Qualification Specification

e-safety

Version 1.0

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1. About BCS

Our mission as BCS, The Chartered Institute for IT, is to enable the information society. We promote wider social and economic progress through the advancement of information technology science and practice. We bring together industry, academics, practitioners and government to share knowledge, promote new thinking, information the design of new curricula, shape public policy and inform the public.

Our vision is to be a world class organisation for IT. Our 70,000 strong membership includes practitioners, businesses, academics and students in the UK and internationally. We deliver a range of professional development tools for practitioners and employees. A leading IT qualification body, we offer a range of widely recognised qualifications.

2. Equal Opportunities

BCS wishes to ensure good practice in the area of Equal Opportunity. Equality of opportunity extends to all aspects for the provision of BCS qualifications. Further information about our equal opportunities policy can be found on the Approved Centre Forum.

3. Introduction to the qualification

3.1 Qualification summary

Qualification Title	QAN	Accreditation Start
BCS Level 1 Award in e-safety (QCF)	600/0830/1	1st March 2011

e-safety from BCS, The Chartered Institute for IT is designed to help schools deliver e-safety through curriculum in a variety of subjects and improve standards of safety amongst students. In qualifying in this subject, learners are being alerted to potential dangers and working towards essential positive changes in behaviour.

Designed specifically for students in key stage 3 and 4, e-safety is aligned to the national curriculum and offers practical solutions to other issues that may be encountered in day-to-day life.

The qualification is accredited to be part of the Foundation Learning Tier and Additional Specialist Learning for the Diplomas. It is also eligible for funding in the Adult Learner Responsive steam.

All BCS qualifications are subject to our quality assurance and validation process is to ensure that new and revised qualifications are fit for purpose. Qualifications are reviewed to ensure the alignment of the qualification with agreed design principles, regulatory requirements and to ensure accuracy and consistency across units and qualifications. Through our quality assurance and validation process, we ensure the qualification,

its units and assessments, are fit for purpose and can be delivered efficiently and reasonably by centres.

3.2 Structure of the qualification

To gain the Level 1 Award in e-safety, learners must complete this 1 unit qualification.

The qualification covers four main areas:
- The benefits and risks of using the internet
- How to report and respond to e-safety issues
- How to protect yourself and your computer online
- The legal issues of downloading from the internet

On completion, students will gain a certificate to show they have successfully completed the course, but they will also be award with 3 credits (ITQ) which can be used to gain further ITQ qualifications.

3.3 Prior learning

There are no pre-requisites that a learner must achieve prior to taking this e-safety qualification, all knowledge, skills and understanding about the subject will be covered within the training.

3.4 Learner progression

The BCS e-safety qualification has been designed to incorporate the ITQ unit Internet Safety for IT Users (H/502/9154).

This qualification and its credits (3 credits) can be used to contribute towards a larger ITQ qualification.

4. Units

4.1 Guidance on the unit content

The Internet Safety for IT Users (H/502/9154) unit assesses the skills and knowledge required by the IT user to work safely and responsibly online. As a result of this unit, IT users will understand the risks of working online and be able to take appropriate precautions to safeguard themselves and others.

In addition, this qualification maps to parts of:
- National Curriculum 3 & 4
- PSHE – Personal Wellbeing
- Citizenship
- ICT
- Every Child Matters
- Welsh PSE Framework

4.2 Learning outcomes and assessment criteria

Learning outcomes The learner will...	Assessment criteria The learner can...
1. Understand the risks that can exist when using the Internet.	1.1 Identify risks to user safety and privacy.
	1.2 Identify risks to data security.
	1.3 Identify risks to system performance and integrity.
	1.4 Outline how to minimise Internet risks.
	1.5 Outline factors that affect the reliability of information on websites.
2. Know how to safeguard self and others when working online.	2.1 Take appropriate precautions to ensure own safety and privacy.
	2.2 Protect personal information online.
	2.3 Carry out checks on others online identity.
	2.4 Describe the forms and features of cyberbullying.
	2.5 Identify when and how to report online safety issues.
	2.6 Identify where to get online help and information on e-safety.
3. Take precautions to maintain data security.	3.1 Take appropriate precautions to maintain data security.
	3.2 Take appropriate precautions to maintain system performance and integrity.
	3.3 Use appropriate browser safety and security settings.
	3.4 Use appropriate client software safety and security settings.
4. Follow legal constraints, guidelines and procedures which apply when working online.	4.1 Identify legal constraints on the uploading and downloading of software and other digital content.
	4.2 Identify legal constraints on online behaviour.
	4.3 Correctly observe guidelines and procedures for the safe use of the Internet.

