinations\*](#)

### JCQ publications

*Access Arrangements, Reasonable Adjustments and Special Consideration*

*Suspected Malpractice in Examinations and Assessments*

Found at [www.jcq.org.uk](http://www.jcq.org.uk)

### Ofqual documents

Regulatory documents

Found at: <https://www.gov.uk/awarding-organisations-understanding-our-regulatory-requirements>.

## Our professional development programme (CPD)

As part of our teacher training we offer a broad range of courses. We're constantly looking for ways to improve the support we offer you and to make our professional development programme more accessible and convenient to all. To find out more about what is available, please visit our website at <https://www.cpdhub.ocr.org.uk/>.

### 3 How these qualifications are structured

It is not a requirement that learners achieve the units in any particular order. The content in mandatory unit 1 for the Entry Level 3 and Level 1 Award underpins the learning in the other units. You should consider the relationship between the mandatory unit and the others and how the learning programme is planned.

We strongly recommend that learners achieve the Entry Level 3 Level 1 Unit before being assessed in other units.

If a learner can't complete the full qualification, we'll issue unit certificates listing the unit(s) they've achieved.

When combining units for the chosen qualification, it's your responsibility to make sure the rules are followed.

You can download the units from our qualification webpage.

#### Entry Level Award in Digital Employability (Entry 1) (VRQ) (60 glh)

**Entry code 05807**

For this qualification learners must achieve the mandatory unit.

OCR Unit No	Unit title	Unit Reference No (URN)	Level	glh
<b>Mandatory unit</b>				
1	Become familiar with digital devices to find information, receive and reply to messages	J/507/2868	Entry 1	60

#### Entry Level Award in Digital Employability (Entry 2) (VRQ) (60 glh)

**Entry code 05808**

For this qualification learners must achieve the mandatory unit.

OCR Unit No	Unit title	Unit Reference No (URN)	Level	glh
<b>Mandatory unit</b>				
1	Use digital devices to find and request information, send and reply to messages and emails	F/507/2867	Entry 2	60

## Entry Level Award in Digital Employability (Entry 3) (VRQ) (60 glh)

### Entry code 05809

For this qualification learners must achieve 4 units; the mandatory unit and three optional units.

OCR Unit No	Unit title	Unit Reference No (URN)	Level	glh
<b>Mandatory unit</b>				
1	Know the basics of using digital technologies	K/507/2751	Entry 3	30
<b>Optional units</b>				
2	Use digital technologies to organise documents	M/507/2752	Entry 3	10
3	Use digital technologies to produce documents from templates	T/507/2753	Entry 3	10
4	Use digital technologies to process data	A/507/2754	Entry 3	10
5	Use digital technologies to process images to make graphics	F/507/2755	Entry 3	10
6	Use digital technologies to send and reply to emails	J/507/2756	Entry 3	10
7	Use digital technologies to find information	L/507/2757	Entry 3	10

## Level 1 Award in Digital Employability (VRQ) (70 glh)

### Entry code 05810

For this qualification learners must achieve 5 units; the mandatory unit and four optional units.

OCR Unit No	Unit title	Unit Reference No (URN)	Level	glh
<b>Mandatory unit</b>				
1	Know the basics of using digital technologies	K/507/2751	Entry 3	30
<b>Optional units</b>				
2	Use digital technologies to manage files and folders	R/507/2758	Level 1	10
3	Use digital technologies to create documents	Y/507/2759	Level 1	10
4	Use digital technologies to work with data	L/507/2760	Level 1	10
5	Use digital technologies to work with graphics	R/507/2761	Level 1	10
6	Use digital technologies to manage emails	Y/507/2762	Level 1	10
7	Use digital technologies to find and share information	D/507/2763	Level 1	10

## 4 Assessment

### How these qualifications are assessed?

Unit 1 of the Entry Level 3 and Level 1 qualifications is a mandatory tested unit, see section 5 for more information.

The remaining units are centre assessed and externally moderated by our moderator, see section 6 for more information.

### Initial assessment of learners

It's important that you carry out an initial assessment to identify learners' level of competence, knowledge and understanding and any potential gaps that need to be addressed. This will also help you and learners identify the most appropriate optional units.

You should make sure learners are informed of the title and level of the qualification they've been entered for and that Oxford Cambridge and RSA Examinations (OCR) is the awarding body for their chosen qualification.

### Accessibility

We've tried to make sure that achieving these qualifications is free from constraints outside the requirements of the skills and ability being assessed in the units. Reasonable adjustments and access arrangements allow learners with special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do, without changing the demands of the assessment. It's important that you identify as early as possible whether learners have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation and choose a qualification or adjustment that will allow them to demonstrate attainment.

The responsibility for providing adjustments to assessment is shared between your centre and us; for further information please read the Joint Council of Qualifications' (JCQ) booklet Access Arrangements and Reasonable Adjustments [www.jcq.org.uk](http://www.jcq.org.uk).

If you think anything about these qualifications unfairly restricts access and progression, please email or call our Customer Contact Centre by phone on 02476851509 or by email at [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk).

### Delivery of teaching

As a tutor, you'll need relevant level of subject knowledge and skills to deliver these qualifications.

You must make sure you cover the teaching content for each learning outcome, so you give your learners every opportunity to meet all the assessment criteria.



The teaching content in each unit is comprehensive. You might decide to expand or tailor it to particular contexts in which you're teaching the unit, to include new and evolving technology or to meet the interests and needs of your learners.

You can deliver the teaching for Entry Level 1 and Entry Level 2 or Entry Level 3 and Level 1 at the same time. To help you we have underlined text in the teaching content at Entry Level 2 and Level 1 to identify the increased breadth and depth of teaching.

## Language

These qualifications and any associated assessment materials are in English only. Only answers provided in English will be assessed.

## Suitable to the needs of the learner

We've tried to make sure that achieving these qualifications is free from constraints outside the requirements of the units.

If you have candidates with access requirements, see the section on accessibility.

