Level 2 Certificate in Understanding the Risks of Cyberbullying when Using Online and Social Media Platforms

Qualification Specification

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Introduction

The Level 2 Certificate in Understanding the Risks of Cyberbullying when Using Online and Social Media Platforms was developed in response to the worldwide social media safety problem, it aim is to raise awareness of the security and safeguarding risks of using online resources.

An introduction to keeping safe online topics include: risks to personal information when online, risks of online communication and interaction, particularly social media networks, awareness of different types of cyber bullying, grooming and exploitation techniques, the role that teachers, parents and other play in keeping children and young people safe when online, supporting victims of cyber bullying

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	**ProQual Level 2 Certificate in Understanding the Risks of Cyberbullying when Using Online and Social Media Platforms**
Ofqual qualification number	601/3192/5
Level	Level 2
Total qualification time	200
Guided learning hours	130
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.

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Qualification Structure

Candidates must complete the Mandatory units.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	GLH
K/506/2463	Understanding the risks to personal information when using online and social media platforms	2	30
M/506/2464	Understanding the safe use of online and social media platforms	2	50
D/506/2461	Understanding the risks of cyberbullying when using online and social media platforms	2	50

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

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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.

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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.

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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.

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Learning Outcomes and Assessment Criteria

Unit K/506/2463
Understanding the risks to personal information when using online and social media platforms

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the risks to their personal information when using online and social media platforms	1.1 Identify the difference between open and private information, and give examples of both
	1.2 Give examples of ways that personal information or login and password details can be obtained by, for example hackers, stalkers, predators, criminals, etc.
	1.3 Describe how hackers might use personal information, pictures, videos, etc. that have been posted onto social media websites
	1.4 Describe the risks of accessing social media networks using computers, laptops, tablets and smartphones
	1.5 Identify the risks to their personal information when using the Internet
	1.6 Describe what is meant by the terms: • identify • identity theft
	1.7 Outline methods of identity theft, including information diving, pre-texting, skimming, shoulder surfing, etc.
	1.8 Describe how computer infection threats, such as viruses, Trojan horses, spyware, etc. can be a risk to their personal information
	1.9 Describe the potential impact of responding to scam emails and malicious software
2 Understand the potential risks of communicating with others using online and social media platforms	2.1 Identify who has responsibility for their actions, such as posting messages or entering personal information, when using online and social media networks
	2.2 Explain the concept of 'no take backs' once information is posted online
	2.3 Describe the risks of befriending and communicating with other online users
	2.4 Define what is meant by the following terms: • cyber abuse • cyberbullying • cyberstalking • creeping • online predators • child grooming

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Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	2.5 Identify the potential risks to themselves and to their personal information when: • emailing • online gaming • downloading and sharing files
	2.6 Describe what is meant by social engineering
	2.7 Describe the potential impact to themselves and to their personal information of someone hacking social media networks
3 Understand the potential risks of sending explicit or inappropriate messages and images to other online users	3.1 Describe the risks of sending explicit or inappropriate messages and images to others via: • text messages • social media websites
	3.2 Describe the actions to take if they receive explicit or inappropriate images or messages via text or social media websites
	3.3 Describe the potential consequences of forwarding explicit or inappropriate images or messages that they have received to others
	3.4 Describe the potential consequences that may result if an individual is persuaded to send explicit images of themselves to others via text messages
	3.5 Describe the impact on an individual if someone obtains inappropriate videos or images of them and then streams the video or images on social media websites

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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Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to protect their personal information when using online and social media platforms	1.1 Describe how digital citizenship embraces good practice when participating in society online
	1.2 Describe safe and responsible practice when: • creating online profiles • sharing information online
	1.3 Describe how security techniques, such as using login names and passwords, can be used to protect personal information and online accounts
	1.4 Explain the importance of developing and maintaining safe ICT user habits
2 Understand how others play a role in keeping users safe when online	2.1 Explain the importance of safeguarding users when online
	2.2 Describe the role that: • teachers • parents • others play in keeping children and young people safe when online
	2.3 Identify when and how to report online safety issues
	2.4 Describe examples of situations when they should report other users' behaviour when they are using: • online chat rooms • instant messaging
	2.5 Identify websites and organisations that offer information and support on online safety issues
3 Understand how filtering and monitoring tools that control Internet access help to minimise the risks to users	3.1 State the purpose of monitoring, filtering and controlling tools for Internet users
	3.2 Describe ways of monitoring users' activity when using social networking and other online sites
	3.3 Explain the importance of setting parental controls on personal computers, mobile and media devices
4 Know how to protect their personal information when using social media networks	4.1 Describe the privacy settings and tools used by each of the main social networks in current use
	4.2 Describe steps that they can take to protect their personal information when engaging with social media networks

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.3 Explain safe and responsible practice when using social media networks to: • post messages • enter information • use chat rooms • use blogs • upload pictures, photographs, videos

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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Unit D/506/2461
Understanding the risks of cyberbullying when using online and social media platforms

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the potential risks of cyberbullying when using online and social media platforms	1.1 Describe the forms and features of: • cyberbullying • cyberstalking • clickjacking • creeping • stalking • trolling
	1.2 Describe the forms and features of: • grooming and child grooming • exploitation techniques used by online predators which can lead to cyberbullying
2 Understand that a person's behaviour may change if they are a victim of cyberbullying	2.1 Describe how an online user may be identified as a victim of online abuse, such as cyberbullying or trolling
	2.2 Identify behavioural changes that indicate a person is a victim of cyberbullying
	2.3 Describe what is meant by the term **cyber self harm**
	2.4 Describe the reasons why a person may anonymously troll or bully themselves online
	2.5 Describe how to support victims of cyberbullying
3 Understand the importance of reporting cyberbullying	3.1 Describe the importance of reporting instances of cyberbullying to others, for example to parents, teachers, the police or online support groups
	3.2 Describe what actions they would take if they, or someone they know, is a victim of cyberbullying
	3.3 Identify organisations that can provide help and support when reporting cases of cyberbullying

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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