



Ascentis Level 1 Award and Certificate in IT User Skills

Ascentis Level 2 Award and Certificate in IT User Skills

Specification

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ABOUT ASCENTIS

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

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Company limited by guarantee. Registered in England and Wales No. 6799564. Registered Charity No. 1129180

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ASCENTIS LEVEL 1 AND 2 AWARD AND CERTIFICATE IN IT USER SKILLS

Introduction

The aim of these qualifications is to recognise the application of a range of IT user skills and knowledge in the workplace or an educational setting. The flexibility of the ITQ will enable individuals' skills to be adapted for a specific work based activity and / or employer requirement.

The ITQ allows for flexibility and choice through the use of optional units and spiky profiles. Learners, tutors and employers can identify the most appropriate units and levels of skills to meet their needs and candidates can have a range of competences recognised at lower or higher levels than the level of the award.

There are several features of these qualifications that make them very appropriate for their target learners

- Assessed through a portfolio of evidence allowing the accumulation of evidence, relevant to the learner's application of IT Skills over a period of time
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- Can be delivered either as a classroom-based course or as a blended learning programme
- Evidence can be generated within a wide range of organisational contexts allowing the qualification to meet the specific occupational requirements of the learners.

Aims

The aims of the qualification are to enable learners:

- 1 To gain knowledge, understanding and skills, specific to their individual IT needs either in a work or school / college environment
- 2 To study a flexible programme, combining bite-sized chunks of learning to build a complete qualification in a timescale convenient for them
- 3 To study a wide range of IT related units, combining them within a portfolio of evidence to complete a qualification

Target Group

These qualifications are aimed at a range of learners, including

- Employees and work-based learners
- Full time students including those under 16 (Level 1 and 2)
- Unemployed learners wishing to enhance their work-related skills

Ofqual Qualification Number:

600/8998/2 Ascentis Level 1 Award in IT User Skills

600/9408/4 Ascentis Level 1 Certificate in IT User Skills

600/9000/5 Ascentis Level 2 Award in IT User Skills

600/9406/0 Ascentis Level 2 Certificate in IT User Skills

Rules of Combination

600/8998/2 Ascentis Level 1 Award In IT User Skills

Learners must achieve 9 credits in total. The 9 credits can be achieved from any part of the Qualification and units with the same title at different levels are barred. A minimum of 6 credits must be achieved at Level 1. Equivalent units: ICT Functional skills with any of the three units with embedded FS (IUF: FS – ICF: FS – ISF: FS) may be included at Level 1 or Level 2. Level 1 will be valued at 5 credits and Level 2 will be valued at 3 credits.

Unit Group AS (Audio Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Audio Software	1	2	15	K/502/4389	D/502/4390 H/502/4391
Audio Software	2	3	20	D/502/4390	H/502/4391 K/502/4389
Audio Software	3	4	30	H/502/4391	D/502/4390 K/502/4389

Unit Group BS (Bespoke Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Bespoke Software	1	2	15	A/502/4395	F/502/4396 J/502/4397
Bespoke Software	2	3	20	F/502/4396	A/502/4395 J/502/4397
Bespoke Software	3	4	30	J/502/4397	A/502/4395 F/502/4396

Unit Group CA (Computerised Accounting Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Computerised Accounting Software	1	2	15	F/502/4401	J/502/4402 L/502/4403
Computerised Accounting Software	2	3	20	J/502/4402	F/502/4401 L/502/4403
Computerised Accounting Software	3	5	35	L/502/4403	F/502/4401 J/502/4397

Unit Group DM (Data Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Data Management Software	1	2	15	F/502/4558	A/502/4560 J/502/4559 R/502/2216
Data Management Software	2	3	20	J/502/4559	A/502/4560 F/502/4558 R/502/2216
Data Management Software	3	4	30	A/502/4560	F/502/4558 J/502/4559 R/502/2216

Unit Group DP (Desktop Publishing Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Desktop Publishing Software	1	3	20	Y/502/4565	D/502/4566 H/502/4567
Desktop Publishing Software	2	4	30	D/502/4566	Y/502/4565 H/502/4567
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565 D/502/4566

Unit Group DPS (Drawing and Planning Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Drawing and Planning Software	1	2	15	J/502/4609	A/502/4610 F/502/4611
Drawing and Planning Software	2	3	20	A/502/4610	J/502/4609 F/502/4611
Drawing and Planning Software	3	4	30	F/502/4611	A/502/4610 J/502/4609

Unit Group DS (Database Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Database Software	1	3	20	H/502/4553	J/502/0169 M/502/4555 T/502/4556
Database Software	2	4	30	M/502/4555	H/502/4553 J/502/0169 T/502/4556
Database Software	3	6	45	T/502/4556	H/502/4553 J/502/0169 M/502/4555

Unit Group DS1 (Design Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Design Software	1	3	20	M/502/4572	A/502/4574 T/502/4573
Design Software	2	4	30	T/502/4573	A/502/4574 M/502/4572
Design Software	3	5	40	A/502/4574	M/502/4572 T/502/4573

