



Ascentis Entry Level Award in Digital Skills (Entry 3)

Specification

Ofqual Number: 601/7222/8

Ofqual Start Date:	01/09/2015
Ofqual Review Date:	31/07/2021
Ofqual Certification Review Date:	31/07/2022

ABOUT ASCENTIS

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

ASCENTIS CONTACT DETAILS

Ascentis
Office 4
Lancaster Business Park
Mannin Way
Caton Road
Lancaster
LA1 3SW

Tel: 01524 845046
www.ascentis.co.uk

Company limited by guarantee. Registered in England and Wales No. 6799564. Registered Charity No. 1129180

TABLE OF CONTENTS

ASCENTIS ENTRY LEVEL AWARD IN DIGITAL SKILLS (ENTRY 3)

Introduction	4
Aims	4
Target Group	4
Ofqual Qualification Number	4
Rules of Combination	5
Recommended Guided Learning Hours	5
Total Qualification Time	5
Time Limit for the Process of Credit Accumulation and Exemptions	5
Recommended Prior Knowledge, Attainment and / or Experience	5
Age Range of Qualification	5
Opportunities for Progression	5
Mapping / Relationship to National Occupational Standards	6
Resources to Support the Delivery of the Qualification	6
Centre Recognition	6
Qualification Approval	6
Registration	6
Status in England, Wales and Northern Ireland	6
Reasonable Adjustments and Special Considerations	6
Enquiries and Appeals Procedure	6

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment and Verification	7
-----------------------------	---

UNIT SPECIFICATIONS

Group A Mandatory Unit Criteria	9
Group B Optional Unit Criteria	11
Appendix 1: Summary Record of Achievement	16
Appendix 2: Tracking Sheet	17

ASCENTIS ENTRY LEVEL AWARD IN DIGITAL SKILLS (ENTRY 3)

Introduction

This qualification's main purpose is to enable you to develop basic skills and knowledge in how to use a computer. This will give you the confidence and ability to progress to the next level of vocational learning in IT user skills or any other subject where basic computer skills are required such as administration.

Aims

The aims of the qualification are to enable learners:

- 1 to gain some basic computer skills
- 2 to focus on the digital skills in the area they are most likely to use e.g. digital photography, music or social media

Target Group

This qualification is for learners who:

- want to develop a basic understanding of IT and digital skills
- are thinking about further vocational learning in IT User Skills or in any subject where basic IT skills are required
- are unemployed and would like to develop skills to help improve job prospects

Ofqual Qualification Number: 601/7222/8

Rules of Combination

Ascentis Entry Level Award in Digital Skills (Entry 3)

Learners require 7 credits in total - 3 from group A and 4 from group B

A (Mandatory units)

Title	Level	Credit Value	GLH	Unit ref
Computer Basics	Entry 3	2	14	T/505/4110
Online Basics	Entry 3	1	10	Y/601/2149

B (Optional units)

Title	Level	Credit Value	GLH	Unit ref
Digital Photography	Entry 3	2	15	A/506/3553
Digital Music	Entry 3	2	15	D/506/3562
Audio and video software	Entry 3	2	15	H/502/0177
Digital Media	Entry 3	2	15	K/506/3564
Social Networking	Entry 3	2	15	Y/506/3561

Unit certification is available for all units.

Recommended Guided Learning Hours

The recommended guided learning hours for Entry Level Award in Digital Skills is 54.

Total Qualification Time

The total qualification time for Entry Level Award in Digital Skills is 70.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification. Exemptions may have been achieved previous to the qualification start date; each case will be considered separately.

Recommended Prior Knowledge, Attainment and/or Experience

There is no prior knowledge required for this qualification.

Age Range of Qualification

This qualification is suitable for learners aged Pre-16, 16-18, 19+

Opportunities for Progression

This qualification is designed to help break down barriers which prevent you from progressing to the next level of learning. It will help to give you the confidence in using your home computer, searching for a job and using the internet for everyday activities. It is not designed to lead to a specific job, but will help you as you begin your journey towards working. IT Skills are used in a wide variety of jobs in all kinds of organisations including manufacturing, retail, hospitality, business services and public services.

You may also progress to a wide range of Level 1 qualifications such as:

- Level 1 Award in IT User Skills
- Level 1 Certificate in Work Preparation for Business and Administration

Mapping/Relationship to National Occupational Standards

This qualification is not mapped to National Occupational Standards.

Resources to support the Delivery of the Qualification

No resources have been produced to support the delivery of this qualification.

Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Registration

All learners must normally be registered with Ascentis within seven weeks of commencement of a course via the Ascentis electronic registration portal.

Status in England, Wales and Northern Ireland

This qualification is available in England, Wales and Northern Ireland. It is only offered in English. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Ascentis.

Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the Resources/Key Documents area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*¹. Full details of this procedure, including how to make an application, are available from the Resources/Key Documents area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

¹ The Scottish Qualifications Authority (SQA) have developed some high level principles that cover the same requirements as the Ofqual Conditions. These are the SQA Accreditation Regulatory Principles (2011).

