

# Ascentis Level 1 and Level 2 Award and Certificate

in

IT User Skills
Rule of Combination

#### **Ofqual Number:**

L1 Award: 600/8998/2

Ofqual Start Date: 01/05/2013 Ofqual End Date: 31/07/2020

Ofqual Certification End Date: 31/07/2021

L1 Certificate: 600/9408/4

Ofqual Start Date: 01/06/2013 Ofqual End Date: 31/07/2020

Ofqual Certification End Date: 31/07/2021

Level 2 Award: 600/9000/5

Ofqual Start Date: 01/05/2013

Ofqual End Date: 31/07/2020

Ofqual Certification End Date: 31/07/2021

Level 2 Certificate: 600/9406/0

Ofqual Start Date: 01/06/2013 Ofqual End Date: 31/07/2020

Ofqual Certification End Date: 31/07/2021

# **Qualification Overview**

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:

- They are 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
- They can be delivered either as classroom-based courses 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:

- To gain knowledge, understanding and skills, specific to their individual IT needs either in a work or a school/college environment
- To study a flexible programme, combining bite-sized chunks of learning to build a complete qualification in a timescale convenient for them
- 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

### **Regulation Codes**

Qualification reference numbers:

- Ascentis Level 1 Award in IT User Skills: 600/8998/2
- Ascentis Level 1 Certificate in IT User Skills: 600/9408/4
- Ascentis Level 2 Award in IT User Skills: 600/9000/5
- Ascentis Level 2 Certificate in IT User Skills: 600/9406/0

### **Assessment Method**

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

### **Rule of Combination**

#### **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 (Aud	dio Software): Lea	rners may achieve a	a maximum of	1 unit	from this Group.
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Title	Level	<b>Credit Value</b>	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	<b>Credit Value</b>	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	<b>Credit Value</b>	GLH	Unit ref	Barred Units
Computerised Accounting	1	2	15	F/502/4401	J/502/4402
Software					L/502/4403
Computerised Accounting	2	3	20	J/502/4402	F/502/4401
Software					L/502/4403
Computerised Accounting	3	5	35	L/502/4403	F/502/4401
Software					J/502/4397

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): L	earners may a	achieve a ı	maximum of 1 un	it 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 Plant Group.	ning Softwar	e): Learners m	nay achiev	e a maximum of	1 unit from this
Title	Level	<b>Credit Value</b>	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 m	nay achieve a	maximum	of 1 unit from th	is Group.
Title	Level	<b>Credit Value</b>	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 ma	y achieve a m	aximum o	f 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

