



## **Qualification Specification for:**

- **OCN NI Level 2 Award in Information Technology Applications**  
**Qualification No: 601/8425/5**
- **OCN NI Level 2 Certificate in Information Technology Applications**  
**Qualification No: 601/8497/8**

## Qualification Regulation Information

---

OCN NI Level 2 Award in Information Technology Applications: 601/8425/5

Operational start date: 1 March 2016  
Operational end date: 30 September 2028  
Certification end date: 30 September 2030

OCN NI Level 2 Certificate in Information Technology Applications: 601/8497/8

Operational start date: 1 April 2016  
Operational end date: 30 September 2028  
Certification end date: 30 September 2030

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

### OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)  
Sirius House  
10 Heron Road  
Belfast  
BT3 9LE

Phone: 028 90463990  
Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)

## Foreword

---

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Level 2 Award in Information Technology Applications**
- **OCN NI Level 2 Certificate in Information Technology Applications**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocnni.org.uk](http://www.ocnni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

## Contents

---

<b>Foreword</b> .....	<b>3</b>
<b>About Regulation</b> .....	<b>5</b>
OCN NI.....	5
<b>Qualification Summary</b> .....	<b>6</b>
Qualification Aim .....	6
Sector Subject Area .....	6
Target Group .....	6
Progression Opportunities .....	6
Entitlement Framework .....	6
Entry Requirements.....	6
Qualification Support.....	7
Delivery Languages.....	7
<b>Centre Requirements for Delivering the Qualification</b> .....	<b>8</b>
Centre Recognition and Qualification Approval .....	8
Centre Staffing .....	8
Tutors .....	8
Assessors.....	8
Internal Verification.....	9
<b>Structure and Content</b> .....	<b>10</b>
OCN NI Level 2 Award in Information Technology Applications.....	10
OCN NI Level 2 Certificate in Information Technology Applications.....	10
<b>Unit Details</b> .....	<b>12</b>
<b>Quality Assurance of Centre Performance</b> .....	<b>60</b>
External Verification .....	60
Standardisation .....	60
<b>Administration</b> .....	<b>61</b>
Registration .....	61
Certification .....	61
Charges.....	61
Equality, Fairness and Inclusion.....	61
Retention of Evidence .....	61

## About Regulation

---

### **OCN NI**

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

### **The Regulated Qualifications Framework: an overview**

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### **Qualification Level**

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### **Qualification Size**

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

## Qualification Summary

---

### Qualification Aim

Today's work environment depends increasingly on a range of technologies. The OCN NI Level 2 Award and Certificate in Information Technology Applications are designed to provide learners with the IT skills required to function successfully in the work and wider environment.

### Sector Subject Area

6.2 ICT for users

### Target Group

IT skills are now required by almost everyone at work and to survive in society. These qualifications are targeted at learners who are currently in employment and those seeking employment. They are also suitable for school and college students and for adults who wish to acquire a good standard of IT skills and gain an accredited qualification.

### Progression Opportunities

The OCN NI Level 2 Award in Information Technology Applications qualification enables progression to the Level 3 Information in Technology Applications qualifications and/or further learning in this area or into employment.

### Entitlement Framework

The OCN NI Level 2 Certificate in Information Technology Applications has been approved by the Department of Education and added to the NIEFQAN file. This qualification has been awarded points which equates to a Grade B at GCSE. Whilst this qualification can be counted as part of a school's 5 GCSEs or equivalent performance measure, it is up to the individual further/higher education establishment or employer to decide whether to accept it as a GCSE equivalent.

### Entry Requirements

There are no formal entry requirements however typically learners should have a basic knowledge of IT skills and be at least 14 years old on completion of the qualification and receive appropriate advice and guidance on the suitability of the qualification. If you wish to deliver any units from the L2 Award to learners under the age of 14, please seek guidance from OCN NI.



### **Qualification Support**

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### **Delivery Languages**

These qualifications are available in English only at this time. If you wish to offer these qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

## Centre Requirements for Delivering the Qualification

---

### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in the relevant area.

### Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

#### **Assessors must:**

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities



### **Internal Verification**

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

### OCN NI Level 2 Award in Information Technology Applications

In order to achieve the OCN NI Level 2 Award in Information Technology Applications learners must complete a total of 10 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification: 100 hours  
 Guided Learning Hours (GLH) for this qualification: 80 hours

### OCN NI Level 2 Certificate in Information Technology Applications

In order to achieve the OCN NI Level 2 Certificate in Information Technology Applications learners must complete a total of 15 credits from any of the optional units.

