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

The Awards and Certificates are being withdrawn.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 (Audio Software): Learners may achieve a maximum of 1 unit from this Group.

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

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

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

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

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

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

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

Data Management Software	2	3	20	J/502/4559	A/502/4560 F/502/4558 R/502/2216
Data Management Software	3	4	30	A/502/4560	F/502/4558 J/502/4559 R/502/2216

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

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

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

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

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

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

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

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

Unit Group E3 (Entry 3 Units): Learners may achieve a maximum of 3 credits from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Word processing software	E3	2	15	A/502/0167	L/502/4627 R/502/4628 Y/502/4629
Presentation software	E3	2	15	A/502/0170	K/502/4621 M/502/4622 T/502/4623
Using mobile IT devices	E3	1	10	D/502/0176	H/502/4374 K/502/4375
Digital Lifestyle	E3	1	5	D/502/0193	
Spreadsheet software	E3	2	15	F/502/0168	A/502/4624 F/502/4625 J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297 F/502/4298 T/502/4296
Database software	E3	2	15	J/502/0169	H/502/4553 M/502/4555 T/502/4556
Using email	E3	1	10	J/502/0172	J/502/4299 M/502/4300 T/502/4301
Personal information management software	E3	1	10	J/502/2214	L/502/4370 Y/502/4369
Design and imaging software	E3	2	15	L/502/0173	
The Internet and World Wide Web	E3	1	5	L/502/0190	
Specialist/bespoke software	E3	2	15	L/502/2215	
Productivity Programmes	E3	1	5	R/502/0191	
Data management software	E3	2	15	R/502/2216	A/502/4560 F/502/4558 J/502/4559
IT User fundamentals	E3	2	15	T/502/0166	J/502/4206 L/502/4207
Computer Basics	E3	1	5	Y/502/0189	
Computer Security and Privacy	E3	1	5	Y/502/0192	
Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291

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

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

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

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

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

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

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

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

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

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

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

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

| Multimedia Software | 2 | 4 | 30 | D/502/4616 | H/502/4617 Y/502/4615 |
| Multimedia Software | 3 | 6 | 45 | H/502/4617 | D/502/4616 Y/502/4615 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

| Using Email | 2 | 3 | 20 | M/502/4300 | J/502/0172 J/502/4299 T/502/4301 |
| Using Email | 3 | 3 | 20 | T/502/4301 | J/502/0172 J/502/4299 M/502/4300 |

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

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

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

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

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

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

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

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

Unit Group WS (Website Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Website Software	1	3	20	L/502/4630	R/502/4631 Y/502/4632
Website Software	2	4	30	R/502/4631	L/502/4630 Y/502/4632
Website Software	3	5	40	Y/502/4632	L/502/4630 R/502/4631

Ascentis Level 1 Certificate in IT User Skills

Learners must achieve a minimum of 13 credits in total, including a minimum of 8 credits at Level 1.

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

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

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

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

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

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

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

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

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

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

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

Data Management Software	2	3	20	J/502/4559	A/502/4560 F/502/4558 R/502/2216
Data Management Software	3	4	30	A/502/4560	F/502/4558 J/502/4559 R/502/2216

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

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

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

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

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

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

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

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

Unit Group E3 (Entry 3 Units): Learners may achieve a maximum of 3 credits from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Word processing software	E3	2	15	A/502/0167	L/502/4627 R/502/4628 Y/502/4629
Presentation software	E3	2	15	A/502/0170	K/502/4621 M/502/4622 T/502/4623
Using mobile IT devices	E3	1	10	D/502/0176	H/502/4374 K/502/4375
Digital Lifestyle	E3	1	5	D/502/0193	
Spreadsheet software	E3	2	15	F/502/0168	A/502/4624 F/502/4625 J/502/4626
Using the Internet	E3	1	10	F/502/0171	A/502/4297 F/502/4298 T/502/4296
Database software	E3	2	15	J/502/0169	H/502/4553 M/502/4555 T/502/4556
Using email	E3	1	10	J/502/0172	J/502/4299 M/502/4300 T/502/4301
Personal information management software	E3	1	10	J/502/2214	L/502/4370 Y/502/4369
Design and imaging software	E3	2	15	L/502/0173	
The Internet and World Wide Web	E3	1	5	L/502/0190	
Specialist/bespoke software	E3	2	15	L/502/2215	
Productivity Programmes	E3	1	5	R/502/0191	
Data management software	E3	2	15	R/502/2216	A/502/4560 F/502/4558 J/502/4559
IT User fundamentals	E3	2	15	T/502/0166	J/502/4206 L/502/4207
Computer Basics	E3	1	5	Y/502/0189	
Computer Security and Privacy	E3	1	5	Y/502/0192	
Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291

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

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

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

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

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

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

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

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

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

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

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

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

| Optimise IT System Performance | 2 | 4 | 30 | H/502/4245 | D/502/4244 K/502/4246 |
| Optimise IT System Performance | 3 | 5 | 40 | K/502/4246 | D/502/4244 H/502/4245 |

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

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

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

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

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

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

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

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

Unit Group SS (Specialist Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Specialist Software	1	2	15	L/502/4398	A/502/4400 R/502/4399
Specialist Software	2	3	20	R/502/4399	A/502/4400 L/502/4398
Specialist Software	3	4	30	A/502/4400	L/502/4398 R/502/4399

Unit Group SU (Set Up an IT System): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Set Up an IT System	1	3	20	Y/502/4209	L/502/4210 R/502/4211
Set Up an IT System	2	4	30	L/502/4210	R/502/4211 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 L/502/4210