Title	Level	<b>Credit Value</b>	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
			/10	- / /	J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297
					F/502/4298
D	F2	2/	4.5	1/502/0460	T/502/4296
Database software	E3	2	15	J/502/0169	H/502/4553
					M/502/4555 T/502/4556
Heine eneril		1	10	1/502/0172	
Using email	E3 /	1	10	J/502/0172	J/502/4299 M/502/4300
					T/502/4301
Personal information management	E3	1	10	J/502/2214	L/502/4301
software	LJ	1	10	3/302/2214	Y/502/4369
Design and imaging software	E3	2	15	L/502/0173	1/302/1303
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
Zata management software	25	_	10	.,, 552, 2210	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 Fu	ındamental	s): Learners m	ay achieve	e a maximum of 1	L unit from this
Title	Level	<b>Credit Value</b>	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 Productiv Group.	ity Using IT)	: Learners may	y achieve a	a maximum of 1 ι	unit from this
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): L	earners ma	y achieve a ma	aximum 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 Fundan	nentals): Lea	arners may ach	nieve a ma	ximum of 1 unit	from this Group.
Title	Level	Credit Value	GLH	Unit ref	Barred Units
IT Software Fundamentals	/ <b>1</b>	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 User	s): Learners	may achieve	a maximur	m of 1 unit from t	his Group.
Title	Level	<b>Credit Value</b>	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 Fundamenta	ls): Learner	s may achieve	a maximu	m of 1 unit from	this Group.
Title	Level	<b>Credit Value</b>	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 Softwa	re): Learner	s may achieve	a maximu	um 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
	_			2,002, 1020	Y/502/4615
Multimedia Software	3	6	45	H/502/4617	D/502/4616
					Y/502/4615
Unit Group OI (Optimise IT System P	erformanc	e): Learners m	ay achiev	e 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	Managem	ent Software):	Learners	may achieve a m	aximum of 1 unit
from this Group.					
Title	Level	<b>Credit Value</b>	GLH	Unit ref	Barred Units
Personal Information Management	1	2	15	Y/502/4369	J/502/2214
_					L/502/4370
Software		/			-/ 5 5 -/ 1 5 7 5
	2	2	15	L/502/4370	J/502/2214
Software	2	2	15	L/502/4370	
Software Personal Information Management Software Unit Group OM (Project Management	/			, ,	J/502/2214 Y/502/4369
Software Personal Information Management Software	/			, ,	J/502/2214 Y/502/4369
Software Personal Information Management Software Unit Group OM (Project Management	/			, ,	J/502/2214 Y/502/4369
Software Personal Information Management Software Unit Group OM (Project Management Group.	nt Software	e): Learners ma	ay achieve	e a maximum of 1	J/502/2214 Y/502/4369 unit from this
Software Personal Information Management Software Unit Group OM (Project Management Group. Title	Level	e): Learners ma	GLH 20	Unit ref K/502/4618	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619
Software Personal Information Management Software Unit Group OM (Project Management Group. Title	nt Software	e): Learners ma	ay achieve	e a maximum of 1  Unit ref	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4620
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software	Level 1 2	Credit Value  3 4	GLH 20 30	Unit ref K/502/4618 M/502/4619	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4620 K/502/4618
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software	Level	e): Learners ma  Credit Value	GLH 20	Unit ref K/502/4618	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4620 K/502/4618
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software	Level 1 2	Credit Value  3 4	GLH 20 30	Unit ref K/502/4618 M/502/4619	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4620 K/502/4618
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software	Level 1 2 3	Credit Value  3 4 5	GLH 20 30 40	Unit ref  K/502/4618  M/502/4620	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4618 K/502/4618 M/502/4619
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software  Project Management Software	Level 1 2 3	Credit Value  3 4 5	GLH 20 30 40	Unit ref  K/502/4618  M/502/4620	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4618 K/502/4618 M/502/4619
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software  Unit Group PS (Presentation Software	Level 1 2 3 re): Learne	Credit Value  3  4  5  rs may achieve	GLH 20 30 40	Unit ref K/502/4618 M/502/4619 H/502/4620 um of 1 unit from	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4618 K/502/4618 M/502/4619 this Group.
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software Project Management Software Unit Group PS (Presentation Software Title	Level  1  2  3  re): Learne  Level	Credit Value  3  4  5  rs may achieve  Credit Value	GLH 20 30 40 e a maxim	Unit ref  K/502/4618  M/502/4619  H/502/4620  um of 1 unit from  Unit ref	J/502/2214 Y/502/4369 unit from this Barred Units H/502/4620 M/502/4619 H/502/4618 K/502/4618 M/502/4619 this Group. Barred Units
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software Project Management Software Unit Group PS (Presentation Software Title	Level  1  2  3  re): Learne  Level	Credit Value  3  4  5  rs may achieve  Credit Value	GLH 20 30 40 e a maxim	Unit ref  K/502/4618  M/502/4619  H/502/4620  um of 1 unit from  Unit ref	J/502/2214 Y/502/4369  unit from this  Barred Units  H/502/4620 M/502/4619  H/502/4618 K/502/4618 M/502/4619  this Group.  Barred Units  A/502/0170
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software Project Management Software Unit Group PS (Presentation Software Title	Level  1  2  3  re): Learne  Level	Credit Value  3  4  5  rs may achieve  Credit Value	GLH 20 30 40 e a maxim	Unit ref  K/502/4618  M/502/4619  H/502/4620  um of 1 unit from  Unit ref	J/502/2214 Y/502/4369  unit from this  Barred Units  H/502/4620 M/502/4619  H/502/4618  K/502/4618  K/502/4619  this Group.  Barred Units  A/502/0170 M/502/4622
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software  Unit Group PS (Presentation Software  Title Presentation Software	Level  1  2  3  re): Learne  Level  1	c): Learners ma  Credit Value  3  4  5  rs may achieve  Credit Value  3	GLH 20 30 40 e a maxim GLH 20	Unit ref  K/502/4618  M/502/4619  H/502/4620  um of 1 unit from  Unit ref  K/502/4621	J/502/2214 Y/502/4369 unit from this  Barred Units  H/502/4620 M/502/4619  H/502/4618 K/502/4618 M/502/4619  this Group.  Barred Units  A/502/0170 M/502/4622 T/502/4623
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software  Unit Group PS (Presentation Software  Title Presentation Software	Level  1  2  3  re): Learne  Level  1	c): Learners ma  Credit Value  3  4  5  rs may achieve  Credit Value  3	GLH 20 30 40 e a maxim GLH 20	Unit ref  K/502/4618  M/502/4619  H/502/4620  um of 1 unit from  Unit ref  K/502/4621	J/502/2214 Y/502/4369  unit from this  Barred Units  H/502/4620 M/502/4619  H/502/4618 K/502/4618 M/502/4619  this Group.  Barred Units  A/502/0170 M/502/4622 T/502/4623 A/502/0170
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software  Unit Group PS (Presentation Software  Title Presentation Software	Level  1  2  3  re): Learne  Level  1	c): Learners ma  Credit Value  3  4  5  rs may achieve  Credit Value  3	GLH 20 30 40 e a maxim GLH 20	Unit ref  K/502/4618  M/502/4619  H/502/4620  um of 1 unit from  Unit ref  K/502/4621	J/502/2214 Y/502/4369 unit from this  Barred Units  H/502/4620 M/502/4619  H/502/4618 K/502/4618 M/502/4619  this Group.  Barred Units  A/502/0170 M/502/4622 T/502/4623 A/502/0170 K/502/4621
Software Personal Information Management Software Unit Group OM (Project Management Group.  Title Project Management Software  Project Management Software  Project Management Software  Unit Group PS (Presentation Software  Title  Presentation Software	Level 1 2 3 re): Learne Level 1	credit Value 3 4 5 rs may achieve Credit Value 3 4	GLH 20 30 40 e a maxim GLH 20 30	Unit ref K/502/4618 M/502/4619 H/502/4620 um of 1 unit from Unit ref K/502/4621 M/502/4622	J/502/2214 Y/502/4369  unit from this  Barred Units  H/502/4620 M/502/4619  H/502/4618 K/502/4618 M/502/4619  this Group.  Barred Units  A/502/0170 M/502/4622 T/502/4623 A/502/0170 K/502/4621 T/502/4623

