

# Information for learners

## Statement of purpose

Qualification Title	<b>BCS Level 1/2 Certificate in Digital Literacy</b>
Qualification Number	<b>603/1132/0</b>

Who is the qualification designed for?	<p>This qualification has primarily been designed for learners aged 14-16 who prefer to learn by applying their skills, knowledge and understanding through a practical, work-related context.</p> <p>The Certificate in Digital Literacy is suitable for anyone interested in improving beyond their basic digital knowledge and applying these practical skills, to gain employment or further their educational progression.</p> <p>A Certificate is distinct from GCSEs, and is designed to complement and supplement the academic offer.</p>
Who might be interested in taking this qualification?	<p>This qualification will be right for you if:</p> <ul style="list-style-type: none"> <li>• You want to develop applied knowledge and practical digital literacy skills applicable for job roles in a wide range of sectors and occupational areas.</li> <li>• You are thinking about further learning in any subject where IT application skills are used.</li> <li>• You are looking to gain IT skills in preparation for entering the workplace.</li> <li>• You are looking to use technology confidently and effectively.</li> <li>• You are looking to use IT develop your problem-solving, creativity and communication skills.</li> <li>• You are looking for formal recognition of your IT skills and knowledge.</li> <li>• You want to prove your competence with a certificate from a leading professional body for IT.</li> </ul>
What will you learn by completing this qualification?	<p>This qualification has been designed specifically to give young people the ability to use technology creatively, efficiently and safely to live, learn and work in a digital society.</p> <p>You will learn the following:</p> <p><b>How to use the most common applications efficiently</b></p> <ul style="list-style-type: none"> <li>• How to use common IT productivity applications effectively</li> <li>• How to work with files and prepare files for printing or presenting</li> <li>• How to be efficient using tools such as mail merge, formulas, graphs and pictures</li> <li>• How to enter, manipulate, store and edit data</li> <li>• How to review content and changes</li> </ul>

### **Use online technology to collaborate and communicate**

- Ways to communicate through digital technology including email, conference calls and social media
- How to set-up equipment for online communications
- The risks associated with online collaboration
- How to share documents and work with remote colleagues

### **How to be safe while using digital technology**

- Why being safe online is important
- How to keep your digital technology safe from common threats
- How to keep your data safe and legal
- How to keep yourself safe by managing your digital footprint and understanding common risks

### **How to research and manage digital information**

- How to plan, manage and collate information from digital searches
- How to present digital information by choosing the right application, graphical representation and make it appealing to your audience

How is this qualification structured?

You will complete four units:

- IT Productivity Skills
- Online Collaboration and Communication
- Digital Safety
- Digital Information

All four units include Knowledge, Practical and Technical skills that contribute to the full qualification. The contexts of the examinations also reflects this and all four units are tested in three examinations taken under controlled exam conditions.

You must pass all three examinations to be awarded the qualification. You will have one retake opportunity for each examination. If you do not pass one of the examinations, you will not achieve the qualification and will not be issued a certificate.

This qualification is graded in order to reward you with a suitable grade to reflect your achievement. Your grade will be calculated by adding together the marks from the three, successfully passed online examinations. Each of the three examinations contribute equally to your final grade.

The grade boundaries for the qualification are shown below:

<b>Grade</b>	<b>Total marks (150 maximum)</b>	<b>% of total marks</b>
<b>Level 2 Distinction*</b>	135	90%
<b>Level 2 Distinction</b>	120	80%
<b>Level 2 Merit</b>	105	70%
<b>Level 2 Pass</b>	90	60%
<b>Level 1 Merit</b>	75	50%
<b>Level 1 Pass</b>	60	40%
<b>Fail</b>	0-59	Less than 40%

This qualification is on the [Ofqual Register](#) of Regulated Qualifications.

Where does this qualification fit in with other qualifications?

The BCS Level 1/2 Certificate in Digital Literacy is not part of a suite of qualifications.

BCS does however offer a number of qualifications designed to help people become more efficient and confident with Information Technology.

The table below shows where the BCS Level 1/2 Certificate in Digital Literacy fits with other BCS qualifications for IT users.