Unit Group E3 (Entry 3 Units): Learners may achieve a maximum of 3 credits from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Word processing software	E3	2	15	A/502/0167	L/502/4627 R/502/4628 Y/502/4629
Presentation software	E3	2	15	A/502/0170	K/502/4621 M/502/4622 T/502/4623
Using mobile IT devices	E3	1	10	D/502/0176	H/502/4374 K/502/4375
Digital Lifestyle	E3	1	5	D/502/0193	
Spreadsheet software	E3	2	15	F/502/0168	A/502/4624 F/502/4625 J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297 F/502/4298 T/502/4296
Database software	E3	2	15	J/502/0169	H/502/4553 M/502/4555 T/502/4556
Using email	E3	1	10	J/502/0172	J/502/4299 M/502/4300 T/502/4301
Personal information management software	E3	1	10	J/502/2214	L/502/4370 Y/502/4369
Design and imaging software	E3	2	15	L/502/0173	
The Internet and World Wide Web	E3	1	5	L/502/0190	
Specialist/bespoke software	E3	2	15	L/502/2215	

Productivity Programmes	E3	1	5	R/502/0191	
Data management software	E3	2	15	R/502/2216	A/502/4560 F/502/4558 J/502/4559
IT User fundamentals	E3	2	15	T/502/0166	J/502/4206 L/502/4207
Computer Basics	E3	1	5	Y/502/0189	
Computer Security and Privacy	E3	1	5	Y/502/0192	
Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291
Unit Group IP (Improving Productivity Using IT): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Improving Productivity Using IT	1	3	20	T/502/4153	J/502/4156 L/502/4157
Improving Productivity Using IT	2	4	30	J/502/4156	L/502/4157 T/502/4153
Improving Productivity Using IT	3	5	40	L/502/4157	J/502/4156 T/502/4153
Unit Group IS (Imaging Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Imaging Software	1	3	20	J/502/4612	L/502/4613 R/502/4614
Imaging Software	2	4	30	L/502/4613	J/502/4612 R/502/4614
Imaging Software	3	5	40	R/502/4614	J/502/4612 L/502/4613
Unit Group ISF (IT Software Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Software Fundamentals	1	3	20	L/502/4384	R/502/4385
IT Software Fundamentals	2	3	20	R/502/4385	L/502/4384
Unit Group ISU (IT Security for Users): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Security for Users	1	1	10	R/502/4256	D/502/4258 Y/502/4257
IT Security for Users	2	2	15	Y/502/4257	D/502/4258 R/502/4256
IT Security for Users	3	3	20	D/502/4258	R/502/4256 Y/502/4257
Unit Group IU (IT User Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT User Fundamentals	1	3	20	J/502/4206	L/502/4207 T/502/0166
IT User Fundamentals	2	3	20	L/502/4207	J/502/4206 T/502/0166
Unit Group MS (Multimedia Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Multimedia Software	1	3	20	Y/502/4615	D/502/4616

					H/502/4617
Multimedia Software	2	4	30	D/502/4616	H/502/4617 Y/502/4615
Multimedia Software	3	6	45	H/502/4617	D/502/4616 Y/502/4615
Unit Group OI (Optimise IT System Performance): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Optimise IT System Performance	1	2	15	D/502/4244	H/502/4245 K/502/4246
Optimise IT System Performance	2	4	30	H/502/4245	D/502/4244 K/502/4246
Optimise IT System Performance	3	5	40	K/502/4246	D/502/4244 H/502/4245
Unit Group PI (Personal Information Management Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Personal Information Management Software	1	2	15	Y/502/4369	J/502/2214 L/502/4370
Personal Information Management Software	2	2	15	L/502/4370	J/502/2214 Y/502/4369
Unit Group OM (Project Management Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Project Management Software	1	3	20	K/502/4618	H/502/4620 M/502/4619
Project Management Software	2	4	30	M/502/4619	H/502/4620 K/502/4618
Project Management Software	3	5	40	H/502/4620	K/502/4618 M/502/4619
Unit Group PS (Presentation Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Presentation Software	1	3	20	K/502/4621	A/502/0170 M/502/4622 T/502/4623
Presentation Software	2	4	30	M/502/4622	A/502/0170 K/502/4621 T/502/4623
Presentation Software	3	6	45	T/502/4623	A/502/0170 K/502/4621 M/502/4622
Unit Group SPS (Spreadsheet Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Spreadsheet Software	1	3	20	A/502/4624	F/502/0168 F/502/4625 J/502/4626
Spreadsheet Software	2	4	30	F/502/4625	A/502/4624 F/502/0168 J/502/4626
Spreadsheet Software	3	6	45	J/502/4626	A/502/4624 F/502/0168 F/502/4625

Unit Group SS (Specialist Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Specialist Software	1	2	15	L/502/4398	A/502/4400 R/502/4399
Specialist Software	2	3	20	R/502/4399	A/502/4400 L/502/4398
Specialist Software	3	4	30	A/502/4400	L/502/4398 R/502/4399
Unit Group SU (Set Up an IT System): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Set Up an IT System	1	3	20	Y/502/4209	L/502/4210 R/502/4211
Set Up an IT System	2	4	30	L/502/4210	R/502/4211 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 L/502/4210
Unit Group UC (Using Collaborative Technologies): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Collaborative Technologies	1	3	20	A/502/4378	F/502/4379 T/502/4380
Using Collaborative Technologies	2	4	30	F/502/4379	A/502/4378 T/502/4380
Using Collaborative Technologies	3	6	45	T/502/4380	A/502/4378 F/502/4379
Unit Group UE (Using Email): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Email	1	2	15	J/502/4299	J/502/0172 M/502/4300 T/502/4301
Using Email	2	3	20	M/502/4300	J/502/0172 J/502/4299 T/502/4301
Using Email	3	3	20	T/502/4301	J/502/0172 J/502/4299 M/502/4300
Unit Group UM (Using Mobile IT Devices): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Mobile IT Devices	1	2	15	H/502/4374	D/502/0176 K/502/4375
Using Mobile IT Devices	2	2	15	K/502/4375	D/502/0176 H/502/4374
Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using the Internet	1	3	20	T/502/4296	A/502/4297 F/502/0171 F/502/4298
Using the Internet	2	4	30	A/502/4297	F/502/0171 F/502/4298 T/502/4296

