

SEG Awards ABC Level 1 Award in Developing Digital Literacy

Qualification Guidance

Level 1 Award – 603/6659/X



About Us

At Skills and Education Group Awards (ABC)¹ 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 Awards Secure Login](#)

Sources of Additional Information

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

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Specification Code, Date and Issue Number

The specification code is A7529-01.

Version	Date	Details of change
1.0	October 2020	New qualification guide

This guide should be read in conjunction with the Indicative Content document **version 1.0** which is available on our secure website using the link above.

[1] ABC Awards is a brand of the Skills and Education Group Awards, a recognised awarding organisation and part of the Skills and Education Group. Any reference to ABC Awards, its registered address, company or charity number should be deemed to mean the Skills and Education Group Awards.

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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.

Introduction

The SEG Awards ABC Level 1 Award in Developing Digital Literacy qualification focuses on a learner's ability to source, access and use information in a digital format. It also includes elements that should be considered in determining the credibility and suitability of digital media.

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 Developing Digital Literacy

Learners must achieve 1 credit from the mandatory unit.

Unit	Unit Number	Level	Credit Value	GL
Mandatory Units				
Developing Digital Literacy	H/618/4734	1	1	10

Assessment

In order to successfully achieve this qualification a learner must fully meet all of the learning outcomes. This is done by completing the Skills and Education Group Awards' online multiple choice test.

The multiple choice online test is separated into three areas and contains a total of 20 questions delivered through the Skills and Education Group Virtual Learning Platform (VLP) with a minimum pass mark of 60% (12 out of 20). The maximum time allowed to complete the assessment is **40 minutes** and the questions will assess the knowledge from across the breadth of the criteria in the following way:

Subject	Number of questions
1. Know how to source information in a digital format	6
2. Know how to access information in a digital format	7
3. Know how to use digital information	7

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.

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 Summary

Qualification	
Level 1 Award in Developing Digital Literacy – 603/6659/X	
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"> • Internal and external assessment • Internal and external moderation
Type of Funding Available	See LARS (Learning Aims Reference Service)
Qualification/Unit Fee	See Skills and Education Group Awards website for current fees and charges
Grading	<p>Pass</p> <p>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).</p>
Operational Start Date	01/10/2020
Review Date	30/09/2023
Operational End Date	
Certification End Date	
Guided Learning (GL)	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 Sector	14.2 Preparation for Work
Support from Trade Associations/Stakeholder Support	
Administering Office	See Skills and Education Group Awards website

Unit Details

L1DDLU01 – Developing Digital Literacy

Unit Reference	H/618/4734
Level	1
Credit Value	1
Guided Learning	10 hours
Unit Summary	In this unit, learners are required to show their understanding of digital literacy and how to source, access and use digital information.
Learning Outcomes (1 to 3) <i>The learner will</i>	Assessment Criteria (1.1 to 3.3) <i>The learner can</i>
1. Know how to source information in a digital format	1.1 Explain the meaning of digital media 1.2 List four examples of digital media that you access regularly 1.3 Explain the target audience and purpose of the four examples chosen in AC1.2
2. Know how to access information in a digital format	2.1 Name three different commonly used web browsers 2.2 Identify the different parts of the web browser and how to use them 2.3 Explain how to check if the digital resource is reliable
3. Know how to use digital information	3.1 Explain the different language and design used by different media 3.2 Show respect and empathy when creating and responding to digital information 3.3 Look at and compare a variety of digital media and suggest ways that it could be improved taking into account AC3.2

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.
- 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.

Centres will need to submit a completed and signed Candidate Assessment Record (CAR) in order to claim learner certificates.

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

Exemptions

This qualification contains barred units, equivalencies or exemptions. These are identified in the [Qualification Structure and Rules of Combination on page 4](#).

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.