



**Entry Level 3 Award in Understanding the Risks of  
Cyberbullying when Using Online and Social Media  
Platforms**

**Qualification Specification**

# Contents

	<b>Page</b>
Introduction	3
Qualification profile	4
Qualification structure	4
Centre requirements	4
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	7
Learning Outcomes and Assessment Criteria	8

## Introduction

The Entry Level Award in Understanding the Risks of Cyberbullying when Using Online and Social Media Platforms was developed in response to the worldwide social media safety problem, its aim is to raise awareness of risks of using online resources.

An introduction to keeping safe online topics include: risks of online communication and interaction, particularly social media networks, awareness of different types of cyber bullying, grooming and exploitation techniques.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Regulated Qualifications Framework (RQF).

## Qualification Profile

Qualification title	<b>ProQual Entry Level Award in Understanding the Risks of Cyberbullying when Using Online and Social Media Platforms (Entry 3)</b>
Ofqual qualification number	601/3147/0
Level	Entry (Entry 3)
Total qualification time	20 hours
Guided learning hours	10
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/05/14
Qualification end date	

## Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

Candidates must complete the Mandatory unit.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	GLH
L/506/2147	Understanding the risks of cyberbullying	Entry, Entry 3	10

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

- Evidence can include:
- assignments/projects/reports
  - worksheets
  - portfolio of evidence
  - record of oral and/or written questioning
  - candidate test papers

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 8 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## **Adjustments to Assessment**

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## **Results Enquiries and Appeals**

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the unit achieved, and
- A certificate giving the full qualification title -

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### Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

### Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit L/506/2147

### Understanding the risks of cyberbullying

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 Understand the potential risks of using online resources and social media platforms</p>	<p>1.1 State different ways that their personal information can be obtained by others - for example, hackers, stalkers, predators, criminals, etc.</p> <p>1.2 Identify different types of cyber abuse</p> <p>1.3 Identify the potential risks of:</p> <ol style="list-style-type: none"> <li>a) opening unsolicited emails</li> <li>b) online gaming</li> <li>c) downloading and sharing files</li> </ol> <p>1.4 Identify some of the risks of using social media websites to post messages and share photographs/pictures</p> <p>1.5 State what might happen if an individual is persuaded to send explicit images to others via text messages</p> <p>1.6 Identify ways that hackers might use personal information, pictures, videos, etc. that has been posted onto social media websites</p> <p>1.7 State ways that users may be tricked into disclosing personal information or sending explicit photographs when using social media websites</p>
<p>2 Know the different methods of online bullying</p>	<p>2.1 State what is meant by:</p> <ul style="list-style-type: none"> <li>• cyberbullying</li> <li>• grooming and child grooming</li> <li>• creeping</li> <li>• stalking</li> <li>• trolling</li> </ul> <p>2.2 Identify different types of:</p> <ul style="list-style-type: none"> <li>• grooming techniques</li> <li>• exploitation techniques</li> </ul> <p>used by online predators which can lead to cyberbullying</p> <p>2.3 Give an example of why a person may anonymously troll or bully themselves online</p>
<p>3 Understand the importance of reporting cyber abuse</p>	<p>3.1 State why it is important to report instances of cyberbullying to others, for example to parents, teachers or others</p>

<b>Learning Outcome - The learner will:</b>	<b>Assessment Criterion - The learner can:</b>
	<p>3.2 State what actions they would take if they, or someone they know, is the victim of cyberbullying</p> <p>3.3 Identify when they should report other users' behaviour when using line chat rooms and instant messaging</p> <p>3.4 State why it is important to develop and maintain safe user habits when online</p>

## **Assessment**

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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