Using the Internet	3	5	40	F/502/4298	A/502/4297 F/502/0171 T/502/4296
Unit Group VS (Video Software): Learners may achieve a maximum of 1 unit from group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Video Software	1	2	15	K/502/4392	M/502/4393 T/502/4394
Video Software	2	3	20	M/502/4393	K/502/4392 T/502/4394
Video Software	3	4	30	T/502/4394	K/502/4392 M/502/4393
Unit Group WPS (Word Processing Software): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Word Processing Software	1	3	20	L/502/4627	A/502/0167 R/502/4628 Y/502/4629
Word Processing Software	2	4	30	R/502/4628	A/502/0167 L/502/4627 Y/502/4629
Word Processing Software	3	6	45	Y/502/4629	A/502/0167 L/502/4627 R/502/4628
Unit Group WS (Website Software): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Website Software	1	3	20	L/502/4630	R/502/4631 Y/502/4632
Website Software	2	4	30	R/502/4631	L/502/4630 Y/502/4632
Website Software	3	5	40	Y/502/4632	L/502/4630 R/502/4631

600/9408/4 Ascentis Level 1 Certificate In IT User Skills

Learners must achieve a minimum of 13 credits in total, including a minimum of 8 credits at Level 1. Learners must achieve 3 credits from the mandatory unit and a minimum of 10 credits and a maximum of 12 credits from any combination of the optional units. A maximum of 5 credits can be obtained at Entry 3. Units with the same title at different levels are barred. ICT Functional skills with any of the three units with embedded FS (IUF:FS – ICF:FS – ISF:FS) may be included at Level 1 or Level 2 and will be valued at 5 credits.

Unit Group A (Mandatory Unit): Learners must achieve the 3-credit unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Improving Productivity Using IT	1	3	20	T/502/4153	

Unit Group AS (Audio Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Audio Software	1	2	15	K/502/4389	D/502/4390 H/502/4391
Audio Software	2	3	20	D/502/4390	H/502/4391 K/502/4389
Audio Software	3	4	30	H/502/4391	D/502/4390 K/502/4389

Unit Group BS (Bespoke Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Bespoke Software	1	2	15	A/502/4395	F/502/4396 J/502/4397
Bespoke Software	2	3	20	F/502/4396	A/502/4395 J/502/4397
Bespoke Software	3	4	30	J/502/4397	A/502/4395 F/502/4396

Unit Group CA (Computerised Accounting Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Computerised Accounting Software	1	2	15	F/502/4401	J/502/4402 L/502/4403
Computerised Accounting Software	2	3	20	J/502/4402	F/502/4401 L/502/4403
Computerised Accounting Software	3	5	35	L/502/4403	F/502/4401 J/502/4397

Unit Group DM (Data Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Data Management Software	1	2	15	F/502/4558	A/502/4560 J/502/4559 R/502/2216
Data Management Software	2	3	20	J/502/4559	A/502/4560 F/502/4558 R/502/2216
Data Management Software	3	4	30	A/502/4560	F/502/4558 J/502/4559 R/502/2216

Unit Group DP (Desktop Publishing Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Desktop Publishing Software	1	3	20	Y/502/4565	D/502/4566 H/502/4567
Desktop Publishing Software	2	4	30	D/502/4566	Y/502/4565 H/502/4567
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565 D/502/4566

Unit Group DPS (Drawing and Planning Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Drawing and Planning Software	1	2	15	J/502/4609	A/502/4610 F/502/4611
Drawing and Planning Software	2	3	20	A/502/4610	J/502/4609 F/502/4611
Drawing and Planning Software	3	4	30	F/502/4611	A/502/4610 J/502/4609

Unit Group DS (Database Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Database Software	1	3	20	H/502/4553	J/502/0169 M/502/4555 T/502/4556
Database Software	2	4	30	M/502/4555	H/502/4553 J/502/0169 T/502/4556
Database Software	3	6	45	T/502/4556	H/502/4553 J/502/0169 M/502/4555

Unit Group DS1 (Design Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Design Software	1	3	20	M/502/4572	A/502/4574 T/502/4573
Design Software	2	4	30	T/502/4573	A/502/4574 M/502/4572
Design Software	3	5	40	A/502/4574	M/502/4572 T/502/4573

Unit Group E3 (Entry 3 Units): Learners may achieve a maximum of 3 credits from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Word processing software	E3	2	15	A/502/0167	L/502/4627 R/502/4628 Y/502/4629
Presentation software	E3	2	15	A/502/0170	K/502/4621 M/502/4622 T/502/4623
Using mobile IT devices	E3	1	10	D/502/0176	H/502/4374 K/502/4375
Digital Lifestyle	E3	1	5	D/502/0193	
Spreadsheet software	E3	2	15	F/502/0168	A/502/4624 F/502/4625 J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297 F/502/4298 T/502/4296
Database software	E3	2	15	J/502/0169	H/502/4553 M/502/4555 T/502/4556
Using email	E3	1	10	J/502/0172	J/502/4299 M/502/4300 T/502/4301

