



London

Essential Digital Skills Qualifications BKSB Mapping Document - 2020/21



How to navigate within this document

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Mapping Rationale and Explanation

This document details the Essential Digital Skills standards assessed within each OCN London EDSQ assessment and the BKSBS online resources it is recommended learners should undertake prior to assessment.

At each level, EDSQs are assessed via five short assessment papers – in the form of:

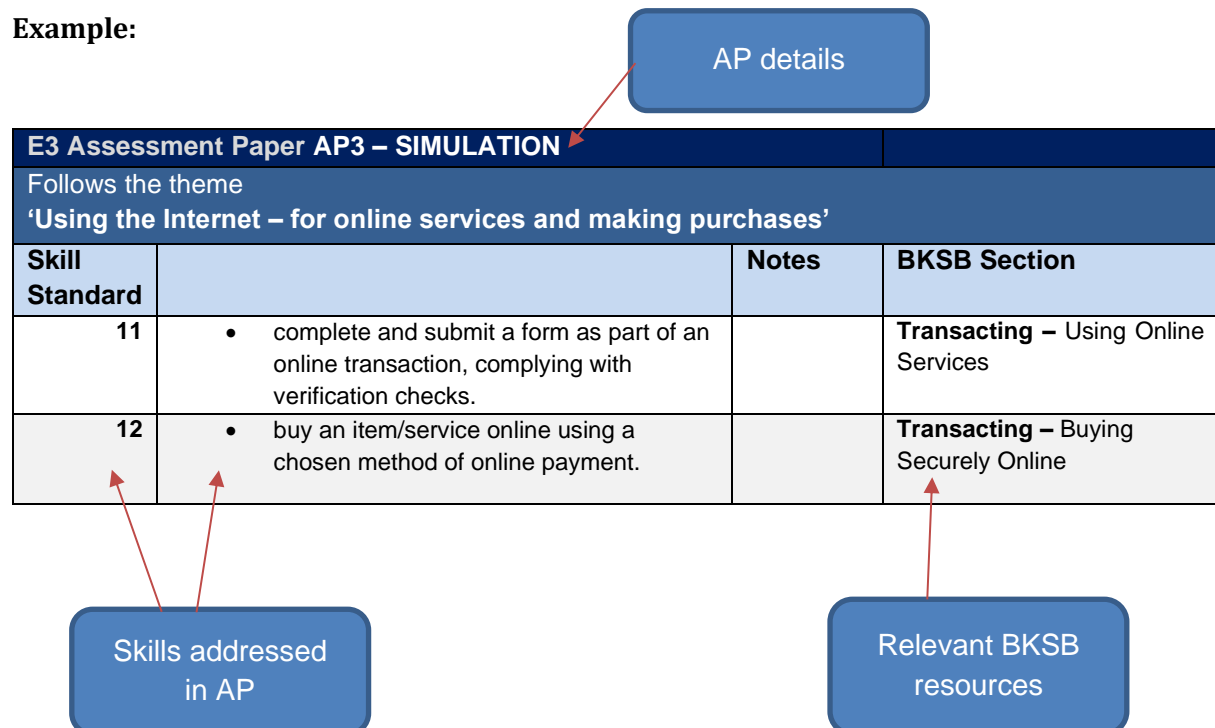
- Simulations
- Practical Demonstrations
- Multiple -Choice Knowledge Tests

Each assessment paper addresses a range of skills standards from across the Essential Digital Skills Framework – the exact standards addressed are listed on the following pages.

The BKSBS online resources follow the Essential Digital Skills Framework, so are divided into five skills categories (i.e. Transacting, Communicating, Creating and Editing, etc). Each skill category is subdivided into sub-skills (i.e. within **Transacting**, the sub-skills are **Using Online Services** and **Buying Securely Online**).

Please note that the mapping tables on the following pages indicate both the relevant skills category and sub-skill addressed within each assessment, so this document will be of use in planning the BKSBS online resources to be utilised in order to best prepare learners for the EDSQ assessment they will undertake.