If you think anything about these qualifications unfairly restricts access and progression, please contact our Customer Contact Centre by phone on 024 76 851509 or by email at [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk).

## Reporting suspected malpractice

If you're the Head of Centre<sup>1</sup>, it's your responsibility to report (in writing) all cases of suspected malpractice involving centre staff or learners. Please complete a Joint Council of Qualifications (JCQ) Report of Suspected Malpractice form (JCQ/M1), which is available to download from the JCQ website, and email it to [malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk).

If we ask, you must investigate instances of malpractice promptly and report the outcomes to us.

Read more about this in [OCR Malpractice Procedures - A Guide for Centres](#) and the JCQ publication: General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments, which you can get from [www.jcq.org.uk](http://www.jcq.org.uk).

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<sup>1</sup> The Head of Centre is defined as the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, e.g. the Principal of a College, the Head Teacher of a school, the Managing Director of a Private Training Provider or the Group Training Manager of a major company.

## 5 Assessment and the online test

Unit 1, Know the basics of using digital technologies, is assessed by an on-demand, multiple choice test.

The test:

- is on-screen
- contains 24 questions, each worth 1 mark
- is 30 minutes long.

The tests will be graded pass or fail.

There will be a number of tests available to a learner and the system will only allow one attempt at each test. For a re-sit, they will receive a different test. The test results will appear in Interchange and will display as Know the basics of using digital technologies (E-test) 05870.

### Delivery requirements for the online test

You must make sure you fully cover the teaching content for each learning outcome so you give your learners every opportunity to meet all the assessment criteria.

### Centre resources and requirements

Your centre must provide appropriate assessment facilities for learners that comply with our regulations in the [Admin guide: Vocational Qualifications](#) and the [OCR Instructions for conducting examinations](#).

You must make sure that all candidates have access, in the examination room, to the required electronic resources for each examination.

In order to deliver the on-screen test for this unit, centres will need to meet minimum hardware requirements as specified in the Surpass System Requirements. This document is available from the e-assessment area of our website.

Your centre should ensure that appropriate physical resources are made available to candidates.

## 6 Assessment and centre moderation

Entry Level 3 Unit 1 is the mandatory tested unit in the Entry Level 3 and Level 1 qualifications, see section 5 for more information.

All of the other units are centre assessed and externally moderated by our moderator.

Learners must complete the OCR evidence booklets for Entry Level 1 and Entry Level 2 units.

Learners must use the OCR set assignments for Entry Level 3 and Level 1 units. These are centre marked and OCR moderated. The assignments are available to download from Interchange; they are located under Coursework and Tests, Entry Level tasks. .

Achievement at unit level is Pass or Fail.

Assessment and moderation can take place at any time.

Moderated work can be submitted using OCR MAPS e-portfolio or you can post it to your moderator.

Assessment of this qualification will be carried out in accordance with the appropriate codes of practice approved and published by the regulatory authorities.

Please note we use the term moderator throughout this handbook. On Interchange you'll see the term examiner-moderator.

### Centre assessor responsibilities

The centre assessor is normally the course tutor and is responsible for assessing learners' evidence.

If you have more than one centre assessor, we expect you to make sure the quality and standard of assessment is consistent (see the next section).

Your centre is responsible for identifying staff who can act as assessors. Your assessors must have the relevant level of subject knowledge and skills to deliver these qualifications and to assess learners' work in line with the unit specifications and assessment requirements. Where centre assessment fails to meet national requirements, as determined by the learning outcome and assessment criteria of the unit(s), we may withdraw the unit or claim.

Assessors must:

- Judge learners' work against the assessment criteria identified in the units and the requirements identified in the Evidence Booklets for Entry Level 1 and Entry Level 2
- Judge learners' work against the assessment criteria identified in the units and the requirements identified in the OCR set-assignments for Entry Level 3 and Level 1
- Make sure they follow marking guidance when making assessment decisions
- Identify valid and sufficient evidence (by annotating the evidence)
- Make sure learners' work is authentic (see the section on Authentication)

- Identify gaps in evidence and make sure these are filled before the evidence is sent to our moderator
- Give feedback to learners
- Liaise with other assessors in your centre to make sure assessment decisions are to the required standard
- Confirm learner achievement by completing and signing our required documentation, e.g. the Evidence Booklets or the set assignments
- Make sure copies of learners' work are saved regularly to avoid lost work
- Make sure a copy is saved before submitting them in case work is lost in the post. Please note we don't return work.
- Maintain records of learners' achievements as they would be needed for any submission or results enquiries
- Confirm the use of a scribe where relevant.
- Use MAPS or post centre-assessed work to our moderator so we can sample it to make sure standards are met.

## Centre standardisation

If you're the only assessor in your centre for this qualification then best practice is to make sure your assessment decisions are standardised. So, for example, you might ask another assessor in your centre to review a sample of your assessment decisions.

If your centre has a number of staff acting as assessors for these qualifications, we recommend you carry out internal standardisation to make sure all work is assessed to the required standard.

So there's a consistent approach to internal standardisation, you might decide to nominate an assessor as a centre co-ordinator.

They would then be responsible for:

- Making sure all assessors are assessing to the required standard
- Arranging regular standardisation meetings
- Ensuring cross-moderation of work between assessors
- Maintaining records of the outcome of cross-moderation activities
- Advising centre assessors of any discrepancies in assessment
- Suggesting ways in which assessment may be brought into line to meet the required standard
- Confirming where internal standardisation has happened by signing our required documentation in the appropriate place, e.g. the internal standardisation signatory area of the Evidence Booklet.

## Assessment and the Data Protection Act

It's the centre's responsibility to make sure learners comply with the Data Protection Act when producing evidence for summative assessment. More information about the learner's responsibility is available in the next section.

## Evidence

The evidence for these qualifications must be assessed to confirm that a learner has successfully met each criterion before work is signed and sent for external moderation.

Learners mustn't reference another individual's personal details in any evidence produced for summative assessment. It's the learner's responsibility to make sure any evidence that includes another individual's personal details is anonymised to comply with the Data Protection Act.