Total Qualification Time (TQT) for this qualification: 150 hours  
 Guided Learning Hours (GLH) for this qualification: 120 hours

The Qualifications consist of the following units:

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">M/508/1340</a>	CBD369	Bespoke Software	30	3	Two
<a href="#">T/508/1341</a>	CBD370	Capture and Edit Audio Sequences	30	3	Two
<a href="#">A/508/1342</a>	CBD371	Capture, Edit and Present Video Sequences	30	3	Two
<a href="#">J/508/1344</a>	CBD372	Computerised Accounting Software	30	3	Two
<a href="#">L/508/1345</a>	CBD373	Database Software	40	4	Two
<a href="#">R/508/1346</a>	CBD374	Design Software	40	4	Two
<a href="#">Y/508/1347</a>	CBD375	Desktop Publishing	40	4	Two
<a href="#">D/508/1348</a>	CBD376	Email Software Skills	30	3	Two
<a href="#">H/508/1349</a>	CBD377	Enhance IT System Performance	40	4	Two
<a href="#">Y/508/1350</a>	CBD378	Establishing an IT System	40	4	Two
<a href="#">H/508/1352</a>	CBD379	Imaging Software Tools	40	4	Two

<a href="#">K/508/1353</a>	CBD380	Improving Productivity Using IT	40	4	Two
<a href="#">T/508/1355</a>	CBD381	IT Communication Fundamentals	20	2	Two
<a href="#">A/508/1356</a>	CBD382	IT Software Fundamentals	30	3	Two
<a href="#">F/508/1357</a>	CBD383	IT User Fundamentals	30	3	Two
<a href="#">J/508/1358</a>	CBD384	Multimedia Software	40	4	Two
<a href="#">L/508/1359</a>	CBD385	Presentation Software	20	2	Two
<a href="#">F/508/1360</a>	CBD386	Project Management Software	40	4	Two
<a href="#">J/508/1361</a>	CBD387	Social Media	20	2	Two
<a href="#">L/508/1362</a>	CBD388	Specialist Software	30	3	Two
<a href="#">Y/508/1364</a>	CBD389	Spreadsheet Software	40	4	Two
<a href="#">D/508/1365</a>	CBD390	Use Digital Imaging and Printing Tools	40	4	Two
<a href="#">H/508/1366</a>	CBD391	Using Mobile IT Devices	20	2	Two
<a href="#">K/508/1367</a>	CBD392	Using the Internet	40	4	Two
<a href="#">M/508/1368</a>	CBD393	Websites Software	40	4	Two
<a href="#">T/508/1369</a>	CBD394	Word Processing Software	40	4	Two

