



## Ascentis Entry Level Award in Digital Skills (Entry 3)

### Specification

**Ofqual Number: 601/7222/8**

|                                   |            |
|-----------------------------------|------------|
| Ofqual Start Date:                | 01/09/2015 |
| Ofqual Review Date:               | 31/07/2027 |
| Ofqual Certification Review Date: | 31/07/2028 |

## ABOUT ASCENTIS

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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, England), Council for the Curriculum, Examinations and Assessment (CCEA, Northern Ireland) and Qualifications Wales

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

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## ASCENTIS ENTRY LEVEL AWARD IN DIGITAL SKILLS (ENTRY 3)

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### 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

### Regulation Codes

Ofqual: Ascentis Entry Level Award in Digital Skills (Entry 3) - 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 reference |
|-----------------|---------|--------------|-----|----------------|
| 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.

#### Guided Learning Hours (GLH)

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

#### Total Qualification Time (TQT)

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](http://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](http://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. They are only offered in English. If you wish to deliver them in any other nation, please contact [development@ascentis.co.uk](mailto:development@ascentis.co.uk).

### **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](http://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*<sup>1</sup>. 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](http://www.ascentis.co.uk) or through contacting the Ascentis office.

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<sup>1</sup> In Northern Ireland it is the CCEA General Conditions of Recognition and Qualifications Wales is the Standard Conditions of Recognition.

## Useful Links

Web links and other resources featured in this specification are suggestions only to support the delivery of this qualification and should be implemented at the centre's discretion. The hyperlinks provided were live at the time this specification was last reviewed. Please kindly notify Ascentis if you find a link that is no longer active.

**Please note:** Ascentis is not responsible for the content of third-party websites and, whilst we check external links regularly, the owners of these sites may remove or amend these documents or web pages at any time.

## ASSESSMENT AND VERIFICATION ARRANGEMENTS

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### 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
- Audio 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](http://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 the Ascentis electronic portal or the Ascentis website.

## A (MANDATORY UNITS)

### UNIT SPECIFICATIONS

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**Unit Title:** Computer Basics

**Unit Reference Number:** T/505/4110

**Credit Value of Unit:** 2

**GLH of Unit:** 14

**Level of Unit:** Entry 3

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| 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

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**Unit Title:** Online Basics

**Unit Reference Number:** Y/601/2149

**Credit Value of Unit:** 1

**GLH of Unit:** 10

**Level of Unit:** Entry 3

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| 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

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| 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

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

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**Unit Title:** Digital Music

**Unit Reference Number:** D/506/3562

**Credit Value of Unit:** 2

**GLH of Unit:** 15

**Level of Unit:** Entry 3

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| 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

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

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**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

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| 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

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

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**Unit Title:** Digital Media

**Unit Reference Number:** K/506/3564

**Credit Value of Unit:** 2

**GLH of Unit:** 15

**Level of Unit:** Entry 3

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| 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

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

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**Unit Title:** Social Networking

**Unit Reference Number:** Y/506/3561

**Credit Value of Unit:** 2

**GLH of Unit:** 15

**Level of Unit:** Entry 3

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| 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

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) \_\_\_\_\_

## 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 \_\_\_\_\_

## 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 \_\_\_\_\_

## APPENDIX 2

### 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 \_\_\_\_\_

## APPENDIX 2

### 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 \_\_\_\_\_