Units include a 'Teaching content' column to help those delivering the qualification. Where 'e.g.' has been used, these are suggestions for coverage. Where 'i.e.' has been used, these items must be covered in your teaching and in the assessment.

The whole assessment and moderation process can be carried out in MAPS. You can use MAPS to:

- set up your learners and group them into classes
- allocate units, with the evidence booklet attached, to classes or individual learners and set a deadline
- enable learners to create and store their evidence in MAPS
- enable learners to link their evidence to the allocated unit and submit it to their teacher for marking
- mark the learner's work and provide them with feedback
- submit work for moderation within MAPS

You should only submit work to OCR for moderation once it has been marked, using the evidence checklist (e-checklist) or the Red Pen Tool in MAPS and confirming it meets all of the assessment criteria required by the unit(s) being submitted.

When you are satisfied that the learner has met all of the requirements for the unit, you must confirm the assessment process is complete:

- for submission in MAPS – the tutor must make a centre declaration at the point of making the submission submit the learner Evidence Booklet for Entry Level 1 and Entry Level 2 qualifications. See the section Evidence checklists in MAPS
- for paper submission by post – by signing the learner Evidence Booklet for the Entry Level 1 and 2 qualifications for Entry Level 3 and Level 1 qualifications by signing the learner's mark sheet for each unit.

## Evidence booklets for Entry Level 1 and Entry Level 2 units

We've created evidence booklets for each qualification and they are available to download from the qualification page of our website. These can be completed by the learner or assessor, assessed and submitted to show that all the assessment criteria have been met. Use of these documents is mandatory.

These have been designed to cover all assessment criteria and evidence requirements contained in the units. Therefore, if they're completed, we don't need any further evidence.

The Evidence Booklets are attached to the unit in MAPS so when you allocate units to classes or individual learners you are providing them with an electronic version of the Evidence Booklet. This can be worked on by the learner or tutor and saved in their portfolio in MAPS. Once complete it can be handed in for marking to the teacher and then be submitted for moderation in MAPS.

## Evidence checklist in MAPS

If MAPS is used to support the assessment process then an evidence checklist within MAPS is used to show that all assessment criteria have been met and where the appropriate evidence can be found.

## How much evidence is needed?

It's difficult to give detailed guidance about the amount of evidence needed.

The quality and breadth of evidence produced should enable the assessor to confirm the learner has the required knowledge, understanding, and skills and meets the assessment requirements and assessment criteria.

We expect that your centre will choose to create programmes of learning for all your learners so they can complete these units. This may generate evidence that isn't needed for assessment. Your centre is free to do this but should only include the specific evidence required for each unit submitted for moderation.

## Witness statements / Assessor observation

Witness statements are a record of what someone has observed the learner doing and can also be used to support work or evidence sourced from confidential or sensitive material, e.g. personal information. Please don't use it to evidence achievement of a whole unit.

The witness mustn't be related to the learner and must be in a position to make valid comments about their performance, so for example, they could be assessors or workplace supervisors.

Learners shouldn't produce written witness statements for witnesses to sign.

### Witness statements:

- Must describe what they witnessed the learner doing
- Can be written or verbal accounts of the learner's performance
- Don't have to be written by the witness – they may be recorded by the assessor after discussion with the witness and confirmed as accurate by the witness
- Can be used to directly support work or as evidence of work based on confidential or sensitive sources e.g. data protection
- Shouldn't contain a list of skills
- Shouldn't be used as evidence of achievement for a whole unit.

Where a witness provides a written statement, they should include the following:

- The learner's name
- The date, time and venue of the activity
- A description of the activities performed by the learner
- The date the statement was written
- A description of their relationship to the learner
- The witness' signature and job title
- The witness' contact details, e.g. telephone number.

## Authentication

As a tutor or an assessor, you must be confident the work you mark is the learner's own. This doesn't mean you must supervise a learner throughout the completion of all work but you must use enough supervision or introduce enough checks to make sure the learner's work is authentic.

Wherever possible, you should discuss work-in-progress with learners. This will not only make sure work is being done in a planned and timely manner but will also provide opportunities for you to check authenticity of the work and provide general feedback.

Learners mustn't plagiarise. This is the submission of another's work as their own and/or copying from a published text and failing to acknowledge the source correctly.

Learners may refer to and use quotes from published works. However the work they produce must be in their own words. Plagiarism is considered to be malpractice and could lead to the learner being disqualified. Of course, sometimes it occurs innocently when learners don't know they must reference or acknowledge their sources.

It's therefore important to make sure your learners understand:

- That the work they submit must be their own
- They may refer to research, quotations or evidence but they must list their sources.
- The meaning of plagiarism and what penalties may be applied.

If learners work in groups or with others, for example, in undertaking research, their own contribution must be clearly identified as part of any task outcomes.

While there are no restrictions on how many times your learner can resubmit evidence, it's up to you, as the assessor, to make sure the details of any feedback and guidance are clearly recorded.

**Please note:** You must confirm to us that the evidence produced by learners is authentic. You do this by ticking the centre declaration when submitting using MAPS. When submitting by post you must sign the evidence booklet or the Submission Cover Sheet. The assignments are available on [Interchange](#).

## Submitting claims

There are no specific deadlines for making claims; however, we do ask you to only make claims when you're confident the requirements for the unit have been met.

## Submissions using MAPS

You use MAPS for the assessment process and to submit your learners' work for moderation electronically. However, you should only submit work for moderation once it has been marked, using the evidence checklist (e-checklist) or the Red Pen Tool in MAPS and confirming it meets all of the assessment criteria required by the unit/s being submitted.

When you are ready to submit work for moderation in MAPS you will also need to make a claim. Each claim has a unique number that links the claim in Interchange with the work submitted in MAPS so both **must** contain the same combination of learners and unit(s). In MAPS unit(s) can only be submitted for the same level at the same time, e.g. Entry Level level 3 or level 1 but not both. Therefore any claim created in Interchange should be for unit(s) at the same level only.

