

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: 600/9408/4Ofqual Start Date: 01/06/2013
Ofqual End Date: 31/07/2020

Ofqual Certification End Date: 31/07/2021

Level 2 Award: 600/9000/5Ofqual 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

The Awards and Certificates are being withdrawn. The last date of registration for learners is on the 31st July 2020 after which no further learners can be registered.

The certification end date is 31th July 2021. If you require further clarifications, please email development@ascentis.co.uk

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	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	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	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 m	nay 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	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	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
			/10	- / /	J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297
					F/502/4298
D	F2		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	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 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	/ 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 User	s): Learners	may achieve	a maximur	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	ls): 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	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	Credit Value	GLH	Unit ref	Barred Units
Personal Information Management	1	2	15	Y/502/4369	J/502/2214
_					L/502/4370
Software		/			-/ 5 5 -/ 15 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 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	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 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	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	maximur	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
					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 2	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	GLH 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 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 Internet): Learners n	nay achieve a	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): 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	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			

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	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	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): l	_earners may a	achieve a	maximum of 1 un	it from this
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 Plan Group.	ning Softwar	e): Learners m	nay achiev	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 n	nay 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	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 d	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	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
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
Database software	E3	2	15	J/502/0169	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
Oshig email	LJ/	_	10	3/302/01/2	M/502/4300
					T/502/4301
Personal information management	E3	1	10	J/502/2214	L/502/4370
software	23	_	10	3/302/2211	Y/502/4369
Design and imaging software	E3	2	15	L/502/0173	1,002,1000
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
S					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
Landing Coffee	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
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): Learnei	rs may achieve	a maxim	um 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 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 Performano	ce): Learners m	ay achiev	ve 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
•	1	ı		1	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 from this Group.	Managem	ent Software):	Learners	may achieve a ma	aximum of 1 unit
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 Manageme Group.	nt Software	e): Learners ma	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): Learne	rs may achieve	e a maxim	um 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	T/502/4623 A/502/0170 K/502/4621
Presentation Software Unit Group SPS (Spreadsheet Softw					T/502/4623 A/502/0170 K/502/4621 M/502/4622
					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	T/502/4623 A/502/0170 K/502/4621 M/502/4622 n this Group. Barred Units F/502/0168 F/502/4625
Unit Group SPS (Spreadsheet Softw	are): Learne Level	ers may achiev	e a maxin	num of 1 unit fron Unit ref	T/502/4623 A/502/0170 K/502/4621 M/502/4622 n this Group. Barred Units F/502/0168

Unit Group SS (Specialist Software):	: Learners m	nay achieve a r	naximum	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	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.	Technologi	es): Learners r	nay achiev	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	ieve a maximu	ım of 1 un	it from this Group	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	vices): Lear	ners may achi	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 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 Processi	ng 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	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	maximum	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.

Unit Group AS (Audio Softwar	e): Learners may achieve a	a maximum of 1 uni	t 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	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
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	earners 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			
					H/502/4567			
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565			
					D/502/4566			
Unit Group DPS (Drawing and Plann Group.	ing Softwar	e): Learners n	nay achiev	re 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 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 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			
5				, ,	M/502/4572			
Design Software	3	5	40	A/502/4574	M/502/4572			
-				-	T/502/4573			
Unit Group IC (IT Communication Fo	undamental	s): Learners m	ay achiev	e 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/502/4291	Y/502/4291			
11 Communication Fundamentals		_	10	D/302/4232	1/302/4231			

Unit Group IP (Improving Productive Group.	vity Using IT): Learners ma	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	ny 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	ximum 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	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	rs 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 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 Y/502/4615

Multimedia Software	3	6	45	H/502/4617	D/502/4616 Y/502/4615
Unit Group OI (Optimise IT System F	Performanc	e): 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
					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 from this Group.	Managem	ent Software):	: Learners	may achieve a m	aximum of 1 unit
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 Manageme	nt Software	e): Learners ma	ay achieve	e a maximum of 1	unit from this
Group. Title	Level	Credit Value	GLH	Unit ref	Barred Units
	Level				
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): Learnei	rs may achieve	e a maxim	um of 1 unit from	
Title	Level	Credit Value	GLH	Unit ref	Barred Units
Presentation Software	1	3	20	K/502/4621	M/502/4622
Presentation Software	2	4	30	M/502/4622	T/502/4623 K/502/4621
Presentation Software	2	4	30	101/302/4022	T/502/4623
Presentation Software	3	6	45	T/502/4623	K/502/4621
Tresentation Software	3		43	1/302/4023	M/502/4622
Unit Group SPS (Spreadsheet Softwa	are): Learne	ers may achiev	ve a maxin	num of 1 unit fror	
Title	Level	Credit Value	GLH	Unit ref	Barred Units
	1	3	20	A/502/4624	F/502/4625
Spreadsheet Software	1	5	20	M/ JUZ/ 4024	J/502/4626
Spreadsheet Software	2	4	30	F/502/4625	A/502/4624
Spiedusifeet Suitwale	۷	+	30	1/302/4023	J/502/4626
Spreadsheet Software	3	6	45	J/502/4626	A/502/4624
21. 35.5			.0	5,002,1020	F/502/4625

Unit Group SS (Specialist Software)	: Learners n	nay achieve a r	naximum	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	
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	may 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
comb condecative recimenessies	_		20	7,4302, 1070	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 un	nit from this Group	o.
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 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	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 i	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 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	

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

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 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 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	may achieve a	maximum	n 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	ıls): Learners m	ay achiev	ve a maximum of 1	I 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

Unit Group IS (Imaging Software):	Learners ma	ay achieve a ma	aximum o	f 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 Funda	ımentals): Le	arners may ach	nieve a m	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	ers): Learner	s may achieve a	a maximu	m 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 Fundamen	tals): Learnei	rs may achieve	a maximı	um 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 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
Jnit Group OI (Optimise IT System Group.	Performanc	e): Learners ma	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
· · · · · · · · · · · · · · · · · · ·	ĺ	1		1	K/502/4246

Optimise IT System Performance	2	4	30	H/502/4245	D/502/4244
opaninge in dystein i en ormanie	_	·		11/302/1213	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					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	rs may achieve	e a maxim	um 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
Duccountation Coftware	2	6	4.5	T/F02/4C22	T/502/4623
Presentation Software	3	6	45	T/502/4623	K/502/4621 M/502/4622
List Con a CDC (Consolidad Coll	\ 1				
Unit Group SPS (Spreadsheet Softwa	are): Learne	ers may achiev	e a maxin	num of 1 unit fron	n 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
				. /= 0.0 /	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 r	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.	Technologie	es): 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 achi	ieve a maximu	ım of 1 ur	nit from this Grou	o.
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 De	vices): Learı	ners may achi	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 Internet)	: Learners m	nay achieve a	maximum	of 1 unit from thi	
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 S	Software): L	earners may a	ichieve a r	naximum of 1 uni	t 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 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 development@ascentis.co.uk