



# Qualification Specification Guide

## BCS Entry Level Award in Digital Skills (ITQ) (Entry 3)

**Version V3.2 December 2019**

These are qualifications which are regulated by one or more of the following: Ofqual, Qualifications Wales, CCEA Regulation or SQA

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## Change History

Any changes made to the qualification specification shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

Version Number	Changes Made
V3.2 December 2019	Note added to the Assessment section (under 3.3 Grading). Updated spelling error in Computer Basics table
V3.1 August 2019	Addition of change history table. Updates to formatting, range for learning objectives added.

# 1. Introduction to the Qualification

## 1.1 Qualification Objectives

This qualification is designed to develop learners’;

- ability to operate ICT equipment correctly and safely;
- practical skills in using an online IT system and creative software applications for a purpose.

The qualification will help develop confidence and prepare learners for further training in digital skills.

## 1.2 Who the Qualifications are for

The qualification is suitable for all learners and for those who are new to using ICT and who wish to gain accreditation for newly acquired skills.

The qualification is also relevant for the education and training requirements for 17-18 year olds under the Education and Skills Act 2008. It can be used with learners who are in full-time education, work-based learning or part-time education or training.

## 1.3 Entry Requirements

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.

## 1.4 Learner Progression

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

## 1.5 Qualification Size

The size of the qualifications are described in terms of Guided Learning Hours (GLH) and Total Qualification Time (TQT).

GLH indicates the approximate time (in hours) that the learner will be supervised during any teaching, learning or assessment activities.

TQT is a predication of the total time a learner with no prior knowledge might need to complete the course.

TQT is made up of two elements: GLH, and all other hours (an estimate of the number of hours a learner will reasonably spend on any unsupervised learning or assessment activities including homework, research, exam preparation and formal assessment) so that they can successfully achieve the qualification.

The qualification requires the following GLH and TQT:

Qualification Title	QAN	Accreditation Start	GLH	TQT
BCS Entry Level Award in Digital Skills (ITQ) (Entry 3)	601/3447/1	1st August 2014	56	73

## 2. Structure and Content

### 2.1 Structure of the Qualification

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.

Units may be completed in any order; however, it is recommended that the 'Computer Basics' and 'Online Basics' units are completed first.

Mandatory Units	Unit code	Level	Credit value
Computer Basics	T/505/4110	Entry 3	2
Online Basics	Y/601/2149	Entry 3	1
Optional Units (select 2)	Unit code	Level	Credit value
Audio and Video Software	H/502/0177	Entry 3	2
Digital Photography	A/506/3553	Entry 3	2
Digital Music	D/506/3562	Entry 3	2
Social Networking	Y/506/3561	Entry 3	2
Digital Media	K/506/3564	Entry 3	2
<b>Total Credits</b>			<b>7</b>

On completion, learners 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.

## 2.2 Learning Outcomes and Assessment Criteria

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

<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
1 Be able to identify and use key components of a computer.	1.1 Identify different types of computers.	List and compare different types of computer: personal computer, laptop computer, all in one, media player, smart phone, and tablet.
	1.2 Identify key hardware components of a computer.	Identify and understand different components: system unit, monitor, mouse, and keyboard. Understand function of a mouse: select items, move items, issue command to computer. Understand how to use the mouse: select items, move items, issue command to computer. Understand mouse pointer shapes: click to enter text (I Beam), point, computer busy, and hyperlink here. Use click and drag to move selected items on the screen.
	1.3 Start up and shut down a computer safely.	Start the computer and log on securely using a username and password. Shut down the computer properly.
	1.4 Identify different groups of keys on a keyboard.	Understand and use keys on the keyboard like: letters and numbers, enter, backspace, shift, space bar. Caps lock, delete.
	1.5 Use an appropriate input device.	Understand that the keyboard is a mode of data entry and a method of giving commands to computer.
2 Understand key components of an operating system.	2.1 Identify key components of an operating system.	Understand what a computer desktop is.
	2.2 Identify different types of storage media.	Know the main types of storage media like: internal hard disk, USB flash drive, DVD, online file storage.
	2.3 Identify key features and icons of the interface.	Understand the term icon. Recognise and understand the use of some common desktop icons like: documents, computer, networks deleted items, and browser. Understand what the taskbar is and some of its features: start button to start an application, clock, ability to switch between open windows, language indicator.