You **don't** need to use the Candidate Evidence Checklist or the Submission Cover Sheet when submitting work in MAPS.

You **do** need to complete and retain a signed learner authentication statement for each learner submitting work in MAPS.

If you want to use **unnamed** unit or qualification entries the claim in Interchange can be completed directly from MAPS. If you want to use **named** unit or qualification entries the claim has to be completed in Interchange first before submitting work in MAPS.

In either scenario (**unnamed** or **named** unit or qualification entries) emails are sent from both Interchange and MAPS to your allocated moderator to inform them that there is a claim to be processed in Interchange and work to be moderated in MAPS. It is important that if using named unit or qualification entries the work is submitted in MAPS immediately after the claim has been created in Interchange and that they contain the same combination of learners and unit/s.



## Postal submissions

When you send the work by post you **must** include:

- A printout of the full claim from Interchange
- A mark sheet for each unit which you can download from Interchange
- A submission cover sheet for each learner which you can download from our qualification page
- All relevant evidence.

You should:

- Clarify any assessment queries with us before submitting claims for centre-assessed work
- Make sure work for each claim is packaged separately.

You **must** send the work to the moderator within 24 hours of submitting the claim on Interchange.

You should **not** submit:

- Centre assessed units to the moderator unless you are satisfied that the learner has met all the necessary criteria for an award of the unit
- Evidence in folders or plastic pockets
- Work for more than one claim in the same package.

**You must not use the moderation process to obtain a second opinion on assessment decisions.**

We recommend you use a secure form of delivery to send the learners' portfolios to your allocated moderator.

After you submit your learners' work, the moderator will sample your centre's assessment decisions. If the decisions are correct, we'll normally issue certificates 21 working days after your submission.

Please note we:

- **Cannot take responsibility for any work lost in transit**
- **Are unable to return learner work to your centre, so we strongly recommend you take a copy before submitting evidence**
- **Will not return originals or copies of portfolios and they'll be destroyed after six months.**

If you have any queries about these qualifications, contact our Customer Contact Centre.

## 7 About external moderation

Submit your learner work to your allocated OCR moderator who will moderate your centre assessment decisions to make sure standards are being met. They'll do this through systematic sampling, and the assessment decisions of each centre assessor submitting work will be sampled.

### How the sampling process works

If we identify any errors in your assessment decisions, we then check that decision against all your learners. This system is well established as a highly accurate method of moderation. If, however, we find substantial errors in your assessment, the accuracy of the sampling procedure may become questionable. If so, we extend the sample and will potentially moderate all the evidence in the claim.

We apply a sanction where the work submitted doesn't meet the required standards. Any units that haven't met the standards will be withdrawn.

The moderator will complete a centre feedback report for the claim; you'll be able to look at this on Interchange, unless the whole claim is withdrawn. If our moderator has withdrawn the whole claim rather than just individual learners, we'll send you the report directly (not through Interchange). If your centre assessment is satisfactory, we'll arrange for certification.

If a moderator can't process a unit because some work is missing, it hasn't been claimed on Interchange or the documentation is incorrect, we'll send a Centre Request Letter to your centre. Please provide the information as soon as you receive this letter so moderation can take place. If you don't respond promptly, we may withdraw all or part of the claim. A delayed response may also result in certificates not being received within the published timescales.

If the unit is withdrawn, you'll need to make a new claim when you re-submit the evidence. **Please note we won't return originals or copies of learners' work. It will be kept for six months for quality assurance purposes or for reference in case of a results enquiry. After this time, the evidence will be destroyed.**

Moderators are not permitted to enter into direct contact with your centre. In no circumstances must your centre attempt to contact your moderator in any way other than through posting or emailing learner work to the address we provide. If you have any queries about the units or assessment, please email or call our Customer Contact Centre.

### Centre feedback reports

Once moderation is complete, the moderator will produce a centre feedback report for each claim. This form is a multi-purpose document that is used to:

- Record any adjustments to your centre's assessment or administration
- Provide feedback to your centre on possible issues with your centre's assessment or administration.

**To view the report, log in to Interchange. Hover over ‘Centre information’ and then click on ‘examiner-moderator reports’.**

The aim of the report is to be a constructive and is an essential part of the standardisation process. This process is designed to make sure there is consistent assessment nationally. The report will detail any changes to the results awarded by your centre, giving reasons and providing examples where appropriate. If your centre assessment is satisfactory, we’ll make arrangements for certification.

Where you’ve submitted several claims for the same scheme code, on the same day, a single report may cover all claims.