Example:



Entry 3 Assessment Papers

E3 Assessment Paper AP1 – SIMULATION			
Follows the theme ‘How to use a smart phone’			
Skill Standard		notes	BKS B Section
1	<ul style="list-style-type: none"> locate and install an application, apply system settings, 		Using Devices and Handling Information – Using Devices
9	<ul style="list-style-type: none"> create, edit and use contacts when sending and receiving online communications comprising text and other digital content to individual and multiple recipients; initiate and participate in a video call. 	relates to a phone communication, (such as a ‘text’)	Communicating – Communicating and Sharing
15	<ul style="list-style-type: none"> configure and use secure ways to access devices and online services. 		Being Safe and Responsible Online – Protecting Data

E3 Assessment Paper AP2 – SIMULATION			
Follows the theme ‘Using the internet – for browsing and getting in touch with others’			
Skill Standard		Notes	BKS B Section
2	<ul style="list-style-type: none"> • navigate online content using hyperlinks, menus and other navigation elements to locate required information; • carry out searches to find information and content. 		Using Devices and Handling Information – Finding and Evaluating Information
9	<ul style="list-style-type: none"> • create, edit and use contacts <i>when</i> • [sending] and receiving online communications comprising text and other digital content to individual and multiple recipients; • initiate and participate in a video call. 	relating to online communication, such as emails, social media, Zoom / Teams etc.)	Communicating – Communicating and Sharing
13	<ul style="list-style-type: none"> • identify and use simple methods to protect personal information and privacy. 		Being Safe and Responsible Online – Protecting Privacy
17	<ul style="list-style-type: none"> • know how to report concerns with online content. 		Being Safe and Responsible Online – Being Responsible Online

E3 Assessment Paper AP3 – SIMULATION			
Follows the theme ‘Using the Internet – for online services and making purchases’			
Skill Standard		Notes	BKSB Section
11	<ul style="list-style-type: none"> complete and submit a form as part of an online transaction, complying with verification checks. 		Transacting – Using Online Services
12	<ul style="list-style-type: none"> buy an item/service online using a chosen method of online payment. 		Transacting – Buying Securely Online

E3 Assessment Paper AP4 – Practical demonstration			
Follows the themes i/ Creating, editing and storing documents ii/ Staying safe			
Skill Standard		Notes	BKS B Section
3	<ul style="list-style-type: none"> • open, read and save information from/to a file using appropriate naming conventions; • work with files and folders to store, organise and retrieve information <ul style="list-style-type: none"> ○ using local storage and ○ using remote storage 		Using Devices and Handling Information – Managing and Storing Information
6	<ul style="list-style-type: none"> • use a suitable application to enter, edit and format information (including text, numbers and graphics). 		Creating and Editing – Creating and Editing Documents
7	<ul style="list-style-type: none"> • capture and save images, sound and video. 		Creating and Editing – Creating and Editing Digital Media
14	<ul style="list-style-type: none"> • be aware of online risks and threats; • identify and use simple methods to protect a device and data from online risks and threats; • be aware of the security risks of using public Wi-Fi. 		Being Safe and Responsible Online – Protecting Data

E3 Assessment Paper AP5 – Knowledge test			
Follows the themes			
i/ Digital technical problems			
ii/ Digital health and safety			
Skill Standard		Notes	BKS B Section
4	<ul style="list-style-type: none"> recognise when a technical problem has been encountered, solve simple technical problems, and seek assistance when unable to solve a technical problem 		Using Devices and Handling Information – Identifying and Solving Technical Problems
10	<ul style="list-style-type: none"> identify the types of digital activities that leave a ‘digital footprint’ and understand the implications. 		Communicating – Managing Traceable Online Activities
13	<ul style="list-style-type: none"> identify situations where personal information may be stored by devices and online activity; identify and use simple methods to protect personal information and privacy 		Being Safe and Responsible Online – Protecting Privacy

14	<ul style="list-style-type: none"> • be aware of online risks and threats; • identify and use simple methods to protect a device and data from online risks and threats; • be aware of the security risks of using public Wi-Fi. 		Being Safe and Responsible Online – Protecting Data
19	<ul style="list-style-type: none"> • recognise and minimise the effects of physical stresses of being online. 		Being Safe and Responsible Online – Digital Wellbeing

Level 1 Assessment Papers tables start over leaf.

