

## **Vocational Qualifications (QCF, NVQ, NQF)**

### **Digital Employability**

OCR Entry Level Award in Digital Employability (Entry 3) **05809**

OCR Level 1 Award in Digital Employability **05810**

## **OCR Report to Centres - September 2017**

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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## **CONTENTS**

### **Digital Employability**

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OCR Level 1 Award in Digital Employability **05810**

### **OCR REPORT TO CENTRES**

<b>Content</b>	<b>Page</b>
Digital Employability	4
1. Overview:	4
2. General Comments	4
3. Comments on Individual Units	5

# Digital Employability

## 1. Overview:

The Digital Employability qualifications have been designed to give learners the skills they need to be digital citizens and plug any skills gaps. The qualification may be claimed at any time when the learner is ready, so centres are not restricted to set dates and times. Assessment includes a combination of an on-screen, on-demand knowledge test for the mandatory unit and OCR set tasks for the optional units. The OCR set tasks are centre-marked and moderated by an OCR moderator.

Learner evidence for the optional units can be submitted for moderation in electronic format or hard copy format once a claim for certification has been submitted on OCR Interchange. Electronic evidence may be posted on a suitable medium, such as a memory stick or CD, to the OCR moderator or emailed to the moderator mailbox at OCR. Hard copy evidence is posted to the OCR moderator.

Learners must achieve the mandatory unit and three optional units at Entry 3 and at Level 1 learners must achieve the mandatory unit and four optional units.

## 2. General Comments

The mark scheme for each of the optional units provides guidance relating to what constitutes an accuracy error and what constitutes a critical error. The centre assessor, when completing the candidate assessment record for each learner for the relevant optional unit, must use the mark scheme. The mark scheme and the assessment record both indicate the number of accuracy errors permitted in a task.

When sending learner work for moderation, a completed submission cover sheet must be included with the learner evidence and the completed candidate assessment record for each unit being claimed.

The assignment tasks clearly identify the evidence that each learner must submit for the task. Omitting any of the evidence listed is dealt with in the mark scheme for each unit.

There must be clear evidence of assessment of the learner work. This is best evidenced by annotating the learner's evidence. Assessors should make sure that the work for each learner is kept with the submission cover sheet for that learner and the units being claimed are arranged in numerical order for each learner. Evidence produced by learners must be legible (i.e. screen shots should be large enough to be readable and print quality is readable).

The Qualification Handbook details the administrative requirements of the qualification. The handbook may be downloaded from the OCR website.

Sample assessment materials are available to download from the OCR website. These must not be used for summative assessment purposes for the optional units. The examinations officer in each centre has access to the live assessment materials for the optional units via OCR Interchange. Sample questions for the on-screen test for the mandatory unit can be accessed from the OCR website.

### **3. Comments on Individual Units**

#### **Mandatory unit:**

Learners should follow the instructions relating to each of the question types that will appear in the on-screen test. Learners should attempt all the questions in the test within the time permitted.

#### **Optional units:**

The centre assessor is not identifying some accuracy errors in evidence produced by learners. In some cases the number of accuracy errors found in the moderated work exceeds the permitted number of accuracy errors resulting in the learner not achieving the unit.

In some instances, the centre assessor has penalised a critical error as an accuracy error. It is important that the guidance in the mark scheme is followed to prevent such mistakes.

Where centres have misinterpreted any assessment criteria this is fed back to the centre in a centre feedback report for each batch of moderated work. The centre examinations officer can access this report on OCR Interchange.

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