Title	Level	<b>Credit Value</b>	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 n	nay achieve a n	naximum	of 1 unit from thi	s Group.
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Specialist Software	1	2	<b>15</b>	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	maximur	n of 1 unit from th	nis Group.
Title	Level	<b>Credit Value</b>	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
					V/F02/4200
					Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	
Unit Group UC (Using Collaborative					Y/502/4209 L/502/4210
Unit Group UC (Using Collaborative Group.					Y/502/4209 L/502/4210
Unit Group UC (Using Collaborative Group. Title	Technolog Level	ies): Learners n	nay achie GLH	ve a maximum of  Unit ref	Y/502/4209 L/502/4210 1 unit from this Barred Units
Unit Group UC (Using Collaborative Group. Title	Technolog	ies): Learners n	nay achie	ve a maximum of	Y/502/4209 L/502/4210 1 unit from this Barred Units F/502/4379
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies	Technolog Level	ies): Learners n	nay achie GLH	ve a maximum of  Unit ref	Y/502/4209 L/502/4210 1 unit from this Barred Units
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies	Technolog  Level	ies): Learners n  Credit Value	nay achie  GLH  20	ve a maximum of  Unit ref  A/502/4378	Y/502/4209 L/502/4210 1 unit from this Barred Units F/502/4379 T/502/4380 A/502/4378
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies  Using Collaborative Technologies	Technolog  Level	ies): Learners n  Credit Value	nay achie  GLH  20	Unit ref A/502/4378 F/502/4379	Y/502/4209 L/502/4210 1 unit from this Barred Units F/502/4379 T/502/4380 A/502/4378 T/502/4380
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies  Using Collaborative Technologies	Technolog  Level  1	ies): Learners n  Credit Value  3  4	GLH 20 30	ve a maximum of  Unit ref  A/502/4378	Y/502/4209 L/502/4210 1 unit from this Barred Units F/502/4379 T/502/4380 A/502/4380 A/502/4380 A/502/4380
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies  Using Collaborative Technologies  Using Collaborative Technologies	Technolog  Level  1  2  3	ies): Learners n  Credit Value  3  4	<b>GLH</b> 20 30 45	Unit ref A/502/4378 F/502/4379 T/502/4380	Y/502/4209 L/502/4210  1 unit from this  Barred Units  F/502/4379  T/502/4380  A/502/4378  T/502/4378  F/502/4379
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies  Using Collaborative Technologies  Using Collaborative Technologies  Using Collaborative Technologies	Level 1 2 3 ers may ach	ies): Learners n  Credit Value  3  4  6  nieve a maximu	nay achie  GLH  20  30  45  m of 1 ur	Unit ref A/502/4378 F/502/4379 T/502/4380  Tit from this Group	Y/502/4209 L/502/4210 1 unit from this Barred Units F/502/4379 T/502/4380 A/502/4378 T/502/4380 A/502/4379 F/502/4379
Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies  Using Collaborative Technologies  Using Collaborative Technologies  Unit Group UE (Using Email): Learne	Technolog  Level  1  2  3  ers may ach	ies): Learners n  Credit Value  3  4  6  nieve a maximu  Credit Value	GLH 20 30 45 m of 1 ur	Unit ref A/502/4378 F/502/4379 T/502/4380  Anit from this Group Unit ref	Y/502/4209 L/502/4210 1 unit from this Barred Units F/502/4379 T/502/4380 A/502/4378 T/502/4378 F/502/4379 o. Barred Units
Set Up an IT System  Unit Group UC (Using Collaborative Group.  Title  Using Collaborative Technologies  Using Collaborative Technologies  Using Collaborative Technologies  Unit Group UE (Using Email): Learne  Title  Using Email	Level 1 2 3 ers may ach	ies): Learners n  Credit Value  3  4  6  nieve a maximu	nay achie  GLH  20  30  45  m of 1 ur	Unit ref A/502/4378 F/502/4379 T/502/4380  Tit from this Group	Y/502/4209 L/502/4210 1 unit from this  Barred Units  F/502/4379  T/502/4380  A/502/4378  T/502/4378  F/502/4379

