

# Qualification Specification

## Digital Skills

Version 1.3

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# Contents

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<b>1. About BCS</b>	<b>3</b>
<b>2. Equal Opportunities</b>	<b>3</b>
<b>3. Introduction to the qualification</b>	<b>3</b>
3.1 Qualification summary	3
3.2 Structure of the qualification	4
3.3 Prior learning	5
3.4 Learner progression	5

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<b>4. Units</b>	<b>5</b>
4.1 Guidance on the unit content	5
4.2 Learning outcomes and assessment criteria	6

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<b>5. Assessment</b>	<b>9</b>
5.1 Summary of assessment methods	9
5.2 Availability of assessments	10
5.3 Grading	10
5.4 Externally assessed units	10
5.5 Specimen assessment materials	10
5.6 Support materials	10
5.7 Access to Assessment	10

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<b>6. Contact Points</b>	<b>12</b>
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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.

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## 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.

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## 3. Introduction to the qualification

### 3.1 Qualification summary

Qualification Title	QAN	Accreditation Start
BCS Entry Level Award in Digital Skills	601/3447/1	1st August 2014
BCS Entry Level Certificate in Digital Skills	600/1848/3	21 <sup>st</sup> April 2011

BCS Digital Skills is available as an award or certificate qualification in IT User skills. The award is offered as a flexible combination of 4 units and the certificate which is offered as a fixed combination of 7 units. All 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 award qualification comprises a total of 7 QCF credits and 54 Learning hours, and the certificate qualification comprises a total of 13 QCF credits and 100 Learning hours.

The qualifications are 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

#### BCS Entry Level Award in Digital Skills

The award is a flexible qualification in IT User skills, which comprises of 4 units, 2 mandatory units and 2 optional units. All units are on the ITQ framework.

<b>Mandatory units</b>
Computer Basics
Online Basics

<b>Optional units (select any 2 units)</b>
Audio and Video Software
Digital Photography
Digital Music
Social Networking
Digital Media

On completion, students will gain a certificate to show they have successfully completed the course, but they will also be awarded with 7 credits (ITQ) which can be used to gain further ITQ qualifications.

#### BCS Entry Level Certificate in Digital Skills

BCS Digital Skills is a fixed combination qualification in IT User skills, which comprises 7 units. All units are on the ITQ framework.

<b>Mandatory units</b>
Computer Basics
Online Basics
Audio and Video Software
Digital Photography
Digital Music
Social Networking
Digital Media

On completion, students will gain a certificate to show they have successfully completed the course, but they will also be awarded with 13 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 Digital Skills 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.

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## 4. Units

### 4.1 Guidance on the unit content

All the 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' and 'Online Basics' units are 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
Audio and Video Software	H/502/0177	City and Guilds of London Institute	Entry Level 3	15	2
Digital Photography	A/506/3553	BCS, The Chartered Institute for IT	Entry Level 3	15	2
Digital Music	D/506/3562	BCS, The Chartered Institute for IT	Entry Level 3	15	2
Social Networking	Y/506/3561	BCS, The Chartered Institute for IT	Entry Level 3	15	2
Digital Media	K/506/3564	BCS, The Chartered Institute for IT	Entry Level 3	15	2

## 4.2 Learning outcomes and assessment criteria

### Computer Basics (T/505/4110)

<b>Learning Outcomes</b> The learner will:	<b>Assessment Criteria</b> 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)**

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>
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

**Audio and Video Software (H/502/0177)**

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>
1. Use audio and/or video hardware and software to capture sequences	1.1 Identify what input device and associated software to use
	1.2 Use input devices and built-in audio and/or video software to record information
2. Use audio and /or video software tools to edit sequences	2.1 Identify what audio and/or video software editing software to use
	2.2 Cut and paste short sequences to meet needs
	2.3 Respond to common problems with audio and/or video sequences
	2.4 Identify copyright constraints on using others' information
3. Play and present audio and/or video sequences	3.1 Select audio and/or video software to playback and display audio and/or video sequences
	3.2 Use appropriate device to playback and display audio and/or video sequences

### Digital Photography (A/506/3553)

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Use a device to capture digital images.	1.1 Use a device to take a digital photograph. 1.2 Use a device to view a digital photograph. 1.3 Delete a digital photograph from a device.
2. Use appropriate software to edit and organise digital photographs.	2.1 Transfer digital photographs to another device. 2.2 Edit a digital photograph to enhance appearance. 2.3 Save a digital photograph in an appropriate format. 2.4 Organise photographs in folders/albums. 2.5 Outline ways to share digital photographs with others.

### Digital Music (D/506/3562)

Learning Outcomes The learner will:	Assessment Criteria The learner can:
3. Use a music player device to play digital music.	1.1 Identify the controls of a music player device. 1.2 Select and play digital music using volume and playback controls to control output.
4. Use appropriate software to play digital music.	2.1 Use music player software to import digital music. 2.2 Select and play digital music using software volume and playback controls to control output. 2.3 Synchronise a music player device with music software.
5. Use appropriate tools to organise a digital music collection.	3.1 Create and manage playlists. 3.2 Delete digital music from a playlist. 3.3 Backup digital music to an appropriate storage medium.

### Social Networking (Y/506/3561)

Learning Outcomes The learner will:	Assessment Criteria The learner can:
6. Understand what social networking is and the associated risks and benefits.	1.1 Understand what social networking is. 1.2 Identify different social networking sites. 1.3 Outline the risks and benefits of social networking. 1.4 Identify how to report misconduct within a social networking site.
7. Create and maintain a	2.1 Outline what is meant by online identity.



social networking profile.	2.2 Create and update a social networking profile. 2.3 Search for, and add contacts to a social networking profile. 2.4 Take appropriate precautions to ensure own safety and privacy within a social network.
8. Use a social network to communicate with others.	3.1 Send messages to other users using a social network. 3.2 Post comments to a social network. 3.3 Identify how to join online groups and events. 3.4 Upload digital media content to a social networking site. 3.5 Follow guidelines and procedures for the safe use of social networking sites.

### **Digital Media (K/506/3564)**

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Store and manage digital media files.	1.1 Identify different digital media storage devices. 1.2 Identify appropriate formats for storing photo, audio and video files. 1.3 Backup digital media files to a suitable storage device.
2. Share digital media files with others.	2.1 Identify different digital media playback devices. 2.2 Outline ways to share digital media with others. 2.3 Identify how digital media devices can communicate with each other. 2.4 Understand the laws and guidelines that apply to sharing digital media.

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## **5. Assessment**

### **5.1 Summary of assessment methods**

Digital Skills is assessed using the following method:

- E-Assessment

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](http://www.e-skills.com))

## **5.2 Availability of assessments**

To be able to offer Digital Skills 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.

As the assessment of Digital Skills is provided electronically, the centre will require access to the learner management system which carries no specific system requirements.

## **5.3 Grading**

Digital Skills is a pass / fail qualification. To pass the qualification, learners must achieve 75% or more in each unit.

## **5.4 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 assessments.

## **5.5 Specimen assessment materials**

Specimen assessments are available from Learner Management System.

## **5.6 Support materials**

BCS provides the following resources specifically for this qualification:

<b>Description</b>	<b>How to access</b>
Electronic Courseware	Learner management system

## **5.7 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.

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## 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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