## 8 What do I need to know about admin, entries and certificates?

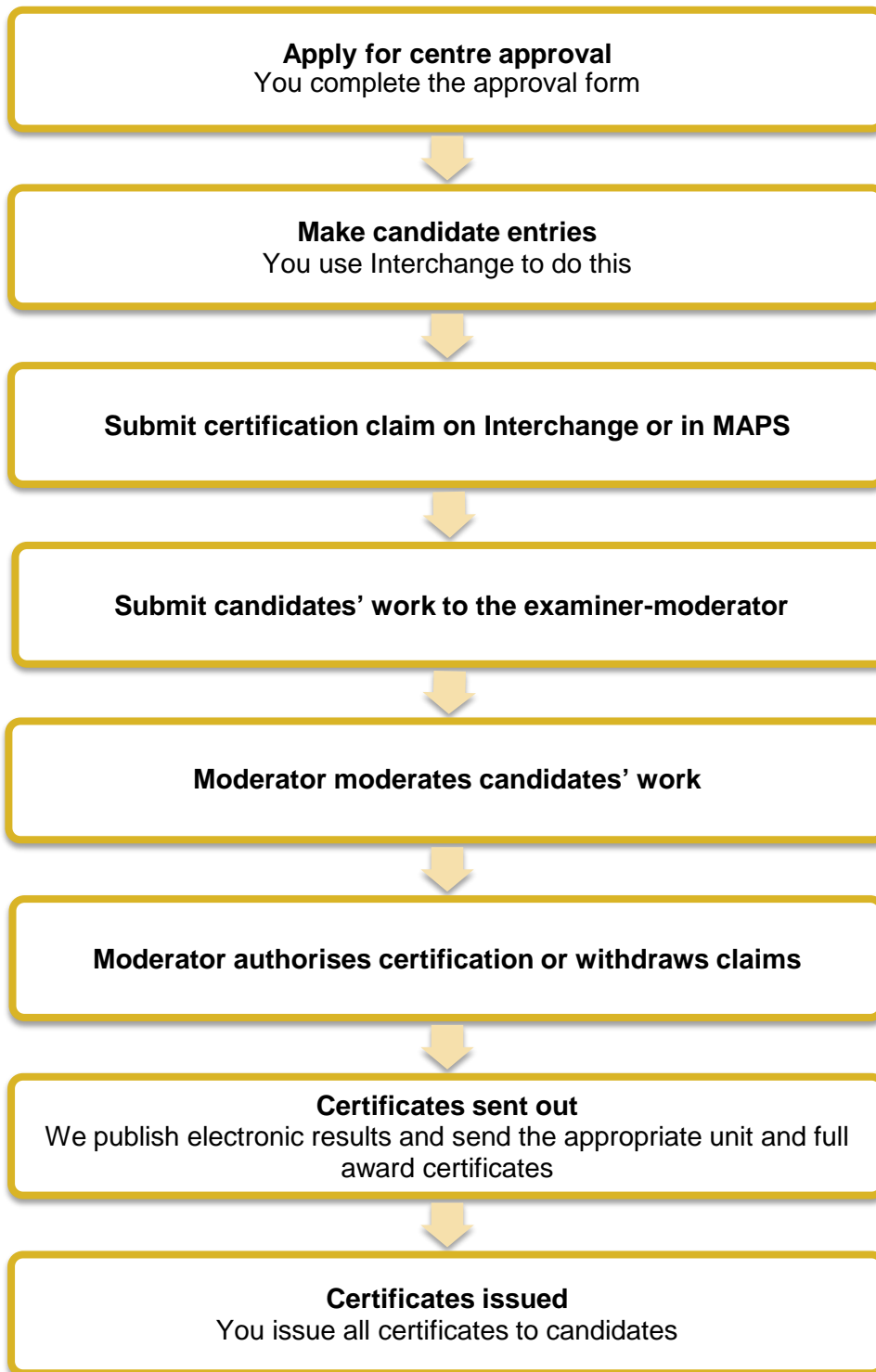
You need to read this section and decide how and when you're going to enter for these qualifications. You can then use this information to tell your exams officer what they need to know.

This flow chart provides an at-a-glance guide to the administration process for the qualifications.

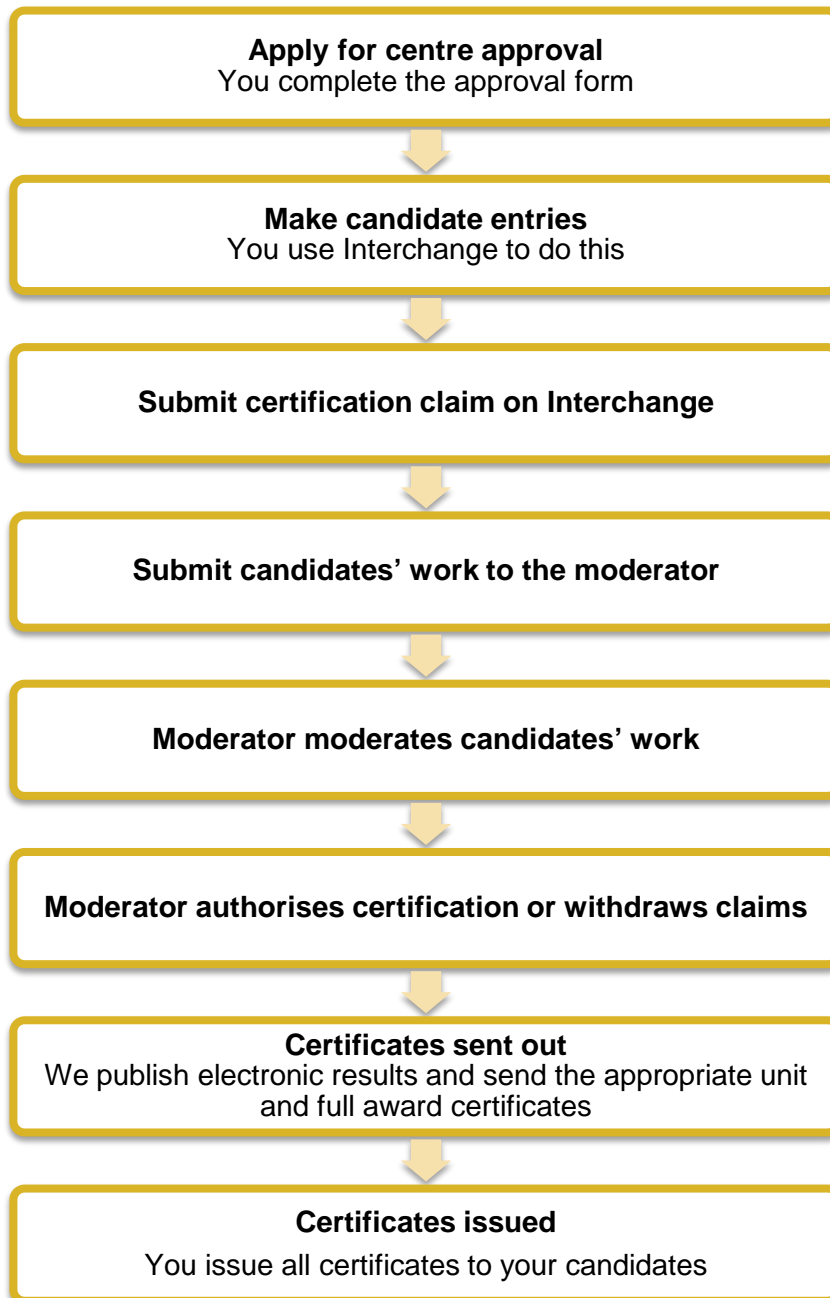
Please also read the detailed information on the administration process in our

Admin guide: Vocational Qualifications.

