

## Award in Digital Employability – Information for OLASS centres

### Entry Level Award in Digital Employability (Entry 1 & Entry Level 2)

Our Entry Level1 and 2 Digital Employability qualification are both achievable using the Virtual Campus systems. We have compiled the Evidence Booklets to include guidance on how the evidence could be generated in centres that do not have access to the internet.

**Task 3**  
Be able to use digital devices to safely search for information

**AC3.1 – Open and close a browser on a device**

**AC3.2 – Locate a search engine**

Has the candidate recognised and opened a browser?

Has the candidate closed a browser?

Identify the browser the candidate used:

\_\_\_\_\_

Which search engine opened automatically in the browser?

\_\_\_\_\_

Which search engine did the candidate choose to open?

\_\_\_\_\_

**EVIDENCE** (showing how the candidate opened and closed a browser on their digital device and how the candidate located a search engine):

Witness statement

Screen shots

Photographs

Video recording

Other (specify) \_\_\_\_\_

**CANDIDATE EVIDENCE:**  
Include evidence of the candidate opening and closing a browser on their digital device and how you located a search engine here or in a separate document

**Additional Guidance:**  
Within offender learning, where internet access is denied, Virtual Campus (VC) can be used. Where access to a search engine is required candidates could conduct their searches using the resources section of the VC.

An example of this guidance is identified above.

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

For this qualification learners must **achieve 4 units**; the mandatory unit and three optional units. Learners in OLASS centres may struggle to achieve Unit 6 and Unit 7 as they require access to the internet and/or email software. However learners can achieve the qualification without using the internet and/or email software. Learners will therefore have a choice of achieving 3 out of the remaining 4 units.

OCR Unit No	Unit title	Mandatory /optional	glh
1	Know the basics of using digital technologies	Mandatory	30
2	Use digital technologies to organise documents	Optional	10
3	Use digital technologies to produce documents from templates	Optional	10
4	Use digital technologies to process data	Optional	10
5	Use digital technologies to process images to make graphics	Optional	10
6	Use digital technologies to send and reply to emails*	Optional	10
7	Use digital technologies to find information*	Optional	10
*Require internet and/or email software			

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

For this qualification learners must **achieve 5 units**; the mandatory unit and four optional units. Learners in OLASS centres may struggle to achieve Unit 6 and Unit 7 as they require access to the internet and/or email software. However learners can achieve the qualification without using the internet and/or email software, but they will not have a choice of units. Learners will need to achieve all of the remaining units.

OCR Unit No	Unit title	Mandatory /optional	glh
1	Know the basics of using digital technologies	Mandatory	30
2	Use digital technologies to manage files and folders	Optional	10
3	Use digital technologies to create documents	Optional	10
4	Use digital technologies to work with data	Optional	10
5	Use digital technologies to work with graphics	Optional	10
6	Use digital technologies to manage emails *	Optional	10
7	Use digital technologies to find and share information *	Optional	10
*Require internet and/or email software			

Learners will receive a unit certificate for each unit achieved, regardless of whether the learner completed the full qualification.

### **Unit 1- Know the basics of using digital technologies**

#### **This is the mandatory unit for EL3 and L1**

This is the knowledge unit that is assessed by an on-screen test using Secure Assess. This can be accessed within OLASS centres provided that SecureAssess is loaded onto the Virtual Campus.

Learners need to know the teaching content but are not asked to demonstrate that they have skills in those areas. For example for Assessment Criterion *2.2 Identify web based navigation tools*; learners need to be able to identify, not use the tools. This means that centres can deliver the content through simulation and access to the internet.