	2.4 Identify different file types and software application icons.	Select, activate common desktop icons. Identify parts of a window like: title bar, scroll bars, scroll bar markers, status bar, menu bar, ribbon, toolbar.
	2.5 Perform basic file operations.	Collapse, expand, resize, move, and close a window. Scroll up and down in a window. Switch between open windows.
3 Be able to identify and use a software application.	3.1 Identify different types of software applications and indicate their use.	Understand the function of different types of applications like: word processing, spreadsheet, database, presentation.
	3.2 Use a software application.	Open a word processing application. Change text formatting: font types, font size. Apply text formatting: bold, italic, underline. Copy, cut, move text within a documents. Print a document from an installed printer using output options like: entire document, specific pages, number of copies.
	3.3 Store and retrieve documents.	Save and name a document. Understand what a file, folder is. Know where files, programmes are normally stored. Recognise common file types and associated icons like: .doc, .xls, .mdb, .jpg, .mp3. Double click to open files, folders. Close a file.

## Online Basics (Y/601/2149)

Learning outcomes The learner will...	Assessment criteria The learner can...	Knowledge, Skills and Understanding Required
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	Go to a URL.
	1.2 Set and use a password where necessary	Log onto a Website using a username and password.
	1.3 Work safely and responsibly online	Understand the term phishing. Recognise attempted phishing. Understand the term virus. Understand security risks associated with opening certain email attachments. Be aware of the possibility of receiving fraudulent and unsolicited email.
2. Search for and use internet-based information	2.1 Choose appropriate sources of IT-based information to meet needs	Understand what a Web browser is. Recognise that the default page of a Web browser is called the Home/Start page. Understand the terms uniform resource locator (URL), hyperlink. Understand the terms favourites / bookmarks. Understand the term browser history. Understand the term search engine.
	2.2 Use browser software to navigate web pages and find required information	Navigate on a Website: back, forward, home. Search for information using keywords.
	2.3 Select and use information which is fit for purpose	Activate a hyperlink / image link. Print a webpage. Complete and submit a Web based form. Download a file from a Web page. Understand the concept of an online (virtual) community. Recognise examples like: social networking websites, Internet forums, chat rooms, online computer games, and blogs.
3. Use email to communicate and exchange information	3.1 Open and read email messages	Understand that email is a digital messaging service carried on the Internet. Know about different email accounts; Internet Service Provider Accounts (ISP's), Webmail. Understand the make-up and structure of an email address.



		Understand what an attachment is and the implications of its size. Understand the term inbox folder and open an email.
	3.2 Create and send email messages	Understand the term address book. Understand the term sent items folder. Create a new message. Insert a mail address into the To field. Insert a title in the Subject field. Send a message.
	3.3 Enter and edit text to meet needs	Use the reply function. Forward a message.

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

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>	<b>Knowledge, Skills and Understanding Required</b>
1. Use audio and/or video hardware and software to capture sequences	1.1 Identify what input device and associated software to use	Identify different audio / video recording devices like: digital camera, digital video camera, smartphone, tablet, webcam, digital voice recorder.
	1.2 Use input devices and built-in audio and/or video software to record information	Identify parts of a recording device like: on / off button, microphone, lens, start / stop button. Know how to switch a recording device on / off. Know how to capture an audio / video clip. Know how to stop recording. Know how to playback audio / video clips on a recording device. Know how to connect a recording device to a computer.
2. Use audio and /or video software tools to edit sequences	2.1 Identify what audio and/or video software editing software to use	Identify different audio / video editing software. Open and close an audio / video editing software application.
	2.2 Cut and paste short sequences to meet needs	Understand the different terms and concepts used when editing video like: clip, frame, aspect ratio, transition, track, timeline. Know how to add video clips to the timeline. Know how to rename video clips. Know how to trim video clips. Know how to add digital photographs to a video. Know how to move and copy video clips. Know how to add transitions to a video. Know how to add audio to a video. Know how to move an audio clip to a particular position in a video. Know how to adjust the volume of an audio clip. Know how to set an audio clip to fade in / out.

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>	<b>Knowledge, Skills and Understanding Required</b>
		Know how to add a title to a video. Know how to add a caption to a video. Know how to format titles / captions like: font, size, colour, position.
	2.3 Respond to common problems with audio and/or video sequences	Know how to use audio / video editing software help facility. Know how to resolve common problems with audio / video.
	2.4 Identify copyright constraints on using others' information	Understand how copyright applies to audio and video.
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	Know how to save / publish a video. Identify different ways to share audio and video with others.
	3.2 Use appropriate device to playback and display audio and/or video sequences	Know how to transfer audio / video from a recording device to a computer. Know how to playback audio / video clips on a computer.