## Unit Details

Title	Bespoke Software	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD369	
Unit Reference No	M/508/1340	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use bespoke software.		
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
1. Be able to input and combine information using bespoke applications.	1.1. Input relevant information accurately. 1.2. Describe and demonstrate how to select and use appropriate techniques to link and combine information from different sources or forms. 1.3. Respond appropriately to data entry error messages.	
2. Be able to use appropriate structures to organise and retrieve information.	2.1. Describe what functions are needed to structure, organise and retrieve information effectively. 2.2. Select and use appropriate structures and/or layouts to organise information. 2.3. Apply local and/or legal guidelines and conventions for the storage and use of data where available.	
3. Be able to use the functions of the software to process and present information.	3.1. Select and use appropriate tools and techniques to edit process and format information. 3.2. Use IT tools to configure date to meet needs and to make corrections as necessary. 3.3. Select and use appropriate methods to present information.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Capture and Edit Audio Sequences	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD370	
Unit Reference No	T/508/1341	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to capture and edit audio sequences.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use audio hardware and software to capture sequences.	1.1. Describe correct combinations of input device and audio software which minimise compatibility issues. 1.2. Use input devices and built-in audio software to capture audio sequences. 1.3. Describe audio file formats, impact of file size and format. 1.4. Identify when to use different types of information coding and compression. 1.5. Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available.	
2. Be able to use audio software tools.	2.1. Compare audio editing software. 2.2. Cut and paste sequences to meet needs. 2.3. Combine information of different forms or from different sources, in line with copyright constraints. 2.4. Describe impact of copyright constraints on using others' information.	
3. Be able to play and present audio sequences.	3.1. Describe features and constraints of playback software and display devices. 3.2. Identify and use appropriate playback software and audio devices for use. 3.3. Select and use appropriate combination of software and display device to play back audio sequences. 3.4. Adjust playback and display settings so that sequences are presented to meet needs.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Capture, Edit and Present Video Sequences	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD371	
Unit Reference No	A/508/1342	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to capture, edit and present video sequences.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use video hardware and software to capture sequences.	1.1. Use input devices and video software to capture information and avoid any compatibility issues. 1.2. Select and use an appropriate combination of input device and video software to record sequences. 1.3. Describe the impact file size and file format will have on saving sequences. 1.4. Identify when to use different types of information coding and compression. 1.5. Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available.	
2. Be able to use video software tools and techniques to combine and edit sequences.	2.1. Select and use appropriate video software tools to mark up and edit sequences. 2.2. Organise and combine information for sequences in line with any copyright constraints. 2.3. Describe how copyright constraints affect use of own and others' information.	
3. Be able to play and present video sequences.	3.1. Describe the features and constraints of playback software and display devices. 3.2. Select and use an appropriate combination of video playback software and display device to suit the file format. 3.3. Describe and use the settings which may be adjusted to improve the quality of presentations.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Computerised Accounting Software	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBD372	
Unit Reference No	J/508/1344	
<i>Unit purpose and aim(s):</i> This unit will enable the learner select and use tools and techniques for computerized accounting software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Access, enter and edit accounting information.	1.1. Describe the sources and characteristics of accounting data. 1.2. Set up and create new accounting data records accurately to meet requirements. 1.3. Locate and display accounting data records to meet requirements. 1.4. Check data records meet needs using IT tools, making corrections as necessary. 1.5. Respond appropriately to data entry error messages. 1.6. Describe the risks to data security and procedures used for data protection. 1.7. Apply local and/or legal guidelines for the storage and use of data.	
2. Select and use tools and techniques to process business transactions.	2.1. Select and use appropriate tools and techniques to enter and process transactions. 2.2. Review transaction process and identify any errors. 2.3. Respond appropriately to any transactions errors and problems. 2.4. Select and use appropriate tools and techniques to process period end routines.	
3. Produce accounting documents and summary reports to meet requirements.	3.1. Describe what information is required and how to prepare and generate accounting documents. 3.2. Prepare and generate accounting documents. 3.3. Prepare and generate management reports as required. 3.4. Import and export data and link to other systems and software.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Database Software	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBD373	
Unit Reference No	L/508/1345	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and use database software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Create and modify non-relational database tables.	1.1. Identify the components of a database design. 1.2. Describe the field characteristics for the data required. 1.3. Create and modify database tables using a range of field types. 1.4. Describe ways to maintain data integrity. 1.5. Respond appropriately to problems with database tables. 1.6. Use database tools and techniques to ensure data integrity is maintained.	
2. Enter, edit and organise structured information in a database.	2.1. Create forms to enter, edit and organise data in a database. 2.2. Select and use appropriate tools and techniques to format data entry forms. 2.3. Check data entry meets needs, using IT tools and making corrections as necessary. 2.4. Respond appropriately to data entry errors.	
3. Use database software tools to run queries and produce reports.	3.1. Create and run database queries using multiple criteria to display or amend selected data. 3.2. Plan and produce database reports from a single table non-relational database. 3.3. Select and use appropriate tools and techniques to format database reports. 3.4. Check reports meet needs, using IT tools and making corrections as necessary.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Design Software	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBD374	
Unit Reference No	R/508/1346	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use design software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to obtain, insert and combine information for designs.	1.1. Describe what is required to meet design outcomes. 1.2. Obtain, input and prepare designs to meet needs. 1.3. Describe what copyright and other constraints apply to the use of designs. 1.4. Use appropriate techniques to organise and combine information from different sources and types. 1.5. Describe the context in which the designs will be used. 1.6. Select appropriate file format to use for saving designs to suit different presentation methods. 1.7. Store and retrieve files effectively, in line with local guidelines and conventions where available.	
