OCR
Oxford Cambridge and RSA

ENTRY LEVEL 1 - 3 / LEVEL 1 AWARD

Life **SKILLS**

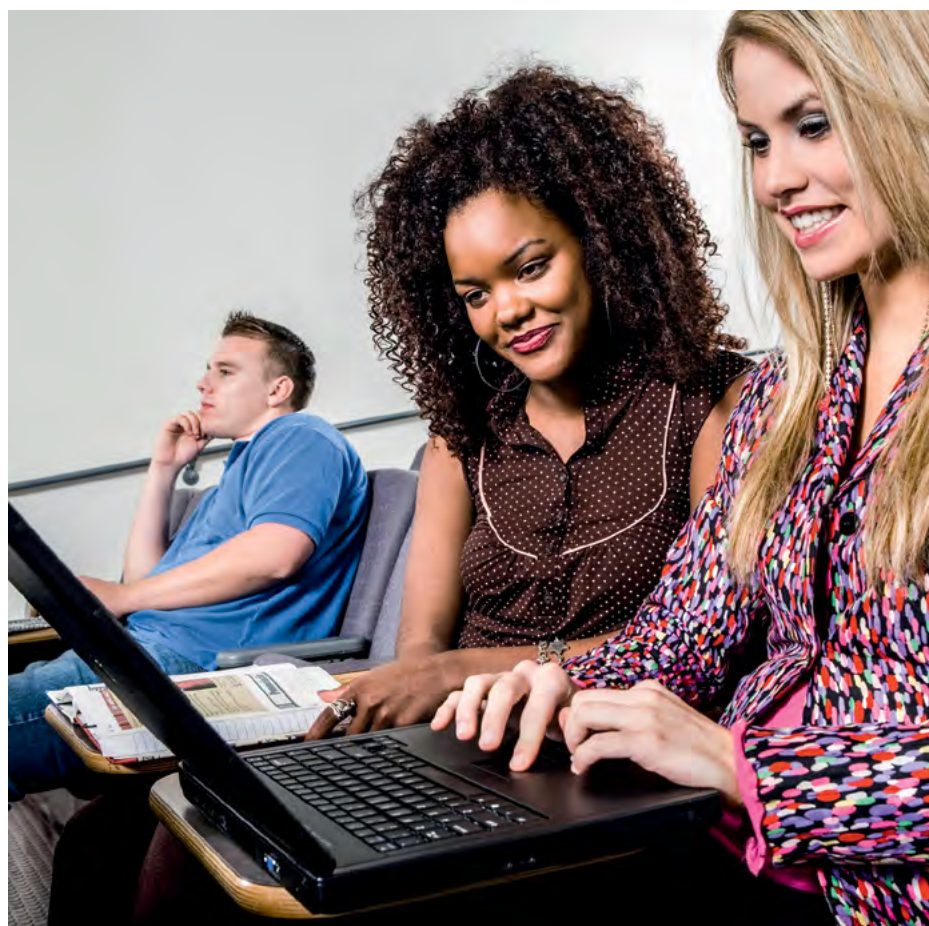# *DIGITAL EMPLOYABILITY*

Summary Brochure
2015/2016

OCR is a not-for-profit organisation. For us, success is measured through the impact and reach of our activities and the scale of our contribution in helping students realise their aspirations.

Life **SKILLS**

Our purpose is to work in partnership with others to provide general and vocational qualifications that support education in ways that enable students to reach their full potential, equip them with the knowledge and skills they need for their future, and to recognise and celebrate their achievements.

We develop our qualifications in close consultation with teachers, industry leaders and government to ensure they are relevant for today's students and meet requirements set by the Office of Qualifications and Examinations Regulation (Ofqual).

The Life Skills suite

Digital Employability is part of our Life Skills suite – which is designed to help people learn and develop in a way that suits their needs and builds their confidence.

As much as developing skills is about assessment, it's also about forging character, creativity, resilience, self-esteem and confidence. This is at the heart of our Life Skills suite.

These personal behaviours and attributes play a pivotal role in shaping an individual's future. They're all part of the toolkit of skills and knowledge people need in order to find their own path in an increasingly competitive global workplace and make sure business and industry will prosper with confident individuals.