## Digital Photography (A/506/3553)

<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
Use a device to capture digital images.	1.1 Use a device to take a digital photograph.	Identify parts of a digital camera / device. Know how to turn a digital camera / device on / off. Know how to take a digital photograph. Know how to take a digital photograph with the flash on / off. Know how to use zoom when taking a digital photograph.
	1.2 Use a device to view a digital photograph.	Know how to view digital photographs on a camera / device. Know how to use zoom in, zoom out when viewing digital photographs.
	1.3 Delete a digital photograph from a device.	Know how to delete digital photographs from a camera / device.
Use appropriate software to edit and organise digital photographs.	2.1 Transfer digital photographs to another device.	Know how to transfer digital photographs to another device. Know how to view digital photograph properties like: filename, file type, date and time, file size, resolution. Know how to backup or copy digital photographs to external media like: CD/DVD, USB memory stick, portable hard drive, memory card, online storage.
	2.2 Edit a digital photograph to enhance appearance.	Know how to crop digital photographs. Know how to reduce red eye within digital photographs. Know how to adjust brightness and contrast within digital photographs.
	2.3 Save a digital photograph in an appropriate format.	Know how to save digital photographs using different file formats like: JPEG, TIFF, PSD, BMP, PNG, RAW.
	2.4 Organise photographs in folders/albums.	Know how to create a digital photograph album / folder.

<b>Learning Outcomes</b> The learner will:	<b>Assessment Criteria</b> The learner can:	<b>Knowledge, Skills and Understanding Required</b>
		Know how to add digital photographs to a photograph album / folder. Know how to delete a digital photograph from an album / folder.
	2.5 Outline ways to share digital photographs with others.	Know how to print digital photographs. Identify different ways to share digital photographs with others. Understand how copyright applies to digital photographs.

## Digital Music (D/506/3562)

<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
Use a music player device to play digital music.	1.1 Identify the controls of a music player device.	Identify parts of a digital music player device. Know how to switch a digital music player device on/off. Know how to select and play music on a digital music player device.
	1.2 Select and play digital music using volume and playback controls to control output.	Know how to increase / decrease volume on a digital music player device. Know how to set the volume limit on a digital music player device. Know how to pause, stop, rewind, fast forward and skip music on a digital music player device. Know how to set the play order to random on a digital music player device. Identify ways to prolong battery life on a digital music player device. Know how to charge a digital music player device.
Use appropriate software to play digital music.	2.1 Use music player software to import digital music.	Know how to connect a digital music player device to a computer. Know how to open and close music player software. Know how to use music player software help facility. Identify different ways to import music to music player software. Know how to import music onto music player software from external sources like: CD, online, a computer.

<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
	2.2 Select and play digital music using software volume and playback controls to control output.	Know how to select and play music using music player software. Know how to pause, stop, rewind, fast forward and skip music using music player software. Know how to set the play order to random using music player software. Know how to adjust volume controls using music player software like: increase, decrease, mute. Know how to find album information. Know how to delete music from music player software. Know how to search for music using music player software.
	2.3 Synchronise a music player device with music software.	Know how to synchronise a digital music player device with music player software.
Use appropriate tools to organise a digital music collection.	3.1 Create and manage playlists.	Create a playlist using music player software. Know how to add music to a playlist. Know how to access an online music store. Know how to search for digital music on an online music store. Know how to purchase digital music from an online music store. Understand how copyright applies to digital music.
	3.2 Delete digital music from a playlist.	Know how to delete music from a playlist.
	3.3 Backup digital music to an appropriate storage medium.	Know how to backup or copy digital music to external media like: CD/DVD, USB memory stick, portable hard drive, memory card, online storage.

## Social Networking (Y/506/3561)

<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
Understand what social networking is and the associated risks and benefits.	1.1 Understand what social networking is.	Understand what social networking is.
	1.2 Identify different social networking sites.	Identify different social networking sites.
	1.3 Outline the risks and benefits of social networking.	Know the risks and benefits of social networking.
	1.4 Identify how to report misconduct within a social networking site.	Know how to report misconduct / abuse within a social network.
Create and maintain a social networking profile.	2.1 Outline what is meant by online identity.	Understand what an online identity is.
	2.2 Create and update a social networking profile.	Know how to create a social network profile. Know how to add an image to a social network profile. Know how to update a social network profile.
	2.3 Search for, and add contacts to a social networking profile.	Know how to search for people within a social network. Know how to connect to people within a social network. Know how to accept and decline connection requests within a social network.
	2.4 Take appropriate precautions to ensure own safety and privacy within a social network.	Understand the privacy options within a social network profile. Know how to set profile permissions and privacy settings. Know how to deactivate a social network profile.
Use a social network to communicate with others.	3.1 Send messages to other users using a social network.	Know how to send and respond to messages within a social network.
	3.2 Post comments to a social network.	Know how to post a comment within a social network.
	3.3 Identify how to join online groups and events.	Understand what groups are within a social network. Know how to join groups within a social network.



