



## SEG Awards Level 1 Award in Keeping Self Safe Online

Level 1 Award – 603/6644/8

## Qualification Guidance

### About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Online Registration System](#)

### Sources of Additional Information

The [Skills and Education Group Awards](#) website provides access to a wide variety of information.

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This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

### Specification Code, Date and Issue Number

The specification code is A7528-01

Version	Date	Details of change
1.0	October 2020	New Qualification Guide
1.1	November 2020	Update to Introduction
1.2	December 2020	Update to Certification and Exemptions
1.4	June 2023	Update to branding

## **Qualification Guidance**

This guide should be read in conjunction with the Indicative Content document **version 1.1** which is available on our secure website using the link above

## Qualification Guidance

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

## Qualification Guidance

### Introduction

The SEG Awards Level 1 Award in Keeping Self Safe Online has been developed to raise awareness relating to online security. This will include phishing, spam and how to protect personal data. It will provide a basic awareness of working online securely. This is not an IT specific qualification, but a means for individuals to develop additional basic skills, in order to aid progression into the workplace.

This qualification has been designed with a flexible approach allowing it to be delivered through our online platform or in a classroom setting.

### Pre-requisites

There are no specific entry requirements to study for this qualification.

### Qualification Structure and Rules of Combination

#### Rules of combination: Level 1 Award in Keeping Self Safe Online

Learners must achieve 1 credit from the mandatory unit.

Unit	Unit Number	Level	Credit Value	GL
Mandatory Units				
Keeping Self Safe Online	J/618/4726	1	1	10

### Assessment

This qualification has been developed to be delivered in a variety of settings. Approved centres will be able to choose from one of three options:

1. Centre devised assessment. Centres will be able to devise their own learning materials and assessments mapped to the learning outcomes and assessment criteria which will be moderated in line with the Skills and Education Group Awards policies.
2. Via eLearning platform. Access to the platform is included in the registration fees and provides the eLearning and assessment in one place which can be accessed on a laptop, tablet or phone. The assessment takes the form of questions and activities throughout the learning which is mapped to the learning outcomes and assessment criteria. Learners may be sampled by Skills and Education Group Awards to further ensure quality assurance.

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3. Using our exemplar workbook. This workbook is available on the Online Registration System, and can be downloaded or printed for learners to complete. These workbooks meet all learning outcomes and assessment criteria and are internally assessed and externally moderated. Moderation will take place in accordance with Skills and Education Group Awards policies.

In order to successfully achieve this qualification a learner must fully meet all of the learning outcomes and assessment criteria.

## **Practice Assessment Material**

Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

## **Teaching Strategies and Learning Activities**

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

## **Progression Opportunities**

This qualification has been designed to support Study Programmes.

Learners who successfully complete the Level 1 Award may be able to continue in further education and training related to this area of expertise or progress into employment.

Centres should be aware that Reasonable Adjustments which may be permitted for assessment may in some instances limit a learner's progression into the sector. Centres must therefore inform learners of any limits their learning difficulty may impose on future progression, if applicable.

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### **Tutor/Assessor Requirements**

Skills and Education Group Awards require those involved in the assessment process to be suitably experienced and/or qualified. In general terms, this usually means that the Assessor must be knowledgeable of the subject/occupational area to at least the level they are delivering/assessing at.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

### **Language**

These specifications and associated assessment materials are in English only.

## Qualification Guidance

### Qualification Summary

Qualification	Level 1 Award in Keeping Self Safe Online-603/6644/8							
Qualification Purpose	Prepare for further learning or training and/or skills in a subject area							
Age Range	Pre 16	✓	16-18	✓	18+		19+	✓
Regulation	The above qualifications are regulated by Ofqual							
Assessment	<ul style="list-style-type: none"> <li>• Internal and external assessment</li> <li>• Internal and external moderation</li> </ul>							
Type of Funding Available	See FaLa (Fina a Learning Aim)							
Qualification/ Unit Fee	See Skills and Education Group Awards website for current fees and charges							
Grading	Pass To achieve a pass, learners must achieve all of the Learning Outcomes and Assessment Criteria in the units completed and as stated in the Rule of Combination (RoC).							
Operational Start Date	01/10/2020							
Review Date	30/09/2025							
Operational End Date								
Certification End Date								
Guided Learning Hours	Level 1 Award: 10 hours							
Total Qualification Time (TQT)	Level 1 Award: 11 hours							
Skills and Education Group Awards Sector	Preparation for Work							
Ofqual SSA Setor	14.2 Preparation for Work							
Support from Trade Associations/ Stakeholder Support								
Administering Office	See Skills and Education Group Awards website							



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### Unit Details

#### L1KSSOU01- Keeping Self Safe Online

Unit Reference	J/618/4726
Level	1
Credit Value	1
Guided Learning	10 hours
Unit Summary	In this unit, learners are required to show their understanding of how to protect themselves and their computers from online threats.
Learning Outcomes (1 to 3) <i>The Learner will</i>	Assessment Criteria (1.1 to 3.3) <i>The Learner can</i>
1. Understand the different online threats and risks	1.1 Identify different online threats 1.2 Describe the possible effects of the different threats online 1.3 Respond to a threat online
2. Know how to protect self online	2.1 Produce a list of ways to protect their identity online 2.2 Explain the consequences of posting online 2.3 Explain how to manage self online
3. Know how to protect computers from online threats	3.1 Identify common ways to protect your computer 3.2 Explain the importance of using secure website 3.3 Identify the importance of using a secure internet connection

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# Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.
- Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.
  - It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
  - Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - Original certificates OR
  - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.

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- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from the Skills and Education Group Awards website.

## **Certification**

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the web site.

## **Exemptions**

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.