Personal information management software	E3	1	10	J/502/2214	L/502/4370 Y/502/4369
Design and imaging software	E3	2	15	L/502/0173	
The Internet and World Wide Web	E3	1	5	L/502/0190	
Specialist/bespoke software	E3	2	15	L/502/2215	
Productivity Programmes	E3	1	5	R/502/0191	
Data management software	E3	2	15	R/502/2216	A/502/4560 F/502/4558 J/502/4559
IT User fundamentals	E3	2	15	T/502/0166	J/502/4206 L/502/4207
Computer Basics	E3	1	5	Y/502/0189	
Computer Security and Privacy	E3	1	5	Y/502/0192	

Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291

Unit Group IS (Imaging Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Imaging Software	1	3	20	J/502/4612	L/502/4613 R/502/4614
Imaging Software	2	4	30	L/502/4613	J/502/4612 R/502/4614
Imaging Software	3	5	40	R/502/4614	J/502/4612 L/502/4613

Unit Group ISF (IT Software Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Software Fundamentals	1	3	20	L/502/4384	R/502/4385
IT Software Fundamentals	2	3	20	R/502/4385	L/502/4384

Unit Group ISU (IT Security for Users): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Security for Users	1	1	10	R/502/4256	D/502/4258 Y/502/4257
IT Security for Users	2	2	15	Y/502/4257	D/502/4258 R/502/4256
IT Security for Users	3	3	20	D/502/4258	R/502/4256 Y/502/4257

Unit Group IU (IT User Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT User Fundamentals	1	3	20	J/502/4206	L/502/4207 T/502/0166
IT User Fundamentals	2	3	20	L/502/4207	J/502/4206 T/502/0166

Unit Group MS (Multimedia Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Multimedia Software	1	3	20	Y/502/4615	D/502/4616 H/502/4617
Multimedia Software	2	4	30	D/502/4616	H/502/4617 Y/502/4615
Multimedia Software	3	6	45	H/502/4617	D/502/4616 Y/502/4615

Unit Group OI (Optimise IT System Performance): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Optimise IT System Performance	1	2	15	D/502/4244	H/502/4245 K/502/4246
Optimise IT System Performance	2	4	30	H/502/4245	D/502/4244 K/502/4246
Optimise IT System Performance	3	5	40	K/502/4246	D/502/4244 H/502/4245

Unit Group PI (Personal Information Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Personal Information Management Software	1	2	15	Y/502/4369	J/502/2214 L/502/4370
Personal Information Management Software	2	2	15	L/502/4370	J/502/2214 Y/502/4369

Unit Group OM (Project Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Project Management Software	1	3	20	K/502/4618	H/502/4620 M/502/4619
Project Management Software	2	4	30	M/502/4619	H/502/4620 K/502/4618
Project Management Software	3	5	40	H/502/4620	K/502/4618 M/502/4619

Unit Group PS (Presentation Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Presentation Software	1	3	20	K/502/4621	A/502/0170 M/502/4622 T/502/4623
Presentation Software	2	4	30	M/502/4622	A/502/0170 K/502/4621 T/502/4623
Presentation Software	3	6	45	T/502/4623	A/502/0170 K/502/4621 M/502/4622

Unit Group SPS (Spreadsheet Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Spreadsheet Software	1	3	20	A/502/4624	F/502/0168 F/502/4625 J/502/4626
Spreadsheet Software	2	4	30	F/502/4625	A/502/4624 F/502/0168 J/502/4626
Spreadsheet Software	3	6	45	J/502/4626	A/502/4624 F/502/0168 F/502/4625

Unit Group SS (Specialist Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Specialist Software	1	2	15	L/502/4398	A/502/4400 R/502/4399
Specialist Software	2	3	20	R/502/4399	A/502/4400 L/502/4398
Specialist Software	3	4	30	A/502/4400	L/502/4398 R/502/4399

Unit Group SU (Set Up an IT System): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Set Up an IT System	1	3	20	Y/502/4209	L/502/4210 R/502/4211
Set Up an IT System	2	4	30	L/502/4210	R/502/4211 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 L/502/4210

Unit Group UC (Using Collaborative Technologies): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Collaborative Technologies	1	3	20	A/502/4378	F/502/4379 T/502/4380
Using Collaborative Technologies	2	4	30	F/502/4379	A/502/4378 T/502/4380
Using Collaborative Technologies	3	6	45	T/502/4380	A/502/4378 F/502/4379

Unit Group UE (Using Email): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Email	1	2	15	J/502/4299	J/502/0172 M/502/4300 T/502/4301
Using Email	2	3	20	M/502/4300	J/502/0172 J/502/4299 T/502/4301
Using Email	3	3	20	T/502/4301	J/502/0172 J/502/4299 M/502/4300

Unit Group UM (Using Mobile IT Devices): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Mobile IT Devices	1	2	15	H/502/4374	D/502/0176 K/502/4375
Using Mobile IT Devices	2	2	15	K/502/4375	D/502/0176 H/502/4374

Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using the Internet	1	3	20	T/502/4296	A/502/4297 F/502/0171 F/502/4298
Using the Internet	2	4	30	A/502/4297	F/502/0171 F/502/4298 T/502/4296
Using the Internet	3	5	40	F/502/4298	A/502/4297 F/502/0171 T/502/4296