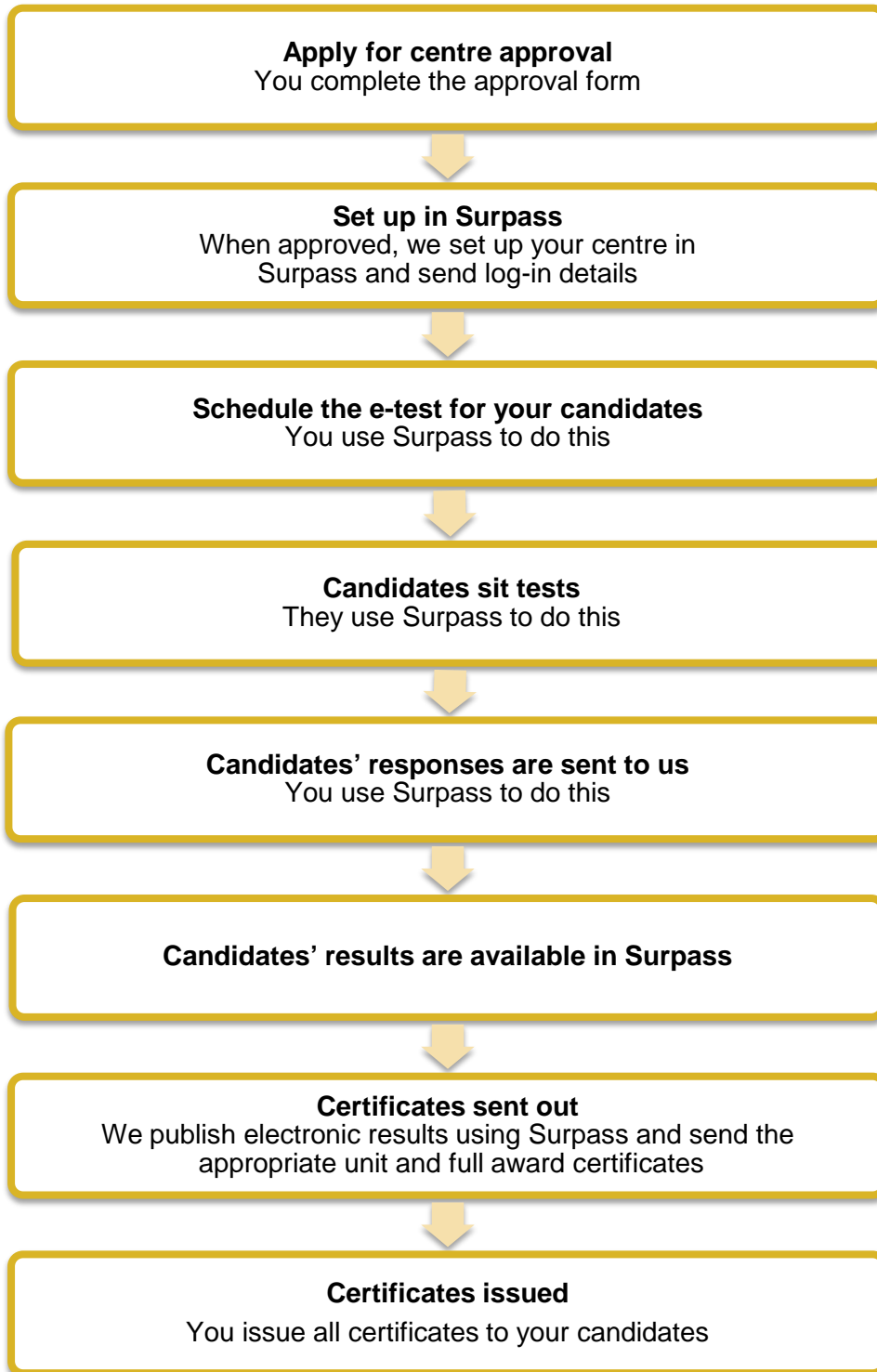
## Overview of process for units or qualifications moderated by OCR MAPS



## Overview of process for units or qualifications moderated by post



## Overview of process for Entry Level 3 Unit 1 online tested unit



## How to apply for centre approval

Your centre can either complete and submit the electronic Centre Approval Form available on our website or download the form and return the paper version to OCR Operations.

If you have any queries about centre approval, email or call our Customer Contact Centre.

Your centre must be approved to offer these qualifications to make entries. We recommend applying to become an approved centre well in advance of making your first entries.

## Entry method for the e-assessed (on-screen test)

The Entry Level 3 Unit 1 is the mandatory unit for the qualifications at Entry Level 3 and Level 1. The unit is assessed through an on-screen test that we set and mark.

There is no need to pre-register candidates for these qualifications. As soon as your centre is approved to deliver the qualifications, you'll be set up on our e-test system and can register candidates in minutes on the administration website.

We'll send you instructions on how to access the SecureAssess system and your login details.

As soon as your centre is approved and set up on the SecureAssess system, you can register candidates using the SecureAssess website.

For full information about administering the e-tests, submitting candidate tests and general examination arrangements, please go to the e-assessment area of our website <http://www.ocr.org.uk/i-want-to/do/e-assessment/>.

## Choosing an entry method for the moderated units

With the exception of the Entry Level 3 Unit 1 which is tested all the other units are moderated.

You must make entries on Interchange – our secure extranet facility. For full details of the process see [Making entries for vocational qualifications via Interchange](#).

Your candidates should be entered for the full award (qualification) or individual units; they shouldn't be entered for both.

### Options for candidate entry:

Full award entry – Where candidates are planning to complete the whole qualification, rather than just individual units, they can be entered for the full award. This is often a more cost-effective way of making entries. However if the candidate doesn't complete the full award, the remaining units can't be transferred to another candidate. Please see the [Fees list](#) for qualification and unit fees.