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 D	evices): Lear	ners may achi	eve a max	imum of 1 unit fr	om this Group.
Title	Level	<b>Credit Value</b>	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 n	nay achieve a	maximum	of 1 unit from th	is Group.
Title	Level	<b>Credit Value</b>	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): Lo	earners may	achieve a max	timum 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): L	earners may a	ichieve a i	maximum of 1 uni	it from this Group.
Title	Level	<b>Credit Value</b>	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	<b>Credit Value</b>	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			

#### **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 Uni	c): Learners must achieve the 3-credit unit from this Group.
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Title	Level	<b>Credit Value</b>	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	<b>Credit Value</b>	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	<b>Credit Value</b>	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	<b>Credit Value</b>	GLH	Unit ref	Barred Units
Computerised Accounting	1	2	15	F/502/4401	J/502/4402
Software					L/502/4403
Computerised Accounting	2	3	20	J/502/4402	F/502/4401
Software					L/502/4403
Computerised Accounting	3	5	35	L/502/4403	F/502/4401
Software					J/502/4397

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 Group.	; Software): I	_earners may a	achieve a	maximum of 1 un	it from this
Title	Level	<b>Credit Value</b>	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 Plan Group.	ning Softwar	e): Learners m	nay achiev	e a maximum of :	1 unit from this
Title	Level	<b>Credit Value</b>	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 n	nay achieve a	maximum	of 1 unit from th	is Group.
Title	Level	<b>Credit Value</b>	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 ma	ay achieve a m	aximum c	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

Title	Level	<b>Credit Value</b>	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
Hele de la lace de lace de la lace de la	F2	1	/10	E/E02/0474	J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297 F/502/4298
					T/502/4298
Database software	E3	2	15	J/502/0169	H/502/4553
Database software	LJ	/2	13	3/302/0103	M/502/4555
					T/502/4556
Using email	E3/	1	10	J/502/0172	J/502/4299
		_		0,002,0272	M/502/4300
					T/502/4301
Personal information management	E3	1	10	J/502/2214	L/502/4370
software					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 Fu	indamental	s): Learners m	ay achieve	e 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