Unit Group VS (Video Software): Learners may achieve a maximum of 1 unit from group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Video Software	1	2	15	K/502/4392	M/502/4393 T/502/4394
Video Software	2	3	20	M/502/4393	K/502/4392 T/502/4394
Video Software	3	4	30	T/502/4394	K/502/4392 M/502/4393

Unit Group WPS (Word Processing Software): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Word Processing Software	1	3	20	L/502/4627	A/502/0167 R/502/4628 Y/502/4629
Word Processing Software	2	4	30	R/502/4628	A/502/0167 L/502/4627 Y/502/4629
Word Processing Software	3	6	45	Y/502/4629	A/502/0167 L/502/4627 R/502/4628

Unit Group WS (Website Software): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Website Software	1	3	20	L/502/4630	R/502/4631 Y/502/4632
Website Software	2	4	30	R/502/4631	L/502/4630 Y/502/4632
Website Software	3	5	40	Y/502/4632	L/502/4630 R/502/4631

600/9000/5 Ascentis Level 2 Award In IT User Skills

Learners must achieve 10 credits in total. The 10 credits can be achieved from any part of the Qualification and units with the same title at different levels are barred. A minimum of 7 credits must be achieved at Level 2. Equivalent units: ICT Functional skills with any of the three units with embedded FS (IUF: FS – ICF: FS – ISF: FS) may be included at Level 2 and will be valued at 5 credits.

Unit Group AS (Audio Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Audio Software	1	2	15	K/502/4389	D/502/4390 H/502/4391
Audio Software	2	3	20	D/502/4390	H/502/4391 K/502/4389
Audio Software	3	4	30	H/502/4391	D/502/4390 K/502/4389

Unit Group BS (Bespoke Software) : Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Bespoke Software	1	2	15	A/502/4395	F/502/4396 J/502/4397
Bespoke Software	2	3	20	F/502/4396	A/502/4395 J/502/4397
Bespoke Software	3	4	30	J/502/4397	A/502/4395 F/502/4396

Unit Group CA (Computerised Accounting Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Computerised Accounting Software	1	2	15	F/502/4401	J/502/4402 L/502/4403
Computerised Accounting Software	2	3	20	J/502/4402	F/502/4401 L/502/4403
Computerised Accounting Software	3	5	35	L/502/4403	F/502/4401 J/502/4397

Unit Group DM (Data Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Data Management Software	1	2	15	F/502/4558	A/502/4560 J/502/4559
Data Management Software	2	3	20	J/502/4559	A/502/4560 F/502/4558
Data Management Software	3	4	30	A/502/4560	F/502/4558 J/502/4559

Unit Group DP (Desktop Publishing Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Desktop Publishing Software	1	3	20	Y/502/4565	D/502/4566 H/502/4567
Desktop Publishing Software	2	4	30	D/502/4566	Y/502/4565 H/502/4567
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565 D/502/4566

Unit Group DPS (Drawing and Planning Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Drawing and Planning Software	1	2	15	J/502/4609	A/502/4610 F/502/4611
Drawing and Planning Software	2	3	20	A/502/4610	J/502/4609 F/502/4611
Drawing and Planning Software	3	4	30	F/502/4611	A/502/4610 J/502/4609

Unit Group DS (Database Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Database Software	1	3	20	H/502/4553	M/502/4555 T/502/4556
Database Software	2	4	30	M/502/4555	H/502/4553 T/502/4556
Database Software	3	6	45	T/502/4556	H/502/4553 M/502/4555

Unit Group DS1 (Design Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Design Software	1	3	20	M/502/4572	A/502/4574 T/502/4573
Design Software	2	4	30	T/502/4573	A/502/4574 M/502/4572
Design Software	3	5	40	A/502/4574	M/502/4572 T/502/4573

Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291

Unit Group IP (Improving Productivity Using IT): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Improving Productivity Using IT	1	3	20	T/502/4153	J/502/4156 L/502/4157
Improving Productivity Using IT	2	4	30	J/502/4156	L/502/4157 T/502/4153
Improving Productivity Using IT	3	5	40	L/502/4157	J/502/4156 T/502/4153

Unit Group IS (Imaging Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Imaging Software	1	3	20	J/502/4612	L/502/4613 R/502/4614
Imaging Software	2	4	30	L/502/4613	J/502/4612 R/502/4614
Imaging Software	3	5	40	R/502/4614	J/502/4612 L/502/4613

Unit Group ISF (IT Software Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Software Fundamentals	1	3	20	L/502/4384	R/502/4385
IT Software Fundamentals	2	3	20	R/502/4385	L/502/4384
Unit Group ISU (IT Security for Users): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Security for Users	1	1	10	R/502/4256	D/502/4258 Y/502/4257
IT Security for Users	2	2	15	Y/502/4257	D/502/4258 R/502/4256
IT Security for Users	3	3	20	D/502/4258	R/502/4256 Y/502/4257
Unit Group IU (IT User Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT User Fundamentals	1	3	20	J/502/4206	L/502/4207
IT User Fundamentals	2	3	20	L/502/4207	J/502/4206
Unit Group MS (Multimedia Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Multimedia Software	1	3	20	Y/502/4615	D/502/4616 H/502/4617
Multimedia Software	2	4	30	D/502/4616	H/502/4617 Y/502/4615
Multimedia Software	3	6	45	H/502/4617	D/502/4616 Y/502/4615
Unit Group OI (Optimise IT System Performance): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Optimise IT System Performance	1	2	15	D/502/4244	H/502/4245 K/502/4246
Optimise IT System Performance	2	4	30	H/502/4245	D/502/4244 K/502/4246
Optimise IT System Performance	3	5	40	K/502/4246	D/502/4244 H/502/4245
Unit Group PI (Personal Information Management Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Personal Information Management Software	1	2	15	Y/502/4369	L/502/4370
Personal Information Management Software	2	2	15	L/502/4370	J/502/2214
Unit Group OM (Project Management Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Project Management Software	1	3	20	K/502/4618	H/502/4620 M/502/4619
Project Management Software	2	4	30	M/502/4619	H/502/4620 K/502/4618
Project Management Software	3	5	40	H/502/4620	K/502/4618 M/502/4619