Our Life Skills suite offer:

Subject	Entry Level 1	Entry Level 2	Entry Level 3	Level 1	Level 2
Digital Employability	✓	✓	✓	✓	✗
Employability	✗	✗	✓	✓	✓
Life and Living Skills	✓	✓	✓	✗	✗
Personal Life Skills	✗	✗	✓	✓	✓

DIGITAL EMPLOYABILITY

We've worked closely with centres and employers to create a qualification that delivers for today's world. With its modern, engaging content, it's designed to give learners the skills they need to be digital citizens… and plug the skills gap for our increasingly digital environment.

According to the UK Digital Skill's Taskforce, only 7% of jobs won't require some form of IT skills. Even applying for a job online or being able to take advantage of online services such as booking a holiday or shopping call for this know-how. Yet, there are 4.5 million working age adults who lack basic IT skills today (source Digital Skills Commons Inquiry, 2014).

Our exciting new Digital Employability qualification covers the digital skills that learners need to apply for jobs, to work in a 21st century environment and to participate as digital citizens. They'll gain the core knowledge they need to use IT in different contexts, particularly in the workplace. They'll know how to use the Internet effectively and safely, work with different devices and process data.

The qualification builds on the proven heritage of our very popular CLAiT qualifications, which were taken by over 2.5 million students.

It's available from Entry Level 1 to Level 1 so you can offer your learners units that suit their level of knowledge and experience.

It's realistic
- Learners can practise skills they need to demonstrate to employers

It's flexible
- They can complete the tasks using digital devices such as laptops, tablets or smartphones.

It's relevant
- Having a certificated outcome proves that learners have the skills from an Awarding Body with a reputation for creating quality IT qualifications, valued by centres and employers.

It's motivating
- Take a look at the bite size units at Entry 3 and Level 1 – each optional unit is 10 guided learning hours so you can focus on the fundamental skills and understanding learners must develop, while they can stay motivated.

The Qualifications

Entry Levels 1 and 2 consist of one mandatory unit. Entry Level 3 and Level 1 include one mandatory unit and a choice of optional units so you can customise learning programmes for individual needs. To create the Award, learners must select a further three units at Entry Level 3 and a further four units at Level 1.

Scheme code	Qualification title	Guided learning hours (GLH)
05807	Digital Employability Entry Level 1	60
05808	Digital Employability Entry Level 2	60
05809	Digital Employability Entry Level 3	60
05810	Digital Employability Level 1	70

Progression

To simplify your delivery planning, we've created clear progression for the units, with signposting between the different levels.

You can use the qualification alongside others such as Employability Skills, Life and Living Skills and Cambridge Progression to help build confidence and allow learners to progress to their next stage – whether that's employment or further study such as a Traineeship or Apprenticeship.

To build on skills they develop in this qualification, learners could also go on to our popular ITQ suite, which is available at Levels 1, 2 and 3, or further develop them in a new context such as Functional Skills.

Collaborators

The Digital Employability suite has been developed in collaboration with a range of employers and centres.

Alix Stockwell, Learning Support Manager at Manchester College said;

"The online practice test proved to be very thorough, easy to use, easy to navigate, and the questioning was relevant and current for today's market.

The feedback from the five learners was all very positive and they felt the questioning was current and tested them appropriately. Learners stated that they felt the portal was easy to use, easy to navigate, and took a lot of the pressures away from a normal paper based examination sitting."

Collaborators

UNITS – AIM AND PURPOSE

Assessment and moderation

Assessment includes a combination of an on-screen, on-demand knowledge test and OCR set tasks which are moderated.

You can assess and claim the Digital Employability qualification when your learner is ready, so you're not restricted to set dates and times.

