

OCR Entry Level Award in Digital Literacy



We have teamed up with IT experts Microsoft to create a completely online qualification that allows learners to demonstrate an understanding of computer technology in everyday life.

The Digital Literacy curriculum will benefit IT users of all ages because it meets the needs of society in an ever-increasing IT-dependent age. Whether your learners are new to computing or have some experience, Digital Literacy will develop their fundamental understanding of computers – from using the Internet, to sending email, through to managing digital photography, video and music.

With our long experience in recognising achievement, and Microsoft's expertise in the world of e-learning/e-solutions, you can really trust that Digital Literacy will provide learners with modern, relevant, and trusted skills that will help them join the digital society.

What's the structure?

Digital Literacy has a simple structure that is easy to understand.

There is just one unit, which is made up of five topics:

- **Computer Basics**
- **The Internet and the World Wide Web**
- **Productivity Programs**
- **Computer Security and Privacy**
- **Digital Lifestyles.**

On completion of each topic, there are Microsoft confirmation tests. These tests are in place to confirm the e-learning experience and they can also be used as practice prior to the learner taking the OCR nationally recognised test.

Tests for the OCR Entry Level Award in Digital Literacy are downloaded – by the accredited centre – **on demand through OCR's e-testing facility known as i-assess.**

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What's covered in the units?



Computer Basics

Introduces learners to the fundamentals of computing, explains the components of a computer, explores operating system basics, and shows how to use a mouse and a keyboard.



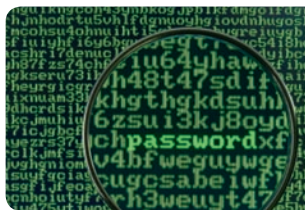
The Internet and the World Wide Web

Shows learners how to connect to the Internet, browse web pages, navigate websites, use search engines, and exchange email with others.



Productivity Programs

Explores the most common productivity software applications used in business, in education and at home. The course teaches learners how to select the right software for a project. Students will learn the fundamentals of word processing, spreadsheets, presentation software and databases.



Computer Security and Privacy

Helps learners gain confidence in computing by explaining the risks and threats to computer security and privacy so that they can understand and prevent them.



Digital Lifestyles

Introduces new digital technologies, including digital audio, digital video and digital photography. It explores how these and other computing technologies are creating new career opportunities and shaping the world we live in.

Benefits to you

Digital Literacy is a totally online qualification, which means that you have a paperless journey.

There is no charge for becoming approved or any setting-up fees, which means that you can get started at no cost to yourselves.

The candidate fee is paid upon the result only (please see OCR's 'Fees List' on www.ocr.org.uk).

Benefits for your learners

The engaging content is relevant for learners in the modern world. The tasks can be used in everyday life and motivates them to complete the course.

Results are available immediately, which helps avoid waiting for learners.

Progression is clear and easy. Learners can use Digital Literacy as a springboard into further IT qualifications (such as OCR iTQ), or they can find employment with their newly acquired skills.

Support

We provide first-class support for all our qualifications.

You can find teaching materials – which include a fully comprehensive course curriculum – and the practice multiple-choice questions on Microsoft's website: www.microsoft.com/uk/dlc

How to get started

Simply download and complete the approval form from the Digital Literacy section on the OCR website www.ocr.org.uk/digit and return it to OCR. Centre approval is free, and once approved you will receive a username and password and all necessary information to allow you to access the electronic tests.

More information

To find out more about this new qualification, visit www.ocr.org.uk.

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www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

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Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

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