Unit entry – Candidates can build their qualification unit by unit. This entry route may be useful if your centre isn't sure whether they're planning to complete the full qualification.



## Route for making entries:

- Named entry – You provide specific candidate information, e.g. name and date of birth, for each unit or qualification. The advantage of named entry is that any materials we supply are personalised, which means less manual work later.
- Unnamed entry – This allows you to order a number of units or qualifications in bulk, without specifying who will be taking them. Although this creates more flexibility in the administration, it means there's more of it to do later in the process, as you still have to provide the specific candidate information.

**Your centre must have made an entry for a qualification or a unit for us to provide the appropriate assessment material and your OCR moderator's details.**

## Entry codes

You can enter candidates for the full qualification or individual units using the following qualification entry codes:

OCR entry code	Assessment model	Title	Qualification Number
05807	Each level has one mandatory unit. Learners use an Evidence Booklet which is centre assessed and moderated by OCR	OCR Entry Level Award in Digital Employability (Entry 1) (VRQ)	601/6295/8
05808		OCR Entry Level Award in Digital Employability (Entry 2) (VRQ)	601/6296/X
05809	Unit 1 is an online test and mandatory.	OCR Entry Level Award in Digital Employability (Entry 3) (VRQ)	601/6297/1
05810	Units 2 to 7 are optional units assessed using OCR set assignments which are centre marked and moderated by OCR	OCR Level 1 Award in Digital Employability (VRQ)	601/6298/3

You'll find the units and any supporting documentation for these qualifications on our [website](#).

## What are Unique Learner Numbers (ULN) and Personal Learning Records (PLR)?

The Unique Learner Number is a personal ten-digit number, which is used to make sure funded learner achievement information can be provided to the Personal Learning Record Service.

The Personal Learning Record (PLR) is a Skills Funding Agency (SFA) initiative designed to help learners access their academic and vocational achievement data so that data can be more effectively shared between learners, education providers, training providers and

employers. Learners over the age of 16 can log onto a secure website to access their PLR, assuming they have a ULN. The PLR is populated with data direct from awarding organisations.

Where a candidate has a ULN, you must enter their ten-digit number in the ULN field when making entries via Interchange. For candidates who don't have a ULN, we'll still accept a claim if you leave this field blank, but we won't be able to send these achievements to the PLR.

You can find out more about this in the [Admin guide: Vocational Qualifications](#) and at the [Learner Records Service](#).

## Certificates

Candidates who achieve the full qualification will receive:

- A unit certificate listing the unit or units achieved and the unit reference number(s), and
- A certificate stating the full qualification title and the qualification number.

Candidates who achieve one or more units but who don't meet the requirements for a full qualification will receive a certificate listing the units they've achieved.

### When will the certificates be issued?

We'll issue certificates directly to your centre for successful candidates. So that these are automatically issued, you must make sure our candidate number is **always** used where a candidate has already achieved one or more units. See the [Admin guide: Vocational Qualifications](#) for full details.

Find out how to make online claims for qualifications in the step-by-step guide [Making online claims for vocational qualifications](#).

### How to make certificate claims

Use OCR Interchange to make your claims. For full details of the process, see [Making online claims for vocational qualifications](#).

**You must send the work to the examiner/examiner-moderator within 24 hours of the claim being made on Interchange.**

If candidates achieve the qualifications/units, we'll issue certificates 21 working days after you submit your candidate work to the examiner moderator.

### How do I request replacement certificates?

For details on replacement certificates see the [Admin guide: Vocational Qualifications](#).

### How to make enquiries about results

Find out how in the [Admin guide: Vocational Qualifications](#).

## 9 Other useful information

### Functional skills

Training provided for these qualifications may help to prepare candidates for functional skills assessment. It's likely however that further training would be needed to fully prepare candidates for functional skills assessment.

### Essential skills

Training provided for these qualifications may help to prepare candidates for essential skills assessment. However, you may well find that further training would be needed to fully prepare candidates for assessment.

### Avoidance of bias

We've taken great care in preparing these qualifications to avoid bias of any kind. We've given special focus to the nine strands of the Equality Act with the aim of making sure both direct and indirect discrimination is avoided.

### Regulatory requirements

These qualifications comply with Ofqual's General Conditions of Recognition.

These qualifications have been regulated by Ofqual for delivery in England and Northern Ireland during the life of the qualifications and approved by the Welsh Government for use by centres in Wales.

Ofqual regulates qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland. It doesn't regulate degrees.

CCEA regulates non-vocational qualifications in Northern Ireland.

The Welsh Government regulates qualifications, examinations and assessments in Wales. It doesn't regulate degrees.

### Delivery in Wales and Northern Ireland

Candidates in Wales or Northern Ireland shouldn't be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, we've used neutral terms so that candidates may apply whatever is appropriate to their own situation.

We'll provide handbooks, assessments and supporting documentation in English.

# 10 Contacting us

## Feedback and enquiries

If you have any comments or enquiries about the qualifications in this handbook, you can get in touch with our customer contact advisers. You can:

**write to:** Customer Contact Centre  
OCR  
Progress House  
Westwood Way  
Coventry  
CV4 8JQ

**email:** [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**telephone:** 024 76 851509

**fax:** 024 76 421944

You can also visit our website at [www.ocr.org.uk](http://www.ocr.org.uk) for further information about our qualifications.

## Complaints

We deal with all complaints sensitively and speedily and use them to help us improve our service.

If you're not satisfied with a product or service we've provided, please follow the process set out in our [complaints policy](#).