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria, internally assessed and verified by the centre and then externally verified by Ascentis.

On completion of the learners' evidence for either the individual units or the qualification, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement asks assessors and the internal verifier to confirm that the rules of combination have been followed. This is particularly important in cases where a learner has taken units at different levels. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for 4 weeks afterwards should any appeal be made.

Internal Assessment

Evidence for each unit is through building up a portfolio of evidence to demonstrate that all the assessment criteria within the unit have been achieved. The evidence will be assessed by the assessor at the centre, who may or may not be the tutor teaching the course.

Portfolios of evidence should include a variety of evidence to demonstrate that the assessment criteria for each unit have been met. Examples of evidence that could be included are:

- Observation record
- Questions and discussions
- Photographs
- Video
- Worksheets
- Tape recordings
- Self-assessments
- Workbook activities
- Final multiple choice tests.

If the learner fails to meet the assessment criteria on the first attempt at an activity they may redraft the work following feedback given by the tutor. However tutors must not correct the work of the learner, and all feedback given by the tutor must be included within the learner's evidence.

Learners' portfolio work should include a tracking sheet to show where the evidence for each assessment criterion is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Examples of tracking sheets are found in Appendix 2.

Verification

Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification activities will include: ensuring any stimulus or materials used for the purposes of assessment are fit for purpose; sampling assessments; standardisation of assessment decisions; standardisation of internal verification decisions. Internal Verifiers are also responsible for supporting assessors by providing constructive advice and guidance in relation to the qualification delivered.

Further information is available from the Resources/Key Documents section of the Ascentis website www.ascentis.co.uk

External Verification

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- A review of the centres management of the regulated provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment

External Verifiers will usually do this through discussion with the centre management team; assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

Knowledge, Understanding and Skills required of Assessors and Internal Verifiers

Centres must ensure that those delivering and assessing Ascentis qualifications are occupationally knowledgeable and competent within the relevant subject area.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on Quartz Web or the Ascentis website.

A (MANDATORY UNITS)

UNIT SPECIFICATIONS

Unit Title: Computer Basics

Unit Reference Number: T/505/4110

Credit Value of Unit: 2

GLH of Unit: 14

Level of Unit: Entry 3

Introduction

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

Assessment Method

Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Practical Demonstration/Assignment, Written Examination

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: Online Basics

Unit Reference Number: Y/601/2149

Credit Value of Unit: 1

GLH of Unit: 10

Level of Unit: Entry 3

Introduction

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

Assessment Method

N/A

Equivalences

N/A

B (OPTIONAL UNITS)

UNIT SPECIFICATIONS

Unit Title: Digital Photography

Unit Reference Number: A/506/3553

Credit Value of Unit: 2

GLH of Unit: 15

Level of Unit: Entry 3

Introduction

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

Assessment Method

See IT User Assessment Strategy available from www.e-skills.com

Assessment can be undertaken through:

- an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity
- work for a real purpose portfolio of evidence

As an E3 level unit it is expected that the learner will be working independently for the majority of the assessment with any support

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: Digital Music

Unit Reference Number: D/506/3562

Credit Value of Unit: 2

GLH of Unit: 15

Level of Unit: Entry 3

Introduction

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

Assessment Method

See IT User Assessment Strategy available from www.e-skills.com

Assessment can be undertaken through:

- an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity
- work for a real purpose portfolio of evidence

As an E3 level unit it is expected that the learner will be working independently for the majority of the assessment with any support being minimal.

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: Audio and Video Software
Unit Reference Number: H/502/0177

Credit Value of Unit: 2

GLH of Unit: 15

Level of Unit: Entry 3

Introduction

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

Assessment Method

IT User Assessment Strategy available from www.e-skills.com

Assessment can be undertaken through:

- an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity
- work for a real purpose portfolio of evidence

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: Digital Media

Unit Reference Number: K/506/3564

Credit Value of Unit: 2

GLH of Unit: 15

Level of Unit: Entry 3

Introduction

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

Assessment Method

See IT User Assessment Strategy available from www.e-skills.com

Assessment can be undertaken through:

- an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity
- work for a real purpose portfolio of evidence

As an E3 level unit it is expected that the learner will be working independently for the majority of the assessment with any support being minimal.

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: Social Networking
Unit Reference Number: Y/506/3561

Credit Value of Unit: 2

GLH of Unit: 15

Level of Unit: Entry 3

Introduction

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand what social networking is and the associated risks and benefits.	1.1. Understand what social networking is.
	1.2. Identify different social networking sites.
	1.3. Outline the risks and benefits of social networking.
	1.4. Identify how to report misconduct within a social networking site.
2. Create and maintain a social networking profile.	2.1. Outline what is meant by online identity.
	2.2. Create and update a social networking profile.
	2.3. Search for, and add contacts to a social networking profile.
	2.4. Take appropriate precautions to ensure own safety and privacy within a social network.
3. Use a social network to communicate with others.	3.1. Send messages to others using a social network.
	3.2. Post comments to a social network.
	3.3. Identify how to join online groups and events.
	3.4. Upload digital media content to a social networking site.
	3.5. Follow guidelines and procedures for the safe use of social networking sites.