Unit Group PS (Presentation Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Presentation Software	1	3	20	K/502/4621	M/502/4622 T/502/4623
Presentation Software	2	4	30	M/502/4622	K/502/4621 T/502/4623
Presentation Software	3	6	45	T/502/4623	K/502/4621 M/502/4622
Unit Group SPS (Spreadsheet Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Spreadsheet Software	1	3	20	A/502/4624	F/502/4625 J/502/4626
Spreadsheet Software	2	4	30	F/502/4625	A/502/4624 J/502/4626
Spreadsheet Software	3	6	45	J/502/4626	A/502/4624 F/502/4625
Unit Group SS (Specialist Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Specialist Software	1	2	15	L/502/4398	A/502/4400 R/502/4399
Specialist Software	2	3	20	R/502/4399	A/502/4400 L/502/4398
Specialist Software	3	4	30	A/502/4400	L/502/4398 R/502/4399
Unit Group SU (Set Up an IT System): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Set Up an IT System	1	3	20	Y/502/4209	L/502/4210 R/502/4211
Set Up an IT System	2	4	30	L/502/4210	R/502/4211 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 L/502/4210
Unit Group UC (Using Collaborative Technologies): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Collaborative Technologies	1	3	20	A/502/4378	F/502/4379 T/502/4380
Using Collaborative Technologies	2	4	30	F/502/4379	A/502/4378 T/502/4380
Using Collaborative Technologies	3	6	45	T/502/4380	A/502/4378 F/502/4379
Unit Group UE (Using Email): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Email	1	2	15	J/502/4299	M/502/4300 T/502/4301
Using Email	2	3	20	M/502/4300	J/502/4299 T/502/4301
Using Email	3	3	20	T/502/4301	J/502/4299 M/502/4300

Unit Group UM (Using Mobile IT Devices): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Mobile IT Devices	1	2	15	H/502/4374	K/502/4375
Using Mobile IT Devices	2	2	15	K/502/4375	H/502/4374

Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using the Internet	1	3	20	T/502/4296	A/502/4297 F/502/4298
Using the Internet	2	4	30	A/502/4297	F/502/4298 T/502/4296
Using the Internet	3	5	40	F/502/4298	A/502/4297 T/502/4296

Unit Group VS (Video Software): Learners may achieve a maximum of 1 unit from group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Video Software	1	2	15	K/502/4392	M/502/4393 T/502/4394
Video Software	2	3	20	M/502/4393	K/502/4392 T/502/4394
Video Software	3	4	30	T/502/4394	K/502/4392 M/502/4393

Unit Group WPS (Word Processing Software): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Word Processing Software	1	3	20	L/502/4627	R/502/4628 Y/502/4629
Word Processing Software	2	4	30	R/502/4628	L/502/4627 Y/502/4629
Word Processing Software	3	6	45	Y/502/4629	L/502/4627 R/502/4628

Unit Group WS (Website Software): Learners may achieve a maximum of 1 unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Website Software	1	3	20	L/502/4630	R/502/4631 Y/502/4632
Website Software	2	4	30	R/502/4631	L/502/4630 Y/502/4632
Website Software	3	5	40	Y/502/4632	L/502/4630 R/502/4631

600/9406/0 Ascentis Level 2 Certificate In IT User Skills

Learners must achieve a minimum of 16 credits in total, including a minimum of 10 credits at Level 2. Learners must achieve the 4 credits from the mandatory unit and a minimum of 12 and a maximum of 14 credits from any combination of the optional units. A maximum of 6 credits can be obtained at Level 1. Units with the same title at different levels are barred. ICT Functional skills with any of the three units with embedded FS (IUF: FS – ICF: FS – ISF:FS) may be included at Level 2 and will be valued at 5 credits.

Unit Group A (Mandatory Unit): Learners must achieve the 4 credit unit from this group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Improving Productivity Using IT	2	4	30	J/502/4156	

Unit Group AS (Audio Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Audio Software	1	2	15	K/502/4389	D/502/4390 H/502/4391
Audio Software	2	3	20	D/502/4390	H/502/4391 K/502/4389
Audio Software	3	4	30	H/502/4391	D/502/4390 K/502/4389

Unit Group BS (Bespoke Software) : Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Bespoke Software	1	2	15	A/502/4395	F/502/4396 J/502/4397
Bespoke Software	2	3	20	F/502/4396	A/502/4395 J/502/4397
Bespoke Software	3	4	30	J/502/4397	A/502/4395 F/502/4396

Unit Group CA (Computerised Accounting Software) : Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Computerised Accounting Software	1	2	15	F/502/4401	J/502/4402 L/502/4403
Computerised Accounting Software	2	3	20	J/502/4402	F/502/4401 L/502/4403
Computerised Accounting Software	3	5	35	L/502/4403	F/502/4401 J/502/4397