5. Assessment

5.1 Summary of assessment methods

For this qualification, learners will be required to complete a short automated assessment that demonstrates the learning outcomes and assessment criteria have been met.

The assessment is a 30 minute test which comprises of:
- 28 questions
    - 19 Multiple choice questions
    - 9 simulation questions
- 75% pass rate

Guided Learning Hours – 20 hours (classroom based).

Internet Safety for IT Users is part of the ITQ framework, therefore the assessment strategy for the BCS e-safety qualification conforms to the ITQ Assessment Strategy, e-Skills UK.

5.2 Availability of assessments

To be able to offer BCS e-safety you need to become a BCS Approved centre.

All staff members who are involved in the management, invigilation, training, marking or verification of tests/ assessments, must be registered with us. Suitably qualified individuals may be registered for more than one role. At least two members of staff must be registered with us in one of the roles in order for you to retain Centre approval.

As the assessment of the e-safety qualification is delivered through an automated assessment, the centre will require access to the learner management system which carries no specific system requirements.

5.3 Grading

BCS e-safety is a pass / fail qualification. To pass the qualification, learners must achieve 75% for more to gain the certificate.

5.4 Externally assessed units

An invigilator will need to be present to ensure exam conditions are observed. Those currently registered to invigilate the ECDL/IT user assessments will also be permitted to invigilate the e-safety assessments.

5.5 QCF credit transfer

A system for validating qualifications for Credit Transfer is available for Learners registered for a QCF qualification. This was previously known as 'Accreditation of Prior Achievement (APA).

If a Learner wishes to use Credit Transfer for any unit, you must notify us by using the Credit Transfer manual entry form on the ACF. Evidence must be retained for audit.

BCS will accept only Credit Transfer results which can contribute towards ITQ and meet the conditions as specified in the ITQ Assessment Strategy (as published on the e-skills UK website).

Further information regarding Accreditation of Prior Achievement can be found at: http://itq.e-skills.com/Framework/Contributing-Units/.

5.6   Specimen assessment materials

Specimen assessments are available using the automated assessment method and will be made automatically available to learners.

5.7   Support materials

BCS provides the following resources specifically for this qualification:

Description	How to access
20 Lesson Plans, presentation, worksheets and activities	Purchased through BCS
e-learning package (year 7)	Purchased through BCS

Learners can access a wealth of support information about online safety, these include:
CEOP   http://ceop.police.uk/
ThinkuKnow http://www.thinkuknow.co.uk/
BeatBullying http://www.beatbullying.org/
Kid Smart   http://www.kidsmart.org.uk/

5.8   Access to Assessment

BCS seeks to provide equal Access to Assessment for all learners, ensuring that there are no unnecessary barriers to assessment and that any reasonable adjustments for learners preserve the validity, reliability and integrity of the qualification.

We will consider requests from BCS approved centres for reasonable adjustments to be approved for a Learner. The decision will be based on the individual needs of the Learner as assessed by suitably qualified professionals. In promoting this policy, BCS aims to ensure that a Learner is not disadvantaged in relation to other learners and their certificate accurately reflects their attainment.

Further information about our access to assessment policy can be found on the Approved Centre Forum.

6. Contact Points

BCS Qualifications Client Services is committed to providing you with professional service and support at all times through a single, dedicated point of contact. With a flexible and proactive approach, our team will work together with you to ensure we deliver quality solutions that are right for you.

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