The Qualification Units

OCR Unit No	Unit title	Unit Reference Number	Mandatory or Optional	Level	GLH
1	Become familiar with digital devices to find information, receive and reply to messages	J/507/2868	M	E1	60
1	Use digital devices to find and request information, send and reply to messages and emails	F/507/2867	M	E2	60
1	Know the basics of using digital technologies	K/507/2751	M	EL3	30
2	Use digital technologies to organise documents	M/507/2752	O	EL3	10
3	Use digital technologies to produce documents from templates	T/507/2753	O	EL3	10
4	Use digital technologies to process data	A/507/2754	O	EL3	10
5	Use digital technologies to proves images to make graphics	F/507/2755	O	EL3	10
6	Use digital technologies to send and reply to emails	J/507/2756	O	EL3	10
7	Use digital technologies to find information	L/507/2757	O	EL3	10
2	Use digital technologies to manages files and folders	R/507/2758	O	L1	10
3	Use digital technologies to create documents	Y/507/2759	O	L1	10
4	Use digital technologies to work with data	L/507/2760	O	L1	10
5	Use digital technologies to work with graphics	R/507/2761	O	L1	10
6	Use digital technologies to manage emails	Y/507/2762	O	L1	10
7	Use digital technologies to find and share information	D/507/2763	O	L1	10

Unit:

Become familiar with a digital device to find information, receive and reply to messages

Learners can build their confidence using a device through this unit. It'll help them prepare for a job and access further learning. They'll learn how to turn the device on and off safely and explore some of its features. They'll practice how to use apps or software to find things on the Internet and send messages. They'll discover how to be safe while using the device and finding information.

OCR unit number:	1
Level:	Entry Level 1
Credit value:	6
Guided learning hours:	60

Unit:

Use a digital device to find and request information, send and reply to messages and emails

Designed to build your learners' confidence in using a device, this unit will help prepare them for a job or to access further learning. They'll learn how to access a device, change settings and explore some of its features. They'll practise using apps and software to find things on the Internet while safely avoiding distracting information and complete fields on a form. Learning how to send and reply to emails and instant messages is also covered.

OCR unit number:	1
Level:	Entry Level 2
Credit value:	6
Guided learning hours:	60

Unit:

Know the basics of using digital technologies

Learners will look at the nature of the Internet, and discover that there are safe and unsafe ways of using it. They'll learn how to keep information secure when using digital devices and create and use passwords.

They'll learn about using devices such as computers, laptops, touch-screen tablets and smartphones safely in the workplace or at home. They'll learn what software can do.

They'll build confidence ready to use these devices to do the tasks needed in a job and life in general. They'll use what they learn here to help them in completing the other units they choose to do and will become a confident and independent digital IT user.

OCR unit number:	1
Level:	Entry 3 AND Level 1
Credit value:	3
Guided learning hours:	30

Unit:

Use digital technologies to organise documents

This unit reflects the importance of working with different types of files.
It'll help learners prepare for any role that involves working with files on devices.
They'll learn how to follow instructions to manage files and folders.

OCR unit number:	2
Level:	Entry Level 3
Credit value:	1
Guided learning hours:	10

Unit:

Use digital technologies to produce documents from templates

This unit will help learners prepare for any role that would see them working with text documents such as company letters, information sheets, notices, posters etc. They'll learn how to follow instructions to prepare documents, save files and produce documents ready for printing.

OCR unit number:	3
Level:	Entry Level 3
Credit value:	1
Guided learning hours:	10

Unit:

Use digital technologies to process data

This unit will help your learners work with data by following instructions to use simple formulas and create charts. They'll discover how to save files and produce spreadsheets ready for printing.

OCR unit number:	4
Level:	Entry Level 3
Credit value:	1
Guided learning hours:	10

Unit:

Use digital technologies to process images to make graphics

Your learners can prepare for any role that involves working with images and graphics through this unit. They'll learn how to follow instructions to combine images and text files to create simple graphics.

OCR unit number:	5
Level:	Entry Level 3
Credit value:	1
Guided learning hours:	10

Unit:

*Use digital technologies
to send and reply to emails*

Through this unit, learners can prepare for employment in any role that requires working with emails. They'll learn how to send and respond to emails, set up contacts and attach files.

OCR unit number:	6
Level:	Entry Level 3
Credit value:	1
Guided learning hours:	10

Unit:

*Use digital technologies
to find information*

The aim of this unit is to help learners find information they need to get a job, and prepare them for employment in any role. They'll learn how to complete online forms, understand webpage features, and find, select, save and share information they find.

OCR unit number:	7
Level:	Entry Level 3
Credit value:	1
Guided learning hours:	10

Unit:
Use digital technologies to manage files and folders

This unit reflects the importance of managing files and folders in a way that means information is easily stored and found. Your learners will look at different file types and properties of files and folders. They'll be able to manage files and folders used in the workplace including compressing.