Title	Level	Credit Value	GLH	Unit ref	Barred Units
Imaging Software	1	3	20	J/502/4612	L/502/4613
			20	1 /502 /4642	R/502/4614
Imaging Software	2	4	30	L/502/4613	J/502/4612
Lean Sing Coffee and	2	-	40	D/E02/4644	R/502/4614
Imaging Software	3	5	40	R/502/4614	J/502/4612
Unit Group ISF (IT Software Funda	mentals): Le	arners may ach	ieve a m	avimum of 1 unit f	L/502/4613
			iieve a iii	aximum or 1 umr i	
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 Use	ers): Learner	s may achieve a	a maximu	m of 1 unit from t	his 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 Fundament	tals): Learne	rs may achieve	a maximı	um of 1 unit from	this Group.
Title	Level	<b>Credit Value</b>	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 Softw	are): Learne	rs may achieve	a maxim	um 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 Group.	n Performan	ce): Learners m	ay achiev	e a maximum of 1	unit from this
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Optimise IT System Performance	1	2	15	D/502/4244	H/502/4245
The state of the s	1	1		1	K/502/4246

				T	<b>.</b>
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	n Managem	ent Software):	: Learners	may achieve a ma	aximum of 1 unit
from this Group.					
Title	Level	<b>Credit Value</b>	GLH	Unit ref	Barred Units
Personal Information Management Software	1	2	15	Y/502/4369	J/502/2214 L/502/4370
Personal Information	2	2	15	L/502/4370	J/502/2214
Management Software					Y/502/4369
Unit Group OM (Project Manageme	ent Software	e): Learners m	ay achieve	e a maximum of 1	unit from this
Group.					
Title	Level	<b>Credit Value</b>	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 Softwa	re): Learne	rs may achieve	e a maxim	um of 1 unit from	this Group.
Title	Level	<b>Credit Value</b>	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 Softw	are): Learne	ers may achiev	e a maxin	num of 1 unit fron	n this Group.
Title	Level	<b>Credit Value</b>	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	J/502/4626 A/502/4624
Spreadsheet Software	3	6	45	J/502/4626	J/502/4626

Unit Group SS (Specialist Software)	: Learners r	nay achieve a r	maximum	of 1 unit from thi	s 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	ı): Learners	may achieve a	maximun	n of 1 unit from th	nis 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 Group.	Technolog	ies): Learners r	nay achie	ve a maximum of	1 unit from this
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): Learn	ers may acł	nieve a maximu	ım of 1 un	it from this Grou	o.
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 De	evices): Lea	rners may achie	eve a max	imum of 1 unit fro	om 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 Intern	et): Learners m	nay achieve a ı	maximum	of 1 unit from th	is 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 max	imum of :	1 unit from Grouբ	).
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 Processi	ng Software): L	earners may a	ichieve a i	maximum of 1 un	it from this Group.
Title	Level	<b>Credit Value</b>	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 Softwa	re): Learners m	ay achieve a r	naximum	of 1 unit from thi	s 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

### **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.

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

Title	Level	<b>Credit Value</b>	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): I	Learners may a	achieve a	maximum of 1 un	it 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
- 1 1.11.1 6					H/502/4567
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565
Unit Group DPS (Drawing and Planr	ing Softwar	re): Learners m	nav achiev	ve a maximum of '	D/502/4566
Group.	iiig Sortwar	ej. Learriers II	iay aciliev	e a maximum or .	
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	<b>/20</b>	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 n	nay achieve a	maximum	of 1 unit from the	is 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 ma	ay achieve a m	aximum c	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 Fo Group.	undamental	ls): Learners m	ay achiev	e a maximum of 1	unit from this
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
	I	ı		, , ,	, , , , , , , , , , , , , , , , , , , ,

Unit Group IP (Improving Productive Group.	vity Using IT	): Learners may	y achieve a	a maximum of 1 ι	unit from this
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 ma	y achieve a ma	aximum 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 Fundar	mentals): Le	arners may acl	nieve a ma	aximum 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 Use	rs): Learner	s may achieve	a maximuı	m of 1 unit from t	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 Fundament	als): Learnei	s may achieve	a maximu	m 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 Softwa	are): Learne	rs may achieve	a maximı	um 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

