

# **SEG Awards ABC Level 1 Award in Developing Digital Literacy**

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## **Qualification Guidance**

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**Level 1 Award – 603/6659/X**

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## About Us

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At Skills and Education Group Awards (ABC)<sup>1</sup> 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

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

## Copyright

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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

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The specification code is A7529-01.

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
1.3	January 2021	Update to Assessments

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.

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[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

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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 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

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

## Qualification Structure and Rules of Combination

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### 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

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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 our online platform. Access to this 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 workbooks. The workbooks on the platform are mapped to the learning outcomes and assessment criteria and are assessed via the platform. Learners will be sampled by Skills and Education Group Awards to further ensure quality assurance.
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**

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

## **Teaching Strategies and Learning Activities**

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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**

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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**

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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**

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These specifications and associated assessment materials are in English only.

## Qualification Summary

<b>Qualification</b>	
Level 1 Award in Developing Digital Literacy – 603/6659/X	
<b>Qualification Purpose</b>	Prepare for further learning or training and/or skills in a subject area
<b>Age Range</b>	Pre 16    ✓    16-18    ✓    18+       19+    ✓
<b>Regulation</b>	The above qualifications are regulated by Ofqual
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Internal and external assessment</li> <li>• Internal and external moderation</li> </ul>
<b>Type of Funding Available</b>	See LARS (Learning Aims Reference Service)
<b>Qualification/Unit Fee</b>	See Skills and Education Group Awards website for current fees and charges
<b>Grading</b>	<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>
<b>Operational Start Date</b>	01/10/2020
<b>Review Date</b>	30/09/2023
<b>Operational End Date</b>	
<b>Certification End Date</b>	
<b>Guided Learning (GL)</b>	Level 1 Award: 10 hours
<b>Total Qualification Time (TQT)</b>	Level 1 Award: 11 hours
<b>Skills and Education Group Awards Sector</b>	Preparation for Work
<b>Ofqual SSA Sector</b>	14.2 Preparation for Work
<b>Support from Trade Associations/Stakeholder Support</b>	
<b>Administering Office</b>	See Skills and Education Group Awards website

## Unit Details

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## L1DDLU01 – Developing Digital Literacy

<b>Unit Reference</b>	<b>H/618/4734</b>
<b>Level</b>	<b>1</b>
<b>Credit Value</b>	<b>1</b>
<b>Guided Learning</b>	<b>10 hours</b>
<b>Unit Summary</b>	In this unit, learners are required to show their understanding of digital literacy and how to source, access and use digital information.
<b>Learning Outcomes (1 to 3)</b> <i>The learner will</i>	<b>Assessment Criteria (1.1 to 3.3)</b> <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

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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**

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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**

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

# Glossary of Terms

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## **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.