You can:

**write to:** Director of Assessment Standards  
OCR  
1 Hills Road  
Cambridge  
CB1 2EU

**email:** [complaints@ocr.org.uk](mailto:complaints@ocr.org.uk)

**telephone:** 024 76 851509

**fax:** 024 76 421944

# 11 Qualification summary sheets

## OCR Entry Level Award in Digital Employability (Entry 1)

<b>OCR entry code</b>	05807	<b>Qualification Number (QN)</b>	601/6295/8	
<b>Approved age group</b>	Pre-16	16-18	18+	19+
	No	Yes	Yes	Yes
<b>This qualification is suitable for</b>	<ul style="list-style-type: none"> <li>• Learners studying in preparation for employment</li> <li>• Learners who are studying for career development and are already in employment</li> <li>• Learners wishing to gain an Entry Level qualification to support further study in this or any other subject area</li> </ul>			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Qualification structure and requirements</b>	<p>This is a single unit qualification.</p> <p>Learners need to achieve the mandatory unit to achieve the full qualification.</p> <p>See Section 3 of the centre handbook for details of how the qualifications in this suite are structured.</p>			
<b>Assessment model</b>	<p>This qualification is pass/fail.</p> <p>Learners complete an Evidence Booklet which is internally assessed by your assessors and quality assurance personnel (e.g. teachers, tutors) and externally moderated by us.</p> <p>The methods of moderation available are:</p> <ul style="list-style-type: none"> <li>• OCR MAPS e-portfolio</li> <li>• by post .</li> </ul>			
<b>Last date to enter candidates</b>	<p>This is the operational end date for the qualification.</p> <p>We'll let you know at least six months before the qualification closes for entries. This information will also be available on Ofqual's Register of Regulated Qualifications and our <a href="#">last entry/certification notification</a>.</p>			

## OCR Entry Level Award in Digital Employability (Entry 2)

<b>OCR entry code</b>	05808	<b>Qualification Number (QN)</b>	601/6296/X	
<b>Approved age group</b>	Pre-16	16-18	18+	19+
	No	Yes	Yes	Yes
<b>This qualification is suitable for</b>	<ul style="list-style-type: none"> <li>• Learners studying in preparation for employment</li> <li>• Learners who are studying for career development and are already in employment</li> <li>• Learners wishing to gain an Entry Level qualification to support further study in this or any other subject area</li> </ul>			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Qualification structure and requirements</b>	<p>This is a single unit qualification.</p> <p>Learners need to achieve the mandatory unit to achieve the full qualification.</p> <p>See Section 3 of the centre handbook for details of how the qualifications in this suite are structured.</p>			
<b>Assessment model</b>	<p>This qualification is pass/fail.</p> <p>Learners complete an Evidence Booklet which is internally assessed by your assessors and quality assurance personnel (e.g. teachers, tutors) and externally moderated by us.</p> <p>The methods of moderation available are:</p> <ul style="list-style-type: none"> <li>• OCR MAPS e-portfolio</li> <li>• by post.</li> </ul>			
<b>Last date to enter candidates</b>	<p>This is the operational end date for the qualification.</p> <p>We'll let you know at least six months before the qualification closes for entries. This information will also be available on Ofqual's Register of Regulated Qualifications and our <a href="#">last entry/certification notification</a>.</p>			

## OCR Entry Level Award in Digital Employability (Entry 3)

<b>OCR entry code</b>	05809	<b>Qualification Number (QN)</b>	601/6297/1	
<b>Approved age group</b>	Pre-16	16-18	18+	19+
	No	Yes	Yes	Yes
<b>This qualification is suitable for</b>	<ul style="list-style-type: none"> <li>• Learners studying in preparation for employment</li> <li>• Learners who are studying for career development and are already in employment</li> <li>• Learners wishing to gain an Entry Level qualification to support further study in this or any other subject area.</li> </ul>			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Qualification structure and requirements</b>	<p>This qualification has a mandatory unit and optional units.</p> <p>Learners need to achieve the mandatory unit and <b>three</b> optional units to achieve the full qualification.</p> <p>See Section 3 of the centre handbook for details of how the qualifications in this suite are structured.</p>			
<b>Assessment model</b>	<p>This qualification is pass/fail.</p> <p>Unit 1 is an online test.</p> <p>Units 2 to 7 are assessed using OCR set assignments, marked by your assessors and quality assurance personnel (e.g. teachers, tutors) and externally moderated by us.</p> <p>The methods of moderation available are:</p> <ul style="list-style-type: none"> <li>• OCR MAPS e-portfolio</li> <li>• by post.</li> </ul>			
<b>Last date to enter candidates</b>	<p>This is the operational end date for the qualification.</p> <p>We'll let you know at least six months before the qualification closes for entries. This information will also be available on Ofqual's Register of Regulated Qualifications and our <a href="#">last entry/certification notification</a>.</p>			

## OCR Level 1 Award in Digital Employability

<b>OCR entry code</b>	05810	<b>Qualification Number (QN)</b>		601/6298/3
<b>Approved age group</b>	Pre-16	16-18	18+	19+
	Yes No	Yes No	Yes No	Yes No
<b>This qualification is suitable for</b>	<ul style="list-style-type: none"> <li>• Learners studying in preparation for employment</li> <li>• Learners who are studying for career development and are already in employment</li> <li>• Learners wishing to gain a Level 1 qualification to support further study in this or any other subject area.</li> </ul>			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Qualification structure and requirements</b>	<p>This qualification has a mandatory unit and optional units. Learners need to achieve the mandatory unit and <b>four</b> optional units to achieve the full qualification.</p> <p>See Section 3 of the centre handbook for details of how the qualifications in this suite are structured.</p>			
<b>Assessment model</b>	<p>This qualification is pass/fail.</p> <p>Unit 1 is an online test.</p> <p>Units 2 to 7 are assessed using OCR set assignments, marked by your assessors and quality assurance personnel (e.g. teachers, tutors) and externally moderated by us.</p> <p>The methods of moderation available are:</p> <ul style="list-style-type: none"> <li>• OCR MAPS e-portfolio</li> <li>• by post.</li> </ul>			
<b>Last date to enter candidates</b>	<p>This is the operational end date for the qualification.</p> <p>We'll notify you at least six months before the qualification closes for entries and this information will be available on Ofqual's Register of Regulated Qualifications and our <a href="#">last entry/certification notification</a>.</p>			