2. Be able to use design software tools to create, manipulate and edit designs.	2.1. Describe what technical factors need to be considered when creating a design. 2.2. Select and use suitable techniques to create designs. 2.3. Use guidelines and dimensioning tools appropriately to enhance precision. 2.4. Select and use appropriate tools and techniques to manipulate and edit designs. 2.5. Check designs meet needs and use IT tools to make necessary corrections. 2.6. Identify and respond to quality problems with designs to make sure that they meet needs.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Desktop Publishing
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD375
Unit Reference No	Y/508/1347
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use desktop software.	
Learning Outcomes	Assessment Criteria
1. Be able to select and use appropriate designs and page layouts for publications.	1.1. Describe what types of information are needed. 1.2. Describe how to change page design and layout to increase effectiveness of a publication for different media. 1.3. Select, change and use an appropriate page design and layout for publications in line with local guidelines, where relevant. 1.4. Select and use appropriate media for the publication.
2. Be able to input and combine text and other information within publications.	2.1. Find and input information into a publication so that it is ready for editing and formatting. 2.2. Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software. 2.3. Describe how copyright constraints affect use of own and others' information. 2.4. Compare different file formats used to save designs and images. 2.5. Store and retrieve publication files effectively, in line with local guidelines and conventions where available.
3. Be able to use desktop publishing software techniques to edit and format publications.	3.1. Describe what editing and formatting to use for the publication. 3.2. Select and use appropriate techniques to edit publications and format text. 3.3. Manipulate images and graphic elements accurately. 3.4. Control text flow within single and multiple columns and pages. 3.5. Use IT tools to check and make corrections to final product as required. 3.6. Identify and respond to quality problems with publications to make sure they meet needs.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Email Software Skills	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD376	
Unit Reference No	D/508/1348	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use email effectively.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Use email software tools and techniques to compose and send emails.	1.1. Select and use software tools to compose and format emails including attachments. 1.2. Describe and demonstrate how to determine the message size and how it can be reduced. 1.3. Demonstrate how to send emails to individuals and groups. 1.4. Describe how to stay safe and respect others when using email. 1.5. Use an address book to organise contact information.	
2. Be able to manage incoming emails.	2.1. Follow guidelines and procedures for using emails. 2.2. Read and respond to emails appropriately. 2.3. Use email software tools and techniques to automate responses. 2.4. Describe and demonstrate how to archive and store emails including attachments. 2.5. Respond appropriately to email problems.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	Enhance IT System Performance
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD377
Unit Reference No	H/508/1349
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand system performance and how to enhance it.	
Learning Outcomes	Assessment Criteria
1. Know how to operate hardware and software efficiently.	1.1. Summarise the main features and functions of the computer operating system. 1.2. Illustrate the steps required to protect computer hardware from loss or damage. 1.3. Configure anti-virus and other security software. 1.4. Install and configure printers and other peripheral devices. 1.5. Configure network settings for mobile and remote computing. 1.6. Configure a computer to present or display information to an audience.
2. Know how to manage files and disks to enhance performance.	2.1. Use file navigation software to organise files into an appropriate folder structure. 2.2. Backup and restore files and folders. 2.3. Demonstrate file and disk housekeeping in order to improve performance. 2.4. Share files and folders with other users. 2.5. Distinguish between data and system file types.
3. Be able to troubleshoot and respond to common IT system problems and errors.	3.1. Describe common IT system problems and their causes. 3.2. Describe and record IT system problems to enable effective support. 3.3. Describe when to try to solve a problem independently, and when to get expert advice. 3.4. Troubleshoot and respond to IT system problems appropriately. 3.5. Check that errors and problems have been resolved satisfactorily.
4. Customise the working environment to enhance performance.	4.1. Illustrate methods that can be used to enhance system performance. 4.2. Select and adjust system settings to enhance performance as appropriate. 4.3. Configure the automatic start of programmes and other graphical display options.
5. Be able to maintain software to meet performance needs.	5.1. Describe when and how to upgrade software. 5.2. Use appropriate techniques to maintain software. 5.3. Locate and install driver files for different devices.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Establishing an IT System
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD378
Unit Reference No	Y/508/1350
<i>Unit purpose and aim(s):</i> This unit will enable the learner to set up an IT system.	
Learning Outcomes	Assessment Criteria
1. Be able to set up a personal computer to own requirements.	1.1. Summarise IT system components, storage and peripheral devices required. 1.2. Describe health and safety issues associated with setting up an IT system. 1.3. Describe the characteristics of IT systems that affect performance. 1.4. Select and connect up the components of an IT system safely, including any peripheral devices and storage media.
2. Be able to select and connect an IT system to a communication service to own requirements.	2.1. Select and connect communication hardware safely to an IT system. 2.2. Describe the factors that affect data transfer. 2.3. Select and connect to a communication service from an IT system. 2.4. Identify the login and password details needed to connect to an Internet Service Provider (ISP).
3. Be able to install and configure software for use.	3.1. Configure the user interface to meet requirements. 3.2. Summarise security precautions to be taken account of. 3.3. Set up and configure virus protection software. 3.4. Install and set up application software to meet requirements. 3.5. Backup and restore system and data files.
4. Know how to check that the IT system and communication service are functioning.	4.1. Identify tests that may be used to check the IT system and communications. 4.2. Select and run suitable tests to make sure that the system and communication service are working successfully. 4.3. Identify the help and troubleshooting facilities available to solve problems. 4.4. Respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Imaging Software Tools	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBD379	
Unit Reference No	H/508/1352	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use imaging software tools.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to obtain, insert and combine information for images.	1.1. Identify images needed to meet requirements. 1.2. Demonstrate how to obtain, input and prepare images to meet needs. 1.3. Describe what copyright and other constraints apply to the use of images. 1.4. Use appropriate techniques to organise and combine information from different sources and forms. 1.5. Describe the context in which the images will be used. 1.6. Compare different file formats uses for saving images for different presentation methods. 1.7. Store and retrieve files effectively, in line with local guidelines and conventions where available.	
