Qualification Specification for:

OCN NI Level 1 Award in Cyber Security

- **Qualification No: 603/6234/0**

Qualification Regulation Information

OCN NI Level 1 Award in Cyber Security
Qualification Number: 603/6234/0

Operational start date: 01 August 2020
Operational end date: 30 June 2025
Certification end date: 30 June 2026

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 1 year after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (**http://register.ofqual.gov.uk/**). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: **www.ocnni.org.uk**

Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 1 Award in Cyber Security**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit Details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualifications
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at **www.ocnni.org.uk**

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level
The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size
Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

For further information about the RQF see:
https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/

Qualification Features

Sector Subject Area

6.2 ICT for users

This qualification relates to the following National Occupational Standards:

NOS - Information Technology

Qualification Aim

The aim of the OCN NI Level 1 Award in Cyber Security qualification is to develop the skills and knowledge of learners to safely and securely use information technology.

Qualification Objectives

The objectives of the OCN NI Level 1 Award in Cyber Security are to enable the learner to understand:

- → risks to security and how these may be prevented
- → how to perform basic cyber security precautions on devices and
- → how to manage own personal and organisational information online

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

The OCN NI Level 1 Award in Cyber Security is suitable for learners who have a basic understanding of the use of information technology.

Progression Opportunities

The OCN NI Level 1 Award in Cyber Security will enable learners to progress to higher level qualifications in the areas of information technology and/or cyber security. This qualification may also assist learners gain employment in occupations requiring a basic understanding of the safe and secure use of information technology.

Entry Requirements

Learners must be at least 16 years of age and have a basic understanding of the use of information technology.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (https://www.ocnni.org.uk/my-account/), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer the qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme co-ordinator
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for any evidence they have assessed.

Centres must ensure that staff delivering, assessing and internally verifying qualifications are both qualified to teach in Northern Ireland and competent to do so.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in information technology.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent and qualified to at least one level higher than the qualification
- have a minimum of one year's experience in information technology
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Level 1 Award in Cyber Security

To achieve the OCN NI Level 1 Award in Cyber Security learners must successfully complete both units – 5 credits.

Total Qualification Time (TQT) for this qualification: 50 hours
Guided Learning Hours (GLH) for this qualification: 45 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	GLH	Level
L/618/3092	CBE967	Introduction to the Fundamentals of Cyber Security	2	20	18	One
Y/618/3094	CBE968	Managing Personal and Organisational Information Online	3	30	27	One

Unit Details

Title	Introduction to the Fundamentals of Cyber Security
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBE967
Unit Reference No	L/618/3092
Unit purpose and aim(s): This unit will enable the learner to understand the risks associated with the security of information technology systems, how these may be prevented and be able to take appropriate basic cyber security precautions.	

Learning Outcomes	Assessment Criteria
1. Be aware of possible physical and virtual risks to the security of information and associated preventative strategies.	1.1. Outline three physical and three virtual risks to security of information. 1.2. Outline at least one strategy to prevent unauthorised virtual access to information. 1.3. Outline at least one strategy to prevent unauthorised physical access to information.
2. Be able to install and update protection software and passwords to minimise unauthorised access to information.	2.1. Install anti-virus/anti-malware software on a given device. 2.2. Identify if software on a given device is the current version and update as required. 2.3. Outline the characteristics of secure passwords. 2.4. Configure and test passwords to minimise unauthorised access.
3. Be able to protect information on devices vulnerable to unauthorised access.	3.1. Identify at least two different types of devices vulnerable to unauthorised access and outline how security may be improved. 3.2. Identify types of sensitive information and how unauthorised access to each may occur. 3.3. Use strategies to prevent unauthorised access to given types of information on two different device types.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Managing Personal and Organisational Information Online
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBE968
Unit Reference No	Y/618/3094
Unit purpose and aim(s): This unit will enable the learner to be able to manage own personal and organisational information online.	

Learning Outcomes	Assessment Criteria
1. Recognise how online information is used and the management of own digital footprint.	1.1. Outline what is meant by a digital footprint and its implications for an individual. 1.2. Outline what is meant by General Data Protection Regulation (GDPR) and its implications for an individual. 1.3. Outline with examples how google analytics tracks online activity. 1.4. Outline the implications of an individual's information being shared by others. 1.5. Outline and demonstrate how to manage own digital footprint.
2. Be able to protect personal and organisational information online.	2.1. Outline what is meant by Personal Identifiable Information (PII) and how it may be protected. 2.2. Outline how to find and modify or erase personal and organisational information held online. 2.3. Demonstrate how to find and modify or erase personal and organisational information held on at least two online platforms.
3. Be able to manage personal and organisational information online.	3.1. Outline how personal and organisational information may be shared with other unauthorised individuals including: a) use of mobile devices to share information with groups b) forwarding email trails c) 'reply all' emails d) replying to fake emails e) social media f) online scams 3.2. Apply at least one audit technique when sharing PII online. 3.3. Outline how different social media profiles may be used for the management of own personal and professional online presence. 3.4. Create and use at least one social media profile to minimise unwanted access to own personal and organisational information.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	**Definition**	**Possible Content**
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the External Verification report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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