<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
		Know how to join an event within a social network.
	3.4 Upload digital media content to a social networking site.	Know how to upload digital photographs / videos within a social network. Know how to tag photographs within a social network.
	3.5 Follow guidelines and procedures for the safe use of social networking sites.	Understand about the behavioural rules when using social networks. Understand what illegal content is. Understand that there are minimum age requirements for social networking sites. Understand how copyright legislation applies to social networking. Understand how data protection legislation applies to social networking.

## Digital Media (K/506/3564)

<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The learner can:</b>	<b>Knowledge, Skills and Understanding Required</b>
1. Store and manage digital media files.	1.1 Identify different digital media storage devices.	Understand what digital technology is. Identify different types of digital media playback devices like: CD/DVD player, digital camera, portable media device.
	1.2 Identify appropriate formats for storing photo, audio and video files.	Identify different digital media storage devices like: CD/DVD, USB memory stick, portable hard drive, memory card, online storage. Know how to access digital media storage devices. Identify different digital photograph file formats like: JPEG, BMP, GIF, TIFF, PNG. Identify different audio file formats like: MP3, WAV, AIFF. Identify different video file formats like: MPEG, WMV, AVI. Understand the reasons to use a computer to manage digital media: organising, editing and sharing. Know how to manage digital media files in a folder structure. Understand the problems caused by having large digital media files.
	1.3 Backup digital media files to a suitable storage device.	Identify storage capacity measurements like: KB, MB, GB, TB. Know how to view available space on a digital media storage device. Know how to delete data from external storage devices. Know how to backup or copy data to digital media storage devices.
2. Share digital media files with others.	2.1 Identify different digital media playback devices.	Recognise portable media devices like: MP3 player, tablet, smartphone.

<b>Learning Outcomes</b> The learner will:	<b>Assessment Criteria</b> The learner can:	<b>Knowledge, Skills and Understanding Required</b>
		Know how to use a portable media device as a storage device.
	2.2 Outline ways to share digital media with others.	Know how to share digital media with others.
	2.3 Identify how digital media devices can communicate with each other.	Identify technologies that allow digital media devices to communicate: Bluetooth, Wi-Fi, hotspots, plug and play, DLNA. Understand and recognise what Bluetooth is. Understand and recognise what Wi-Fi is. Know how to connect devices using wireless technology.
	2.4 Understand the laws and guidelines that apply to sharing digital media.	Understand how copyright legislation applies to sharing digital media.

## 3. Assessment

### 3.1 Assessment Centre Requirements

To be able to offer these qualifications an organisation must be a BCS Approved Centre. Details of what is required to be a centre can be found on our [website](#).

### 3.2 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 at (<http://www.bcs.org/upload/pdf/itq-qualification-structure.pdf>).

### 3.3 Grading

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

Please note: Whilst BCS would not normally want to make changes to either grade thresholds or grading algorithms there is potential for them to change in order to maintain standards

### 3.4 Availability of Assessments

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.

### 3.5 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 assessments.

### 3.6 Specimen Assessment Materials

Specimen assessments are available from the Learner Management System.

### 3.7 Support Materials

BCS provides the following resources specifically for this qualification:

Description	How to access
Electronic Courseware	Learner management system

### 3.8 Access to Assessment

BCS will endeavour 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.

Requests for reasonable adjustments will be managed by the Centre and considered by BCS to ensure they meet the legal regulatory requirements. Further information about our access to assessment policy can be found on the Approved Centre Forum.

## 4. Contact Us

BCS is committed to providing you with professional customer service and support. Please see how to contact us by clicking on this link: <https://www.bcs.org/contact-us/>.

If you require this document in accessible format, please contact us.

# Appendix: Qualification Level Descriptors

## **Entry 3**

### **Knowledge**

The holder

- has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and
- knows and understanding the steps needed to complete structured tasks and activities in familiar contexts.

### **Skills**

The holder can

- carry out structured tasks and activities in familiar contexts.
- be aware of the consequences of actions for self and others.

## **Useful Links**

If you're interested in delivering our qualifications, further information is available on our website: <https://www.bcs.org/deliver-and-teach-qualifications/become-accredited/>

Approved Centre Forum: <https://tcforum.ecdl.co.uk/tcforum/>