2. Be able to use imaging software tools to create, manipulate and edit images.	2.1. Describe the technical factors affecting images that need to be taken into account. 2.2. Select and use suitable techniques to create images. 2.3. Use guidelines and dimensioning tools appropriately to enhance precision. 2.4. Select and use appropriate tools and techniques to manipulate and edit images. 2.5. Use IT tools to check images meet needs and make corrections as necessary. 2.6. Identify and respond to quality problems with images to ensure they meet needs.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Improving Productivity Using IT
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD380
Unit Reference No	K/508/1353
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use IT tools, systems and techniques to improve productivity.	
Learning Outcomes	Assessment Criteria
1. Plan, select and use appropriate IT systems and software for different purposes.	1.1. Describe the purpose for using IT. 1.2. Describe the methods, skills and resources required to complete the task successfully. 1.3. Plan how to carry out tasks using IT to achieve the required purpose and outcome. 1.4. Describe any factors that may affect the task. 1.5. Select and use IT systems and software applications to complete planned tasks and produce effective outcomes. 1.6. Describe how the purpose and outcomes have been met by the chosen IT systems and software applications. 1.7. Describe any legal or local guidelines or constraints that may apply to the task or activity.
2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful.	2.1. Review ongoing use of IT tools and techniques and change the approach as needed. 2.2. Describe whether the IT tools selected were appropriate for the task and purpose. 2.3. Assess strengths and weaknesses of final work. 2.4. Describe ways to make further improvements to work. 2.5. Review outcomes to make sure they match requirements and are fit for purpose.
3. Develop and test solutions to improve the ongoing use of IT tools and systems.	3.1. Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency. 3.2. Describe ways to improve productivity and efficiency. 3.3. Develop solutions to improve own productivity in using IT. 3.4. Test solutions to ensure that they work as intended.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	IT Communication Fundamentals	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBD381	
Unit Reference No	T/508/1355	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand IT communication fundamentals.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to select and use a variety of sources of information to meet needs.	1.1. Select and use appropriate sources of information to meet requirements. 1.2. Describe different features of information. 1.3. Identify copyright and other constraints on the use of information.	
2. Be able to access, search, select and use Internet-based information.	2.1. Access, navigate and search internet sources of information purposefully and effectively. 2.2. Use appropriate search techniques to locate relevant information. 2.3. Select and assess information that is fit for purpose.	
3. Be able to select and use IT to communicate and exchange information safely, responsibly and effectively.	3.1. Create access, read and respond appropriately to e-mail and other IT-based communication. 3.2. Use IT tools to manage an address book and schedule activities. 3.3. Manage storage of IT-based communications. 3.4. Describe how to respond to common IT-based communication problems. 3.5. Respond appropriately to common IT-based communication problems.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	IT Software Fundamentals	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD382	
Unit Reference No	A/508/1356	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use fundamental IT tools and techniques.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Select and use appropriate software applications to meet needs and solve problems.	1.1. Describe what types of information are needed. 1.2. Select and use software applications to develop, produce and present different types of information to meet needs and solve problems.	
2. Enter, develop, combine and format different types of information to suit its meaning and purpose.	2.1. Enter, organise, refine and format different types of information, applying editing techniques to meet needs. 2.2. Use appropriate techniques to combine image and text components. 2.3. Combine information of different forms or from different sources. 2.4. Select and use appropriate page layout to present information effectively.	
3. Present information in ways that are fit for purpose and audience.	3.1. Work accurately and proof-read, using software facilities where appropriate. 3.2. Identify inconsistencies or quality issues with the presentation of information. 3.3. Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate.	
4. Evaluate the selection and use of IT tools and facilities to present information.	4.1. Review and modify work as it progresses to ensure the result is fit for purpose and audience and to inform future judgements. 4.2. Review the effectiveness of the IT tools selected to meet needs in order to improve future work.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	IT User Fundamentals
Level	Two
Credit Value	3
Guided Learning Hours (GLH)	24
OCN NI Unit Code	CBD383
Unit Reference No	F/508/1357
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use IT systems appropriately.	
Learning Outcomes	Assessment Criteria
1. Use IT systems to meet a variety of needs.	1.1. Use correct procedures to start and shutdown an IT system. 1.2. Select and use interface features effectively to interact with IT systems. 1.3. Select and adjust system settings as appropriate to needs. 1.4. Select and use a communication service to access the Internet. 1.5. Use appropriate terminology when describing IT systems.
2. Manage information storage and retrieval appropriately.	2.1. Manage files and folders to enable efficient information retrieval. 2.2. Identify when and why to use different types of storage media. 2.3. Organise and store information, using general and local conventions where appropriate.
3. Follow and understand the need for safety and security practices.	3.1. Work safely and take steps to minimise physical stress. 3.2. Describe the danger of computer viruses, and how to minimise risk. 3.3. Keep information secure. 3.4. Explain why it is important to stay safe and to respect others when using IT-based communication. 3.5. Follow relevant guidelines and procedures for the safe and secure use of IT.
4. Maintain system and troubleshoot IT system problems.	4.1. Describe why routine and non-routine maintenance is important and when to carry it out. 4.2. Carry out regular routine maintenance of IT systems safely. 4.3. Identify sources of help and how to get expert advice. 4.4. Identify IT problems and take appropriate action.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Multimedia Software
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD384
Unit Reference No	J/508/1358
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use multimedia software tools to edit and format multimedia content appropriately.	
Learning Outcomes	Assessment Criteria
1. Plan the content and organisation of multimedia products to meet needs.	1.1. Describe the type of multimedia outcome needed and the specification that it must meet. 1.2. Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia products. 1.3. Identify how the different elements of the content will be sourced and how they will relate in the design layout. 1.4. Plan the use of interactive features and transitions to meet needs. 1.5. Describe how copyright and other constraints affect use of own and others' information.