Assessment Method

See IT User Assessment Strategy available from www.e-skills.com

Assessment can be undertaken through:

- an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity
- work for a real purpose portfolio of evidence

As an E3 level unit it is expected that the learner will be working independently for the majority of the assessment with any support being minimal.

Equivalences

N/A

APPENDIX 1

Summary Record of Achievement

601/7222/8 Ascentis Entry Level Award in Digital Skills (Entry 3)

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Computer Basics	Entry 3	2			
Online Basics	Entry 3	1			
Digital Photography	Entry 3	2			
Digital Music	Entry 3	2			
Audio and video software	Entry 3	2			
Digital Media	Entry 3	2			
Social Networking	Entry 3	2			

Learner Name _____

Minimum Credit Value of Qualification 7

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

A (MANDATORY UNITS)

APPENDIX 2

Tracking Sheet
T/505/4110
Computer Basics

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify different types of computers.				
1.2. Identify key hardware components of a computer.				
1.3. Start up and shut down a computer safely.				
1.4. Identify different groups of keys on a keyboard.				
1.5. Use an appropriate input device.				
2.1 Identify key components of an operating system.				
2.2. Identify different types of storage media.				
2.3. Identify key features and icons of the interface.				
2.4. Identify different file types and software application icons.				
2.5. Perform basic file operations.				
3.1 Identify different types of software applications and indicate their use.				
3.2. Use a software application.				
3.3. Store and retrieve documents.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

APPENDIX 2

Tracking Sheet

Y/601/2149

Online Basics

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Start an online IT system or application and close it down appropriately when finished.				
1.2. Set and use a password where necessary.				
1.3. Work safely and responsibly online.				
2.1 Choose appropriate sources of IT-based information to meet needs.				
2.2. Use browser software to navigate web pages and find required information.				
2.3. Select and use information which is reliable and fit for purpose.				
3.1 Open and read e-mail messages.				
3.2. Create and send e-mail messages.				
3.3. Enter and edit text to meet needs.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet
A/506/3553
Digital Photography

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Use a device to take a digital photograph.				
1.2. Use a device to view a digital photograph.				
1.3. Delete a digital photograph from a device.				
2.1 Transfer digital photographs to another device.				
2.2. Edit a digital photograph to enhance appearance.				
2.3. Save a digital photograph in an appropriate format.				
2.4. Organise photographs in folders/albums.				
2.5. Outline ways to share digital photographs with others.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____
 Assessor Signature _____ Date _____
 Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

D/506/3562

Digital Music

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the controls of a music player device.				
1.2. Select and play digital music using volume and playback controls to control output.				
2.1 Use music player software to import music.				
2.2. Select and play digital music using software volume and playback controls to control output.				
2.3. Synchronize a music player device with music software.				
3.1 Create and manage playlists.				
3.2. Delete digital music from a playlist.				
3.3. Backup digital music to an appropriate storage medium.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

H/502/0177

Audio and Video Software

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify what input device and associated software to use.				
1.2. Use input devices and built-in audio and/or video software to record information.				
2.1 Identify what audio and/or video software editing software to use.				
2.2. Cut and paste short sequences to meet needs.				
2.3. Respond to common problems with audio and/or video sequences.				
2.4. Identify copyright constraints on using others' information.				
3.1 Select audio and/or video software to playback and display audio and/or video sequences.				
3.2. Use appropriate device to playback and display audio and/or video sequences.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet
K/506/3564
 Digital Media

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify different digital media storage devices.				
1.2. Identify appropriate formats for storing photo, audio and video files.				
1.3. Backup digital media files to a suitable storage device.				
2.1 Identify different digital media playback devices.				
2.2. Outline ways to share digital media with others.				
2.3. identify how digital media devices can communicate with each other.				
2.4. Understand the laws and guidelines that apply to sharing digital media.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet
Y/506/3561
Social Networking

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Understand what social networking is.				
1.2. Identify different social networking sites.				
1.3. Outline the risks and benefits of social networking.				
1.4. Identify how to report misconduct within a social networking site.				
2.1 Outline what is meant by online identity.				
2.2. Create and update a social networking profile.				
2.3. Search for, and add contacts to a social networking profile.				
2.4. Take appropriate precautions to ensure own safety and privacy within a social network.				
3.1 Send messages to others using a social network.				
3.2. Post comments to a social network.				
3.3. Identify how to join online groups and events.				
3.4. Upload digital media content to a social networking site.				
3.5. Follow guidelines and procedures for the safe use of social networking sites.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____