•	D/502/4 Y/502/4	H/502/4617	45	6	3	Multimedia Software	
m this	unit from t	e a maximum of 1	ay achiev	e): Learners m	Performance	Unit Group OI (Optimise IT System F	
ed Units	Barred L	Unit ref	GLH	Credit Value	Level	Group.  Title	
	H/502/4	D/502/4244	15	2	1	Optimise IT System Performance	
•	K/502/4	D/302/4244	13	2	1	Optimise it system i errormance	
•	D/502/4	H/502/4245	30	4	2	Optimise IT System Performance	
)2/4246	K/502/4						
)2/4244	D/502/4	K/502/4246	40	5	3	Optimise IT System Performance	
	H/502/4	/					
of 1 unit	aximum of 1	may achieve a ma	Learners	ent Software):	Manageme	Unit Group PI (Personal Information from this Group.	
ed Units	Barred U	Unit ref	GLH	Credit Value	Level	Title	
2/4370	L/502/4	Y/502/4369	15	2	1	Personal Information Management Software	
2/2214	J/502/2	L/502/4370	15	2	2	Personal Information Management Software	
m this	unit from t	a maximum of 1	ay achieve	): Learners ma	nt Software	Unit Group OM (Project Manageme	
ed Units	Barred L	Unit ref	GLH	Credit Value	Level	Group.  Title	
			20	3			
	H/502/4 M/502/4	K/502/4618	20	3	1	Project Management Software	
	H/502/4	M/502/4619	30	4	2	Project Management Software	
•	K/502/4	, 302, 1013			_	. roject management sortmane	
	K/502/4	H/502/4620	40	5	3	Project Management Software	
02/4619	M/502/4						
oup.	this Group	um of 1 unit from	a maxim	s may achieve	re): Learner	Unit Group PS (Presentation Softwa	
ed Units	Barred U	Unit ref	GLH	Credit Value	Level	Title	
)2/4622	M/502/4	K/502/4621	20	3	1	Presentation Software	
	T/502/4						
	K/502/4	M/502/4622	30	4	2	Presentation Software	
	T/502/4	= /= 00 / 1000					
•		T/502/4623	45	6	3	Presentation Software	
Unit Group SPS (Spreadsheet Software): Learners may achieve a maximum of 1 unit from this Group.							
ed Units	Barred U	Unit ref	GLH	<b>Credit Value</b>	Level	Title	
•	F/502/4 J/502/4	A/502/4624	20	3	1	Spreadsheet Software	
02/4624	A/502/4 J/502/4	F/502/4625	30	4	2	Spreadsheet Software	
02/4624	A/502/4	J/502/4626	45	6	3	Spreadsheet Software	
02, rou ed 02/ 02/ 02/ 02/	Barred F/502/ J/502/ A/502/ J/502/	Unit ref A/502/4624 F/502/4625	<b>GLH</b> 20 30	Credit Value 3 4	Level 1 2	Title Spreadsheet Software Spreadsheet Software	

Unit Group SS (Specialist Software):	Learners n	nay achieve a r	maximum	of 1 unit from thi	s 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	maximun	n of 1 unit from th	is 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 Group.	Technolog	ies): Learners r	nay achie	ve a maximum of	1 unit from this
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): Learne	ers may ach	nieve a maximu	ım of 1 ur	nit from this Group	<b>)</b> .
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Using Email	1	2	15	J/502/4299	M/502/4300
S .				, ,	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 De	vices): Lear	ners may achie	eve a max	imum of 1 unit fro	om 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 r	may achieve a ı	maximum	of 1 unit from th	is 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): Le	arners may	achieve a max	imum of :	1 unit from Group	).
Title	Level	<b>Credit Value</b>	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 S	Software): l	_earners may a	ichieve a r	maximum of 1 un	it 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 n	nay achieve a r	naximum	of 1 unit from thi	s 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

### **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.
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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	<b>Credit Value</b>	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	<b>Credit Value</b>	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