2. Obtain, input and combine content to build multimedia outcomes.	2.1. Select and use an appropriate combination of input device, software and input techniques to obtain and input relevant content for multimedia outcomes. 2.2. Combine information of different types or from different sources for multimedia outcomes. 2.3. Describe the file format and storage media to use. 2.4. Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available.
3. Use multimedia software tools to edit and format multimedia content to meet requirements.	3.1. Select and use appropriate techniques to edit and format multimedia outcomes. 3.2. Manipulate images and graphic elements accurately. 3.3. Check multimedia outcomes meet needs, using IT tools and making corrections as necessary. 3.4. Adjust outcomes in response to any identified quality problems.
4. Play and present multimedia outcomes.	4.1. Described what combination of display device and software to use for displaying different multimedia file formats. 4.2. Select and use appropriate software for displaying multimedia outcomes. 4.3. Select and use appropriate navigation techniques and playback controls to suit the files. 4.4. Adjust the display settings of the software and display device to present outcomes effectively.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	Presentation Software	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBD385	
Unit Reference No	L/508/1359	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use presentation software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to input and combine text and other information within presentation slides.	1.1. Identify types of information which may be used in presentations. 1.2. Enter information into presentation slides ready for editing and formatting. 1.3. Combine information for presentations in line with any copyright constraints. 1.4. Identify copyright constraints on using others' information. 1.5. Demonstrate how to store and retrieve presentation files effectively in line with local guidelines.	
2. Be able to use presentation software tools to structure, edit and format slides.	2.1. Select a template and theme for slides. 2.2. Use appropriate techniques to edit and format slides.	
3. Be able to prepare slides for presentation.	3.1. Identify how the slides should be presented. 3.2. Prepare and present slides for presentation. 3.3. Review presentation identifying areas for improvement.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Project Management Software
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD386
Unit Reference No	F/508/1360
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use project management software.	
Learning Outcomes	Assessment Criteria
1. Be able to create and define a project.	1.1. Assess relevant information in relation to the project. 1.2. Create, store and retrieve project management files effectively in line with local guidelines. 1.3. Define the project file properties and project options.
2. Be able to enter and edit information about project tasks and resources.	2.1. Outline information required including: a) critical tasks b) milestones c) deadlines d) constraints e) resource availability f) utilisation 2.2. Enter and edit information about project into project software. 2.3. Adjust templates for project information. 2.4. Set up and edit dependencies between tasks.
3. Be able to update information about project progress.	3.1. Describe the methods to update and report information about project progress. 3.2. Use editing and formatting techniques to update project elements. 3.3. Update task status in line with progress. 3.4. Update information about resources as required. 3.5. Compare actual progress with project baseline and reschedule uncompleted tasks. 3.6. Identify any risks and issues that may have an impact on the project.
4. Be able to display and report on project status.	4.1. Select and create project reports to meet needs. 4.2. Use filtering and formatting techniques to display project information to meet needs. 4.3. Share project information with other applications.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Social Media	
Level	Two	
Credit Value	2	
Guided Learning Hours (GLH)	16	
OCN NI Unit Code	CBD387	
Unit Reference No	J/508/1361	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how use social media safely.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand the opportunities and threats associated with using social media.	1.1. Describe the positive and negative aspects of using social media. 1.2. Describe how to minimise risks associated with using social media.	
2. Understand the application of social media.	2.1. Describe how various social media sites may be used by groups, individuals, businesses and organisations. 2.2. Demonstrate the use of various social media sites to communicate and upload content including: a) Facebook b) Blogging c) Twitter d) YouTube 2.3. Describe how businesses and organisations may use social media to promote products and services.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Specialist Software	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	24	
OCN NI Unit Code	CBD388	
Unit Reference No	L/508/1362	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use specialist software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to input and combine information using specialist applications.	1.1. Demonstrate how to input information accurately so that it is ready for processing. 1.2. Select and use appropriate techniques to link and combine information from different sources and forms within the software. 1.3. Demonstrate how to respond appropriately to data entry error messages.	
2. Be able to use appropriate structures to organise and retrieve information.	2.1. Describe what functions are required to structure and layout information effectively. 2.2. Select and use appropriate structures and/or layouts to organise information. 2.3. Apply local and/or legal guidelines and conventions for the storage and use of data where available.	
3. Be able to use the functions of the software effectively to process and present information.	3.1. Select and use appropriate tools and techniques to edit, process and format information. 3.2. Review information identifying areas for improvement. 3.3. Use appropriate presentation methods and accepted layouts to present information.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Spreadsheet Software	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBD389	
Unit Reference No	Y/508/1364	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use spreadsheet software		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use a spreadsheet to enter, edit and organise data.	1.1. Assess data required for spreadsheet and how it should be structured. 1.2. Demonstrate how to enter and edit numerical and other data accurately. 1.3. Combine and link data across worksheets. 1.4. Store and retrieve spreadsheet files effectively.	
2. Be able to select and use appropriate formulas and data analysis tools.	2.1. Describe tools and techniques used to analyse and manipulate data to meet requirements. 2.2. Demonstrate how to select and use a range of appropriate functions and formulas to meet calculation requirements. 2.3. Use a range of tools and techniques to analyse and manipulate data to meet requirements.	
3. Be able to select and use tools and techniques to present and format spreadsheet information.	3.1. Plan how to present and format spreadsheet information effectively to meet requirements. 3.2. Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets. 3.3. Select and format an appropriate chart or graph type to display selected information. 3.4. Select and use appropriate page layout to present and print spreadsheet information. 3.5. Review information and amend as required. 3.6. Describe how to find errors in spreadsheet formulas. 3.7. Respond appropriately to any problems with spreadsheets.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests



Title	Use Digital Imaging and Printing Tools	
Level	Two	
Credit Value	4	
Guided Learning Hours (GLH)	32	
OCN NI Unit Code	CBD390	
Unit Reference No	D/508/1365	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use digital imaging and printing software.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Understand digital imaging and printing.	1.1. Describe the characteristics of digital imaging and printing. 1.2. Describe copyright issues associated with digital imaging.	
2. Be able to produce digital images and prints.	2.1. Produce digital images using appropriate software tools to meet required outcomes. 2.2. Produce digital prints from digital imaging sources to achieve solutions for identified goals. 2.3. Assess digital images and prints and identify areas for improvement.	
3. Understand photographic practice and health and safety procedures.	3.1. Describe and use safe working practices within digital production facilities.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Using Mobile IT Devices
Level	Two
Credit Value	2
Guided Learning Hours (GLH)	16
OCN NI Unit Code	CBD391
Unit Reference No	H/508/1366
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use mobile IT devices.	
Learning Outcomes	Assessment Criteria
1. Be able to set up and customise a mobile device to meet requirements.	1.1. Describe the purpose of different features and drawbacks of a mobile device. 1.2. Describe different methods that can be used to access mobile networks. 1.3. Prepare, set up and configure the mobile device for use. 1.4. Select, use and customise interface features and settings to meet requirements and improve efficiency. 1.5. Describe health and safety issues associated with the use of mobile devices. 1.6. Apply guidelines and procedures for the use of mobile devices.
2. Be able to select and use applications and files on a mobile device.	2.1. Select and use applications and files on a mobile device for an appropriate purpose. 2.2. Describe and use file formats appropriate for mobile devices. 2.3. Input, organise, store and retrieve data efficiently on a mobile device.
3. Be able to use tools and techniques to transfer data to and from mobile devices.	3.1. Describe different types of secure connection methods that can be used between devices. 3.2. Describe software requirements and techniques to connect and synchronise devices and demonstrate their use. 3.3. Synchronise mobile device data with source data. 3.4. Describe copyright and other constraints on the use and transfer of information. 3.5. Describe why it is important to stay safe, keep information secure and to respect others when using mobile devices. 3.6. Demonstrate how to keep information secure when using a mobile device.
4. Be able to optimise the performance of mobile devices.	4.1. Describe factors that may affect the performance of a mobile device. 4.2. Use appropriate techniques to optimise the performance of the mobile device. 4.3. Describe problems that may occur with mobile devices and associated causes. 4.4. Use an appropriate fault-finding procedure to identify and solve problems with a mobile device. 4.5. Describe where and when to seek expert advice.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Using the Internet
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD392
Unit Reference No	K/508/1367
<i>Unit purpose and aim(s):</i> This unit will enable the learner to use the internet, using browser tools and software.	
Learning Outcomes	Assessment Criteria
1. Connect to the Internet.	1.1. Identify different types of connection methods that can be used to access the Internet. 1.2. Identify the benefits and drawbacks of the connection method used. 1.3. Get online with an Internet connection. 1.4. Use help facilities to solve Internet connection problems.
2. Use browser software to navigate webpages effectively.	2.1. Select and use browser tools to navigate webpages. 2.2. Identify when to change settings to aid navigation. 2.3. Adjust browser settings to optimise performance and meet needs. 2.4. Identify ways to improve the performance of a browser.
3. Use browser tools to search for information from the Internet.	3.1. Select and use appropriate search techniques to locate information efficiently. 3.2. Describe how well information meets requirements. 3.3. Manage and use references to make it easier to find information another time. 3.4. Download, organise and store different types of information from the Internet.
4. Use browser software to communicate information online.	4.1. Identify opportunities to create, post or publish material to websites. 4.2. Select and use appropriate tools and techniques to communicate information online. 4.3. Use browser tools to share information sources with others. 4.4. Submit information online.