Qualification Level	Qualification Title	Guided Learning Hours
1	BCS Level 1 Award in IT User Skills <sup>1</sup>	65
1/2	BCS Level 1/2 Certificate in Digital Literacy	127
2	BCS Level 2 Certificate in IT User Skills <sup>2</sup>	120
	ECDL Certificate in IT Application Skills <sup>3</sup>	120
3	BCS Level 3 Certificate in IT User Skills <sup>4</sup>	220

The other qualifications shown in the table above focus specifically on learning the skills needed to understand and operate commonly used software applications.

This BCS Level 1/2 Certificate in Digital Literacy is significantly larger than the Level 1 Award which can be completed with 65 hours of guided learning and smaller than Level 3 certificate which can be completed with 220 hours of guided learning.

What could this qualification lead to?

Occupational progression routes from BCS Level 1/2 Certificate in Digital Literacy are numerous due to the broad application of digital technology in today's workplace and learning environments. Employers want people to have the skills to be productive straight away in a new role. Within the next two decades, 90 per cent of jobs will require some digital proficiency, yet 23 per cent of adults lack basic digital skills<sup>5</sup>.

BCS, the Chartered Institute for IT has an interest in supporting learners to enter careers in IT with this in mind, example employment routes could include;

<sup>1</sup> BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) 500/6226/8

<sup>2</sup> BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) 500/6242/6

<sup>3</sup> BCS Level 2 ECDL Certificate in IT Application Skills 600/6943/0

<sup>4</sup> BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) 500/6243/8

<sup>5</sup> House of Commons Science and Technology Committee (2016), 'Digital Skills Crisis', House of Commons

	<ul style="list-style-type: none"> <li>• cyber security - communication skills, relationship management, and customer facing presentation skills,</li> <li>• mobile technologies - sales, marketing, account management support,</li> <li>• green IT - data collection and analytics</li> <li>• cloud computing - security, networking, virtualisation skills and big data analytics.</li> </ul> <p>Further study routes could include:</p> <ul style="list-style-type: none"> <li>• BCS Level 3 ECDL Award in IT User Skills</li> <li>• WJEC Level 3 Essential Digital Literacy Skills</li> <li>• NCFE Level 3 Diploma in Skills for Business: IT</li> <li>• Pearson BTEC Level 3 National Certificate in Information Technology</li> <li>• AQA Level 3 Foundation Technical Level IT: Cyber Security</li> <li>• City &amp; Guilds Level 3 Advanced Technical Certificate in Digital Technologies</li> <li>• ProQual Level 3 Certificate in Internet Research and Investigation</li> <li>• Cambridge International Level 3 Pre-U Certificate in Global Perspectives and Independent Research</li> <li>• Laser Level 3 Award in Research Skills for Academic Study</li> </ul> <p>The qualification will also give you digital literacy competence to support effective research and information management needed for a wide range of A Level subjects including English, History and Business Studies. It will prepare you for the digital skills requirements of the new technical education routes. The skills you learn on this qualification will also help you to progress to one of the numerous Apprenticeship standards. Subject areas include Business Administration, Digital Technician, Engineering and Manufacturing, Health and Science, Legal, Financial and Accountancy.</p>
<p>Which subjects will complement this qualification?</p>	<p>The Certificate is designed to be taken as part of a broad and balanced curriculum at Key Stage 4.</p> <p>It specifically complements Computer Science GCSE Computer Science GCSE focuses on knowledge and skills specific to algorithms and programming, whilst the Certificate allows learners to develop and apply digital literacy knowledge and skills to a broad range of occupational areas.</p> <p>This qualification also complements other GCSEs including maths, English and business studies.</p> <p>You can take this qualification with any other subjects including other Certificate. Some examples are Business; Travel and Tourism; Media and Communication; Administration, Accounting and Personal Finance.</p>

Where can you find more information?

BCS, The Chartered Institute for IT is a leading professional body for IT. We are experts in our field and at the forefront of innovation in learning delivery. With flexible learning and rigorous assessment, our qualifications show employers and customers that you've achieved the globally-recognised benchmark in relevant skills and competence.

You can find out more information about the Level 1/2 Certificate in Digital Literacy at [www.bcs.org/digitalliteracy](http://www.bcs.org/digitalliteracy)

You can also contact us on 01793 417530. We are open 8.30am to 5.30pm, Monday to Friday.