Title	Level	<b>Credit Value</b>	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 a	achieve a	maximum of 1 un	it from this Group.
Title	Level	<b>Credit Value</b>	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 Plan Group.	ning Softwa	re): Learners m	nay achie	ve a maximum of	1 unit from this
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 i	may achieve a	maximum	of 1 unit from th	is 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 m	ay achieve a m	aximum (	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 F Group.	undamenta	lls): Learners m	ay achiev	ve a maximum of 1	L unit from this
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

Title	Level	<b>Credit Value</b>	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 Fundar	nentals): Lea	arners may ach	ieve a ma	aximum of 1 unit f	from this Group.
Title	Level	<b>Credit Value</b>	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 Use	rs): Learners	may achieve a	maximui	m of 1 unit from t	his 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 Fundamenta	als): Learner	s may achieve	a maximu	m 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 Softwa	ire): Learner	s may achieve	a maximı	um of 1 unit from	this Group.
Title	Level	<b>Credit Value</b>	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
Jnit Group OI (Optimise IT System I Group.	Performance	e): Learners ma	y achieve	a maximum of 1	unit from this
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
Optimise it system i enormance	2	7	30	11/302/4243	K/502/4246
Optimise IT System Performance	3	5	40	K/502/4246	D/502/4244
					H/502/4245
Unit Group PI (Personal Information from this Group.	Manageme	ent Software):	Learners	may achieve a ma	aximum of 1 unit
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Personal Information Management	1	2	15	Y/502/4369	J/502/2214
Software	-	2	13	1/302/4303	L/502/4370
Personal Information Management	2	2	15	L/502/4370	J/502/2214
Software				/	Y/502/4369
Unit Group OM (Project Manageme Group.	nt Software	e): Learners m	ay achieve	e a maximum of 1	unit from this
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 Softwa	re): Learner	s may achieve	e a maxim	um of 1 unit from	this Group.
Title	Level	<b>Credit Value</b>	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
Presentation Software	3	6	45	T/502/4623	T/502/4623 K/502/4621
Fresentation Software	3	U	43	1/302/4023	M/502/4621 M/502/4622
Unit Group SPS (Spreadsheet Softwa	are). Learne	rs may achiev	e a maxim	num of 1 unit fron	
ome droup of a (apredusineet softwo	are). Learne	is may acmev	C a maxim	iam or 1 ame nor	rtins 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
				. /= 00 / 100 0	J/502/4626
Spreadsheet Software	3	6	45	J/502/4626	A/502/4624
					F/502/4625
Unit Group SS (Specialist Software):	Learners m	ay achieve a r	maximum	of 1 unit from thi	s 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 i	may achieve a	maximun	n of 1 unit from th	nis Group.		
Title	Level	<b>Credit Value</b>	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 Group.	Technologi	es): Learners r	may achie	ve a maximum of	1 unit from this		
Title	Level	<b>Credit Value</b>	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): Learne	ers may achi	ieve a maximu	ım of 1 un	nit from this Group	p.		
Title	Level	<b>Credit Value</b>	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 De	vices): Learı	ners may achi	eve a max	imum of 1 unit fro	om this Group.		
Title	Level	<b>Credit Value</b>	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)	Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this Group.						
Title	Level	<b>Credit Value</b>	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 S	Software): L	earners may a	ichieve a r	naximum of 1 uni	t from this Group.		
Title	Level	<b>Credit Value</b>	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 m	ay achieve a r	naximum	of 1 unit from thi	s 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		

### **Recommended Guided Learning Hours**

The recommended guided learning hours for the Level 1 Award is 60. The recommended guided learning hours for the Level 1 Certificate is 90. The recommended guided learning hours for the Level 2 Award is 70.

The recommended guided learning hours for the Level 2 Certificate is 115.

### **Total Qualification Time**

The total qualification time for the Level 1 Award is 90. The total qualification time for the Level 1 Certificate is 130. The total qualification time for the Level 2 Award is 100. The total qualification time for the Level 2 Certificate is 160.

### **Age Range of Qualification**

These qualifications are suitable for learners aged Pre-16, 16-18 and 19+.

# **Contact & Further Information**

New Centres please email hello@ascentis.co.uk or call 01524 845046

**Existing Centres** visit the Login area of our website to view the full specification.

Product Development for enquiries please email <a href="mailto:development@ascentis.co.uk">development@ascentis.co.uk</a>