

Qualification Specification

Computer and Online Basics Digital Skills – Getting Started

Version 1.1

August 2013

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1. About BCS

Our mission as BCS, The Chartered Institute for IT, is to enable the information society. We promote wider social and economic progress through the advancement of information technology science and practice. We bring together industry, academics, practitioners and government to share knowledge, promote new thinking, information the design of new curricula, shape public policy and inform the public.

Our vision is to be a world class organisation for IT. Our 70,000 strong membership includes practitioners, businesses, academics and students in the UK and internationally. We deliver a range of professional development tools for practitioners and employees. A leading IT qualification body, we offer a range of widely recognised qualifications.

2. Equal Opportunities

BCS wishes to ensure good practice in the area of Equal Opportunity. Equality of opportunity extends to all aspects for the provision of BCS qualifications. Further information about our equal opportunities policy can be found on the Approved Centre Forum.

3. Introduction to the qualification

3.1 Qualification summary

Qualification Title	QAN	Accreditation Start
BCS Entry Level Award in Computer and Online Basics	600/0831/3	21 st February 2011

Computer and Online Basics / Digital Skills – Getting Started is a fixed combination qualification in IT User skills, which comprises 2 units. Both units are on the ITQ framework.

The qualification is designed to prepare learners for further learning or training and / or to develop knowledge and / or skills in the subject area

The qualification comprises a total of 3 QCF credits and 24 Learning hours.

This qualification is relevant for the purposes of the duty of 17 – 18 year olds to participate. The relevance of this will depend on the relative skills of an individual learner.

All BCS qualifications are subject to our quality assurance and validation process is to ensure that new and revised qualifications are fit for purpose. Qualifications are reviewed to ensure the alignment of the qualification with agreed design principles, regulatory requirements and to ensure accuracy and consistency across units and qualifications. Through

our quality assurance and validation process, we ensure the qualification, its units and assessments, are fit for purpose and can be delivered efficiently and reasonably by centres.

3.2 Structure of the qualification

Computer and Online Basics / Digital Skills – Getting Started is a fixed combination qualification in IT User skills, which comprises 2 units. Both units are on the ITQ framework.

On completion, students will gain a certificate to show they have successfully completed the course, but they will also be awarded with 3 credits (ITQ) which can be used to gain further ITQ qualifications.

3.3 Prior learning

There are no pre-requisites that a learner must achieve prior to taking this Computer and Online Basics / Digital Skills – Getting Started qualification, all knowledge, skills and understanding about the subject will be covered within the training.

3.4 Learner progression

This qualification and its credits can be used to contribute towards a larger ITQ qualification.

4. Units

4.1 Guidance on the unit content

Both units indicated below are mandatory for this qualification. There are no barred combinations.

Units may be completed in any order, however it is recommended that the 'Computer Basics' unit is completed first.

Unit Name	Unit Code	Unit Owner	Unit Level	Guided Learning Hours	QCF Credits
Computer Basics	T/505/4110	BCS, The Chartered Institute for IT	Entry Level 3	14	2
Online Basics	Y/601/2149	e-Skills UK, the Sector Skills Council for Business and Information	Entry Level 3	10	1

4.2 Learning outcomes and assessment criteria

Computer Basics (T/505/4110)

Learning outcomes The learner will...	Assessment criteria The learner can...
1 Be able to identify and use key components of a computer.	1.1 Identify different types of computers.
	1.2 Identify key hardware components of a computer.
	1.3 Start up and shut down a computer safely.
	1.4 Identify different groups of keys on a keyboard.
	1.5 Use an appropriate input device.
2 Understand key components of an operating system.	2.1 Identify key components of an operating system.
	2.2 Identify different types of storage media.
	2.3 Identify key features and icons of the interface.
	2.4 Identify different file types and software application icons.
	2.5 Perform basic file operations.
3 Be able to identify and use a software application.	3.1 Identify different types of software applications and indicate their use.
	3.2 Use a software application.
	3.3 Store and retrieve documents.