<p>5. Understand the need for safety and security practices when working online.</p>	<p>5.1. Describe the threats to system performance when working online.            5.2. Work responsibly and take appropriate safety and security precautions when working online.            5.3. Describe the threats to information security when working online.            5.4. Manage personal access to online sources securely.            5.5. Describe the threats to user safety when working online.            5.6. Describe how to minimise internet security risks.            5.7. Apply laws, guidelines and procedures for safe and secure Internet use.            5.8. Explain the importance of the relevant laws affecting Internet users.</p>
--	--

**Assessment Guidance**

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Websites Software
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD393
Unit Reference No	M/508/1368
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to develop basic websites	
Learning Outcomes	Assessment Criteria
1. Be able to create structures and styles for websites.	1.1. Plan and create website to include: <ol style="list-style-type: none"> <li>page content</li> <li>templates and layout</li> <li>navigation</li> </ol> 1.2. Create, select and use styles to keep the appearance of webpages consistent and easily understood.           1.3. Describe issues that need to be taken into account including: <ol style="list-style-type: none"> <li>copyright</li> <li>access</li> </ol> 1.4. Describe file types to use for saving content.           1.5. Store and retrieve files in line with local guidelines and conventions where available.
2. Be able to use software tools to prepare content for websites.	2.1. Prepare content for webpages so that it is ready for editing and formatting.           2.2. Organise and combine information required for webpages.           2.3. Select and use appropriate editing and formatting techniques to aid both clarity and navigation.           2.4. Select and use appropriate development techniques to link information across pages.           2.5. Change the file formats appropriately for content.           2.6. Use IT tools to check webpages are fit for purpose making any necessary amendments.
3. Be able to publish websites.	3.1. Select and use appropriate testing methods to check that all elements of websites are working making any necessary amendments.           3.2. Select and use an appropriate programme to upload and publish the website.           3.3. Respond appropriately to problems with multiple page websites.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Word Processing Software
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBD394
Unit Reference No	T/508/1369
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use word processing software.	
Learning Outcomes	Assessment Criteria
1. Be able to enter and combine text and other forms of information.	1.1. Describe types of information required in a range of documents. 1.2. Demonstrate techniques to enter text and other information accurately and efficiently. 1.3. Select and use appropriate templates for different purposes. 1.4. Describe how and when to combine and merge information from other software, documents or sources. 1.5. Select and use a range of editing tools to amend document content. 1.6. Store and retrieve document and template files effectively, in line with local guidelines and conventions where available.
2. Be able to create and modify layout and structures for word processing documents.	2.1. Describe the document requirements for structure and style. 2.2. Describe what templates and styles are available and when to use them. 2.3. Create and modify columns, tables and forms to organise information. 2.4. Select and apply styles to text.
3. Be able to format and present documents.	3.1. Describe how the document should be formatted to aid meaning. 3.2. Select and use appropriate techniques to format characters and paragraphs. 3.3. Select and use appropriate page and section layouts to present and print documents. 3.4. Use IT tools to ensure documents are fit for purpose making corrections if required.



### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

## Quality Assurance of Centre Performance

---

### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## Administration

---

### Registration

A centre must register learners within 20 working days of commencement of a qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

**OCN NI Level 2 Award in Information Technology Applications**  
**Qualification Number: 601/8425/5**

---

Operational start date: 01 March 2016  
Operational end date: 30 September 2028  
Certification end date: 30 September 2030

**OCN NI Level 2 Certificate in Information Technology Applications**  
**Qualification Number: 601/8497/8**

---

Operational start date: 01 April 2016  
Operational end date: 30 September 2028  
Certification end date: 30 September 2030

Open College Network Northern Ireland (OCN NI)  
Sirius House  
10 Heron Road  
Belfast  
BT3 9LE

Phone: 028 90463990  
Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)