Unit Group DM (Data Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Data Management Software	1	2	15	F/502/4558	A/502/4560 J/502/4559
Data Management Software	2	3	20	J/502/4559	A/502/4560 F/502/4558
Data Management Software	3	4	30	A/502/4560	F/502/4558 J/502/4559

Unit Group DP (Desktop Publishing Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Desktop Publishing Software	1	3	20	Y/502/4565	D/502/4566 H/502/4567
Desktop Publishing Software	2	4	30	D/502/4566	Y/502/4565 H/502/4567
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565 D/502/4566

Unit Group DPS (Drawing and Planning Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Drawing and Planning Software	1	2	15	J/502/4609	A/502/4610 F/502/4611
Drawing and Planning Software	2	3	20	A/502/4610	J/502/4609 F/502/4611
Drawing and Planning Software	3	4	30	F/502/4611	A/502/4610 J/502/4609

Unit Group DS (Database Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Database Software	1	3	20	H/502/4553	M/502/4555 T/502/4556
Database Software	2	4	30	M/502/4555	H/502/4553 T/502/4556
Database Software	3	6	45	T/502/4556	H/502/4553 M/502/4555

Unit Group DS1 (Design Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Design Software	1	3	20	M/502/4572	A/502/4574 T/502/4573
Design Software	2	4	30	T/502/4573	A/502/4574 M/502/4572
Design Software	3	5	40	A/502/4574	M/502/4572 T/502/4573

Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291

Unit Group IS (Imaging Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Imaging Software	1	3	20	J/502/4612	L/502/4613 R/502/4614
Imaging Software	2	4	30	L/502/4613	J/502/4612 R/502/4614
Imaging Software	3	5	40	R/502/4614	J/502/4612 L/502/4613

Unit Group ISF (IT Software Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Software Fundamentals	1	3	20	L/502/4384	R/502/4385
IT Software Fundamentals	2	3	20	R/502/4385	L/502/4384

Unit Group ISU (IT Security for Users): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Security for Users	1	1	10	R/502/4256	D/502/4258 Y/502/4257
IT Security for Users	2	2	15	Y/502/4257	D/502/4258 R/502/4256
IT Security for Users	3	3	20	D/502/4258	R/502/4256 Y/502/4257

Unit Group IU (IT User Fundamentals): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT User Fundamentals	1	3	20	J/502/4206	L/502/4207 T/502/0166
IT User Fundamentals	2	3	20	L/502/4207	J/502/4206 T/502/0166

Unit Group MS (Multimedia Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Multimedia Software	1	3	20	Y/502/4615	D/502/4616 H/502/4617
Multimedia Software	2	4	30	D/502/4616	H/502/4617 Y/502/4615
Multimedia Software	3	6	45	H/502/4617	D/502/4616 Y/502/4615

Unit Group OI (Optimise IT System Performance): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Optimise IT System Performance	1	2	15	D/502/4244	H/502/4245 K/502/4246
Optimise IT System Performance	2	4	30	H/502/4245	D/502/4244 K/502/4246
Optimise IT System Performance	3	5	40	K/502/4246	D/502/4244 H/502/4245

Unit Group PI (Personal Information Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Personal Information Management Software	1	2	15	Y/502/4369	J/502/2214 L/502/4370
Personal Information Management Software	2	2	15	L/502/4370	J/502/2214 Y/502/4369

Unit Group OM (Project Management Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Project Management Software	1	3	20	K/502/4618	H/502/4620 M/502/4619
Project Management Software	2	4	30	M/502/4619	H/502/4620 K/502/4618
Project Management Software	3	5	40	H/502/4620	K/502/4618 M/502/4619

Unit Group PS (Presentation Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Presentation Software	1	3	20	K/502/4621	M/502/4622 T/502/4623
Presentation Software	2	4	30	M/502/4622	K/502/4621 T/502/4623
Presentation Software	3	6	45	T/502/4623	K/502/4621 M/502/4622

Unit Group SPS (Spreadsheet Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Spreadsheet Software	1	3	20	A/502/4624	F/502/4625 J/502/4626
Spreadsheet Software	2	4	30	F/502/4625	A/502/4624 J/502/4626
Spreadsheet Software	3	6	45	J/502/4626	A/502/4624 F/502/4625

Unit Group SS (Specialist Software): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Specialist Software	1	2	15	L/502/4398	A/502/4400 R/502/4399
Specialist Software	2	3	20	R/502/4399	A/502/4400 L/502/4398
Specialist Software	3	4	30	A/502/4400	L/502/4398 R/502/4399

Unit Group SU (Set Up an IT System): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Set Up an IT System	1	3	20	Y/502/4209	L/502/4210 R/502/4211
Set Up an IT System	2	4	30	L/502/4210	R/502/4211 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 L/502/4210

Unit Group UC (Using Collaborative Technologies): Learners may achieve a maximum of 1 unit from this Group.