Level 1 Assessment Papers

L1 Assessment Paper AP1 – SIMULATION			
Follows the themes ‘Devices and data’			
Skill Standard		Notes	BKSB Section
1	<ul style="list-style-type: none"> keep operating system and applications up to date 		Using Devices and Handling Information – Using Devices
13	<ul style="list-style-type: none"> protect personal information and privacy, understanding personal rights and options for controlling the use of personal data 		Being Safe and Responsible Online – Protecting Privacy
14	<ul style="list-style-type: none"> protect devices and data from online risks and threats 		Being Safe and Responsible Online – Protecting Data
16	<ul style="list-style-type: none"> backup data locally and backup data using a cloud provider 		Being Safe and Responsible Online – Protecting Data

L1 Assessment Paper AP2 – SIMULATION			
Follows the themes			
‘Using the Internet – for online services and making purchases’			
Skill Standard		Notes	BKS B Section
10	<ul style="list-style-type: none"> take steps to manage online identity 		Communicating – Managing Traceable Online Activities
11	<ul style="list-style-type: none"> interact with online transactional services and manage account settings. 	typically involves registering with an online organisation then signing in to created account to access service and adjust settings	Transacting – Using Online Services
15	<ul style="list-style-type: none"> configure and use multifactor authentication to access and use online services. 		Being Safe and Responsible Online – Protecting Data

L1 Assessment Paper AP3 – Practical demonstration			
Follows the themes			
‘Using the Internet – for browsing and getting in touch with others’			
Skill Standard		Notes	BKS B Section
2	<ul style="list-style-type: none"> • use appropriate techniques to carry out and refine searches, taking into account <ul style="list-style-type: none"> ○ currency, ○ relevance, and ○ reliability, and • be aware that results are ranked by search engines 		Using Devices and Handling Information – Finding and Evaluating Information
9	<ul style="list-style-type: none"> • identify and use appropriate modes of online communication for a range of contexts and audiences 		Communicating – Communicating and Sharing
12	<ul style="list-style-type: none"> • compare online buying options for an item/service and identify best option 		Transacting – Buying Securely Online
18	<ul style="list-style-type: none"> • use appropriate language and behaviour online 		Being Safe and Responsible Online – Being Responsible Online

L1 Assessment Paper AP4 – Practical demonstration			
Follows the themes			
i/ 'Edit and format text, images, numbers, and save			
ii/ Use the internet to extend own digital skills and tackle technical problems			
Skill Standard		Notes	BKS Section
3	<ul style="list-style-type: none"> • organise and store information using <ul style="list-style-type: none"> ○ files, ○ folders ○ hierarchy and ○ tagging to enable efficient information retrieval on a device and across devices 		Using Devices and Handling Information – Managing and Storing Information
4	<ul style="list-style-type: none"> • identify and apply solutions to common technical problems, using <ul style="list-style-type: none"> ○ online tutorials, ○ FAQs and ○ 'help' facilities 		Using Devices and Handling Information – Identifying and Solving Technical Problems
5	<ul style="list-style-type: none"> • Identify and use appropriate online learning resources to maintain and improve digital skills 		Using Devices and Handling Information – Developing Digital Skills
6	<ul style="list-style-type: none"> • use applications to <ul style="list-style-type: none"> ○ enter information ○ edit information ○ format information, ○ layout information (including text, tables, graphics, charts) • for a range of purposes and audiences 		Creating and Editing – Creating and Editing Documents
7	<ul style="list-style-type: none"> • edit and enhance an image 		Creating and Editing – Creating and Editing Digital Media

8	<ul style="list-style-type: none"> • enter, • edit, • sort, • process, • format, and • chart numeric data 		Creating and Editing – Processing Numerical Data
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L1 Assessment Paper AP5 – Knowledge test			
Follows the theme ‘Being safe and responsible online			
Skill Standard		Notes	BKSb Section
13	<ul style="list-style-type: none"> • protect personal information and privacy, • understanding personal rights and options for controlling the use of personal data. 		Being Safe and Responsible Online – Protecting Privacy
18	<ul style="list-style-type: none"> • use appropriate language and behaviour online 		Being Safe and Responsible Online – Being Responsible Online
19	<ul style="list-style-type: none"> • apply simple methods to avoid physical and • psychological health risks while using devices 		Being Safe and Responsible Online – Digital Wellbeing



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