Online Basics (Y/601/2149)

Learning outcomes The learner will...	Assessment criteria The learner can...
1. Use an online IT system to meet needs	1.1 Start an online IT system or application and close it down appropriately when finished
	1.2 Set and use a password where necessary
	1.3 Work safely and responsibly online
2. Search for and use internet-based information	2.1 Choose appropriate sources of IT-based information to meet needs
	2.2 Use browser software to navigate web pages and find required information
	2.3 Select and use information which is fit for purpose
3. Use e-mail to communicate and exchange information	3.1 Open and read e-mail messages
	3.2 Create and send e-mail messages
	3.3 Enter and edit text to meet needs

5. Assessment

5.1 Summary of assessment methods

Computer and Online Basics is assessed using the following methods:

- Portfolio of evidence taken from activities involving the use of contemporary ICT systems

Digital Skills – Getting Started is assessed using the following methods:

- E-assessment
- Knowledge Tests

For the Computer and Online Basics qualification, students are provided with a workbook which contains information and tasks. They record their work in the workbook and answer questions on information to prove their understanding.

For the Digital Skills – Getting Started qualification, course materials are provided through an online training system which provides learners with all of the knowledge required to complete the assessment. These can be accessed in class time or in the learner's own time from another location. There is then a stand-alone assessment for each unit.

The assessment is then set to be taken in exam conditions, and a 1 hour window is assigned for the assessment to be taken. This is automatically marked, and the learner is provided with their result upon completion of all items.

Further information regarding assessment methods can be found in the ITQ Assessment Strategy document on the e-skills website (www.e-skills.com)

5.2 Availability of assessments

To be able to offer Computer and Online Basics / Digital Skills – Getting Started you need to become a BCS Approved centre.

All staff members who are involved in the management, invigilation, training, marking or verification of tests/ assessments, must be registered with us. Suitably qualified individuals may be registered for more than one role. At least two members of staff must be registered with us in one of the roles in order for you to retain Centre approval.

Computer and Online Basics is delivered through a physical workbook and therefore no system requirements need to be met.

As the assessment of Digital Skills – Getting Started can be delivered electronically, the centre will require access to the learner management system which carries no specific system requirements.

5.3 Grading

Computer and Online Basics / Digital Skills – Getting Started is a pass / fail qualification. To pass the qualification, learners must achieve 75% or more in each unit.

5.4 Internally assessed units

The Computer and Online Basics workbook will be completed by the learner and will be assessed and internally verified (where relevant) within the centre.

5.5 Externally assessed units

An invigilator will need to be present to ensure exam conditions are observed. Those currently registered to invigilate the ECDL/IT user assessments will also be permitted to invigilate the Digital Skills – Getting Started assessments.

5.6 QCF Credit Transfer

A system for validating qualifications for Credit Transfer is available for Learners registered for a QCF qualification. This was previously known as 'Accreditation of Prior Achievement (APA).

If a Learner wishes to use Credit Transfer for any unit, you must notify us by using the Credit Transfer manual entry form on the ACF. Evidence must be retained for audit.

BCS will accept only Credit Transfer results which can contribute towards ITQ and meet the conditions as specified in the ITQ Assessment Strategy (as published on the e-skills UK website).

Further information regarding Accreditation of Prior Achievement can be found at: <http://itq.e-skills.com/Framework/Contributing-Units/>.

5.7 Specimen assessment materials

Specimen assessments are available from Learner Management System.

5.8 Support materials

BCS provides the following resources specifically for the Computer and Online Basics qualification:

Description	How to access
Student Workbook	Provided on registration

The following resources are specifically provided for the Digital Skills – Getting Started qualification:

Description	How to access
Electronic Courseware	Learner management system

5.9 Access to Assessment

BCS seeks to provide equal Access to Assessment for all learners, ensuring that there are no unnecessary barriers to assessment and that any reasonable adjustments for learners preserve the validity, reliability and integrity of the qualification.

We will consider requests from BCS approved centres for reasonable adjustments to be approved for a Learner. The decision will be based on the individual needs of the Learner as assessed by suitably qualified professionals. In promoting this policy, BCS aims to ensure that a Learner is not disadvantaged in relation to other learners and their certificate accurately reflects their attainment.

Further information about our access to assessment policy can be found on the Approved Centre Forum.

6. Contact Points

BCS Qualifications Client Services is committed to providing you with professional service and support at all times through a single, dedicated point of contact. With a flexible and proactive approach, our team will work together with you to ensure we deliver quality solutions that are right for you.

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