OCR unit number:	2
Level:	Level 1
Credit value:	1
Guided learning hours:	10

Unit:
Use digital technologies to create documents

Learners can prepare for jobs that involve producing standard documents such as letters, invoices and completing forms through this unit. They'll show that they can work with, edit, amend and format documents following instructions provided. They'll be able to create documents as well as use prepared company templates and prepare them for printing.

OCR unit number:	3
Level:	Level 1
Credit value:	1
Guided learning hours:	10

Unit:
Use digital technologies to work with data

Helping to prepare learners for any job that involves using spreadsheets to present information, such as charts and reports, is the aim of this unit. They'll show that they can use formulas and functions to do calculations, sort and filter data and create comparative charts following instructions provided.

OCR unit number:	4
Level:	Level 1
Credit value:	1
Guided learning hours:	10

Unit:

**Use digital technologies
to work with graphics**

This unit will help learners prepare for employment in any job that requires the use of graphics to enhance documents and websites. They'll show that they can change images and text to create graphics following instructions provided and develop simple moving images. They'll also learn to prepare graphics for printing.

OCR unit number:	5
Level:	Level 1
Credit value:	1
Guided learning hours:	10

Unit:

**Use digital technologies
to manage emails**

Through this unit, learners can prepare for roles that involve working with emails. They'll learn how to manage emails and contacts including using out of office and signatures, as well as attaching documents.

OCR unit number:	6
Level:	Level 1
Credit value:	1
Guided learning hours:	10

Unit:

**Use digital technologies to find
and share information**

This unit will help learners find the information they need to get a job and prepare them for any role. They'll learn how to complete online forms, familiarise themselves with webpage features, and find, select, save and share information.

OCR unit number:	7
Level:	Level 1
Credit value:	1
Guided learning hours:	10

YOUR JOURNEY WITH US...

To support you, we offer FREE CPD Training events include Live online training to introduce the specifications.
Sign up today at cpdhub@ocr.org.uk.

We have also produced videos to help you become familiar with the on-screen testing solution and our e-portfolio product, MAPS.

The on-screen testing has been written to be accessible and engaging for learners who have little IT experience, here are some sample questions.

Using our experience of CLAiT, we have ensured that assignments are clear with a number of small steps to help the learner complete successfully.

TEACHING, LEARNING AND ASSESSMENT SUPPORT

Teaching and learning materials

As well as our face-to-face support, we also provide a range of materials to assist you in your teaching.

Entry Levels 1 and 2

We've produced holistic delivery guides for Entry Levels 1 and 2 that cover the whole qualification and will help your learners to reinforce the skills, knowledge and understanding they've developed.

Entry Level 3 and Level 1

There is a delivery guide for the mandatory tested unit, with engaging activities that will take learners through the content they need to master for the test. We've also clearly signposted opportunities to link the content to our Employability qualifications.

We will be offering an initial diagnostics online tool to confirm the learner's level of achievement and any skills gaps they might have. Online learning modules will help to develop learners' skills enabling them to be successful when they sit the assessment.

Assessment

Entry Levels 1 and 2

We understand that building confidence is key; that's why we've taken a holistic approach to assessment. Our workbooks make it straightforward to assess learners and enable them to demonstrate their skills in a non-threatening environment.

Entry Level 3 and Level 1

There's no complex portfolio gathering process – we've created set tasks for the optional units with realistic scenarios to make sure evidence collection and assessment is straightforward, while learners can demonstrate that they have the required skills. We provide clear marking guidance to make sure centre assessors are confident in their assessment decisions.

You can upload evidence to us through our e-portfolio solution, speeding up the moderation process, and avoiding costly postage. All centre-assessed units are moderated by our Moderators. This moderation is available on-demand. The mandatory unit at Entry Level 3 and Level 1 is assessed through a 30 minute engaging on-screen, on-demand knowledge test with a quick turnaround of results.

To find out more
ocr.org.uk/digitalemployability
or call our Customer Contact Centre on **02476 851509**

Email us on **vocational.qualifications@ocr.org.uk**