Ascentis Level 2 Certificate in

IT Skills for Employment

Specification

Ofqual Number:	**601/4066/5**
Ofqual Start Date:	01/08/2014
Ofqual Review Date:	31/07/2021
Ofqual Certification Review Date:	31/07/2022

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.

ASCENTIS CONTACT DETAILS

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ASCENTIS LEVEL 2 IN IT SKILLS FOR EMPLOYMENT

Introduction

The Level 2 Certificate in IT Skills for Employment is designed to support learners to develop the IT and telecommunication skills necessary for employment and/or career progression. It is suitable for a wide range of occupational areas. The qualification has the support of e-skills UK, the Sector Skills Council for Business and Information Technology.

Aims

The topics covered in this qualification provide the knowledge and skills required to work in the IT industry and to use IT within the workplace. The qualification aims to give the learner an understanding of the opportunities for employment in the sector and the ability to present information in a range of formats to meet the needs of an employer. Assessment is by portfolio.

Target Group

It is designed for learners aged over 16 who want to pursue a career in Information Technology Communications and can be used to evidence knowledge and skills across a wide range of roles.

Ofqual Qualification Number: 601/4066/5

Rules of Combination

601/4066/5 Ascentis Level 2 Certificate In IT Skills for Employment				
The learner must achieve 15 credits from the mandatory units in Mandatory Group A				
Unit Group A (Mandatory): All 15 credits must be achieved from this group.				
Title	Level	Credit Value	GLH	Unit ref
Presenting Information Using IT	2	10	60	D/601/5828
Working in the IT industry	2	5	30	J/601/3202

Unit certification is available for all units.

Recommended Guided Learning Hours

The recommended guided learning hours for Level 2 Certificate in IT Skills and Employment is 90.

Total Qualification Time

The total qualification time for Level 2 Certificate in IT Skills and Employment is 150.

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

This qualification is suitable for learners aged 16-18 and 19+

Opportunities for Progression

The topics covered in this qualification provide the knowledge and skills required to work in the IT industry and to use IT within the workplace. On completion of the qualification therefore, learners are not only well placed to take up a range of employment opportunities within the Royal Navy in the field of telecommunications, but also to progress onto further study within the field of IT or to go into alternative IT related employment within the public, private or charity sectors.

Mapping/Relationship to National Occupational Standards

This qualification is not mapped to National Occupational Standards.

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.

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[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

Centres must ensure that those delivering and assessing Ascentis qualifications are occupationally knowledgeable and competent within the relevant subject area.

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.

UNIT CRITERIA

UNIT SPECIFICATIONS

Unit Title: Presenting Information Using IT
Unit Reference Number: D/601/5828

Credit Value of Unit: 10	**GLH of Unit:** 60	**Level of Unit:** 2

Introduction

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. LO1 Understand the purpose of different document types	1.1. Explain the purpose of different document types
2. LO2 Know appropriate software to present and communicate information	2.1. Describe the features of applications which make them suitable for presenting and communicating information
3. LO3 Be able to produce appropriate documents for different audiences	3.1. Produce documents that meet the needs of defined audiences
4. LO4 Be able to review documents	4.1. Use tools and techniques to enhance the presentation of information
	4.2. Carry out a document review

Assessment Method

N/A

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: Working in the IT industry
Unit Reference Number: J/601/3202

Credit Value of Unit: 5   **GLH of Unit:** 30   **Level of Unit:** 2

Introduction

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. LO1 Know the characteristics that are valued by employers in the IT industry	1.1. Describe the characteristics valued by employers in the IT industry
2. LO2 Know the common job roles undertaken by people working in the IT industry	2.1. Describe common IT industry job roles
	2.2. Explain the characteristics required for a specific job role in the IT industry

Assessment Method

N/A

Equivalences

N/A

Summary Record of Achievement

601/4066/5 Ascentis Level 2 Certificate in IT Skills for Employment

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Presenting Information Using IT	2	10			
Working in the IT industry	2	5			

Learner Name _____

Minimum Credit Value of Qualification   15

I confirm that the minimum number of credits have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

Tracking Sheet
D/601/5828
Presenting Information Using IT

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain the purpose of different document types				
2.1 Describe the features of applications which make them suitable for presenting and communicating information				
3.1 Produce documents that meet the needs of defined audiences				
4.1 Use tools and techniques to enhance the presentation of information				
4.2. Carry out a document review				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet
J/601/3202
Working in the IT industry

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe the characteristics valued by employers in the IT industry				
2.1 Describe common IT industry job roles				
2.2. Explain the characteristics required for a specific job role in the IT industry				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____