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Collaborative Technologies	1	3	20	A/502/4378	F/502/4379 T/502/4380

Using Collaborative Technologies	2	4	30	F/502/4379	A/502/4378 T/502/4380
Using Collaborative Technologies	3	6	45	T/502/4380	A/502/4378 F/502/4379
Unit Group UE (Using Email): Learners may achieve a maximum of 1 unit from this Group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Email	1	2	15	J/502/4299	M/502/4300 T/502/4301
Using Email	2	3	20	M/502/4300	J/502/4299 T/502/4301
Using Email	3	3	20	T/502/4301	J/502/4299 M/502/4300
Unit Group UM (Using Mobile IT Devices): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Mobile IT Devices	1	2	15	H/502/4374	D/502/0176 K/502/4375
Using Mobile IT Devices	2	2	15	K/502/4375	D/502/0176 H/502/4374
Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using the Internet	1	3	20	T/502/4296	A/502/4297 F/502/4298
Using the Internet	2	4	30	A/502/4297	F/502/4298 T/502/4296
Using the Internet	3	5	40	F/502/4298	A/502/4297 T/502/4296
Unit Group VS (Video Software): Learners may achieve a maximum of 1 unit from group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Video Software	1	2	15	K/502/4392	M/502/4393 T/502/4394
Video Software	2	3	20	M/502/4393	K/502/4392 T/502/4394
Video Software	3	4	30	T/502/4394	K/502/4392 M/502/4393
Unit Group WPS (Word Processing Software): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Word Processing Software	1	3	20	L/502/4627	R/502/4628 Y/502/4629
Word Processing Software	2	4	30	R/502/4628	L/502/4627 Y/502/4629
Word Processing Software	3	6	45	Y/502/4629	L/502/4627 R/502/4628
Unit Group WS (Website Software): Learners may achieve a maximum of 1 unit from this group.					
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Website Software	1	3	20	L/502/4630	R/502/4631 Y/502/4632
Website Software	2	4	30	R/502/4631	L/502/4630 Y/502/4632
Website Software	3	5	40	Y/502/4632	L/502/4630 R/502/4631

Unit certification is available for all units.

Recommended Guided Learning Hours

The recommended guided learning hours for Level 1 Award in IT User Skills is 60.
The recommended guided learning hours for Level 1 Certificate in IT User Skills is 90.
The recommended guided learning hours for Level 2 Award in IT User Skills is 70.
The recommended guided learning hours for Level 2 Certificate in IT User Skills is 115.

Total Qualification Time

The total qualification time for Level 1 Award in IT User Skills is 90.
The total qualification time for Level 1 Certificate in IT User Skills is 130.
The total qualification time for Level 2 Award in IT User Skills is 100.
The total qualification time for Level 2 Certificate in IT User Skills is 160.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification. Exemptions may have been achieved previous to the qualification start date; each case will be considered separately.

Recommended Prior Knowledge, Attainment and/or Experience

There is no prior knowledge required for this qualification.

Age Range of Qualification

The Level 1 and Level 2 qualifications are suitable for learners aged Pre-16, 16-18 and 19+

Opportunities for Progression

The IT User Skills qualifications enable progression to employment, further learning opportunities within employment, or further/higher study.

Resources to support the Delivery of the Qualification

No resources have been produced to support the delivery of this qualification.

Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Registration

All learners must normally be registered with Ascentis within seven weeks of commencement of a course via the Ascentis electronic registration portal.

Status in England, Wales and Northern Ireland

This qualification is available in England, Wales and Northern Ireland. It is only offered in English. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Ascentis.

Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the Resources/Key Documents area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*¹. Full details of this procedure, including how to make an application, are available from the Resources/Key Documents area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

¹ The Scottish Qualifications Authority (SQA) have developed some high level principles that cover the same requirements as the Ofqual Conditions. These are the SQA Accreditation Regulatory Principles (2011).

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria, internally assessed and verified by the centre and then externally verified by Ascentis.

On completion of the learners' evidence for either the individual units or the qualification, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement asks assessors and the internal verifier to confirm that the rules of combination have been followed. This is particularly important in cases where a learner has taken units at different levels. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for 4 weeks afterwards should any appeal be made.

Internal Assessment

Evidence for each unit is through building up a portfolio of evidence to demonstrate that all the assessment criteria within the unit have been achieved. The evidence will be assessed by the assessor at the centre, who may or may not be the tutor teaching the course.

Portfolios of evidence should include a variety of evidence to demonstrate that the assessment criteria for each unit have been met. Examples of evidence that could be included are:

- Observation record
- Questions and discussions
- Photographs
- Video
- Worksheets
- Tape recordings
- Self-assessments
- Workbook activities
- Final multiple choice tests.

If the learner fails to meet the assessment criteria on the first attempt at an activity they may redraft the work following feedback given by the tutor. However tutors must not correct the work of the learner, and all feedback given by the tutor must be included within the learner's evidence.

Learners' portfolio work should include a tracking sheet to show where the evidence for each assessment criterion is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Examples of tracking sheets are found in Appendix 2.

Verification

Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification activities will include: ensuring any stimulus or materials used for the purposes of assessment are fit for purpose; sampling assessments; standardisation of assessment decisions; standardisation of internal verification decisions. Internal Verifiers are also responsible for supporting assessors by providing constructive advice and guidance in relation to the qualification delivered.

Further information is available from the Resources/Key Documents section of the Ascentis website www.ascentis.co.uk

External Verification

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- A review of the centres management of the regulated provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment

External Verifiers will usually do this through discussion with the centre management team; assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

Knowledge, Understanding and Skills required of Assessors and Internal Verifiers

Assessors and those delivering these qualifications should hold a subject related qualification at a minimum of the level above in the area in which they are making assessment decisions / delivering the qualification or recent, extensive and relevant experience in the sector in which the qualification resides.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on Quartz Web or the Ascentis website.