Unit Group UC (Using Collaborative Technologies): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using Collaborative Technologies	1	3	20	A/502/4378	F/502/4379 T/502/4380
Using Collaborative Technologies	2	4	30	F/502/4379	A/502/4378 T/502/4380
Using Collaborative Technologies	3	6	45	T/502/4380	A/502/4378 F/502/4379

Unit Group UE (Using Email): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using Email	1	2	15	J/502/4299	J/502/0172 M/502/4300 T/502/4301
Using Email	2	3	20	M/502/4300	J/502/0172 J/502/4299 T/502/4301
Using Email	3	3	20	T/502/4301	J/502/0172 J/502/4299 M/502/4300

Unit Group UM (Using Mobile IT Devices): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using Mobile IT Devices	1	2	15	H/502/4374	D/502/0176 K/502/4375

Using Mobile IT Devices	2	2	15	K/502/4375	D/502/0176 H/502/4374

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

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

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

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

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

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

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

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

Ascentis Level 2 Award in IT User Skills

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

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

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

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

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

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

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

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

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

Unit Group DP (Desktop Publishing Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Desktop Publishing Software	1	3	20	Y/502/4565	D/502/4566 H/502/4567
Desktop Publishing Software	2	4	30	D/502/4566	Y/502/4565 H/502/4567
Desktop Publishing Software	3	5	40	H/502/4567	Y/502/4565 D/502/4566

Unit Group DPS (Drawing and Planning Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Drawing and Planning Software	1	2	15	J/502/4609	A/502/4610 F/502/4611
Drawing and Planning Software	2	3	20	A/502/4610	J/502/4609 F/502/4611
Drawing and Planning Software	3	4	30	F/502/4611	A/502/4610 J/502/4609

Unit Group DS (Database Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Database Software	1	3	20	H/502/4553	M/502/4555 T/502/4556
Database Software	2	4	30	M/502/4555	H/502/4553 T/502/4556
Database Software	3	6	45	T/502/4556	H/502/4553 M/502/4555

Unit Group DS1 (Design Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Design Software	1	3	20	M/502/4572	A/502/4574 T/502/4573
Design Software	2	4	30	T/502/4573	A/502/4574 M/502/4572
Design Software	3	5	40	A/502/4574	M/502/4572 T/502/4573

Unit Group IC (IT Communication Fundamentals): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
IT Communication Fundamentals	1	2	15	Y/502/4291	D/502/4292
IT Communication Fundamentals	2	2	15	D/502/4292	Y/502/4291

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

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

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

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

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

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

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

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

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

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

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

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

| Multimedia Software | 3 | 6 | 45 | H/502/4617 | D/502/4616 Y/502/4615 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using the Internet	1	3	20	T/502/4296	A/502/4297 F/502/4298
Using the Internet	2	4	30	A/502/4297	F/502/4298 T/502/4296
Using the Internet	3	5	40	F/502/4298	A/502/4297 T/502/4296

Unit Group VS (Video Software): Learners may achieve a maximum of 1 unit from Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Video Software	1	2	15	K/502/4392	M/502/4393 T/502/4394
Video Software	2	3	20	M/502/4393	K/502/4392 T/502/4394
Video Software	3	4	30	T/502/4394	K/502/4392 M/502/4393

Unit Group WPS (Word Processing Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Word Processing Software	1	3	20	L/502/4627	R/502/4628 Y/502/4629
Word Processing Software	2	4	30	R/502/4628	L/502/4627 Y/502/4629
Word Processing Software	3	6	45	Y/502/4629	L/502/4627 R/502/4628

Unit Group WS (Website Software): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Website Software	1	3	20	L/502/4630	R/502/4631 Y/502/4632
Website Software	2	4	30	R/502/4631	L/502/4630 Y/502/4632
Website Software	3	5	40	Y/502/4632	L/502/4630 R/502/4631

Ascentis Level 2 Certificate in IT User Skills

Learners must achieve a minimum of 16 credits in total, including a minimum of 10 credits at Level 2. Learners must achieve the 4 credits from the mandatory unit and a minimum of 12 and a maximum of 14 credits from any combination of the optional units. A maximum of 6 credits can be obtained at Level 1.

Units with the same title at different levels are barred. ICT Functional skills with any of the three units with embedded FS (IUF: FS – ICF: FS – ISF:FS) may be included at Level 2 and will be valued at 5 credits.

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

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

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

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

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

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

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

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

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

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

| Data Management Software | 3 | 4 | 30 | A/502/4560 | F/502/4558 J/502/4559 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unit Group SU (Set Up an IT System): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Set Up an IT System	1	3	20	Y/502/4209	L/502/4210 R/502/4211
Set Up an IT System	2	4	30	L/502/4210	R/502/4211 Y/502/4209
Set Up an IT System	3	5	40	R/502/4211	Y/502/4209 L/502/4210

Unit Group UC (Using Collaborative Technologies): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using Collaborative Technologies	1	3	20	A/502/4378	F/502/4379 T/502/4380
Using Collaborative Technologies	2	4	30	F/502/4379	A/502/4378 T/502/4380
Using Collaborative Technologies	3	6	45	T/502/4380	A/502/4378 F/502/4379

Unit Group UE (Using Email): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using Email	1	2	15	J/502/4299	M/502/4300 T/502/4301
Using Email	2	3	20	M/502/4300	J/502/4299 T/502/4301
Using Email	3	3	20	T/502/4301	J/502/4299 M/502/4300

Unit Group UM (Using Mobile IT Devices): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using Mobile IT Devices	1	2	15	H/502/4374	D/502/0176 K/502/4375
Using Mobile IT Devices	2	2	15	K/502/4375	D/502/0176 H/502/4374

Unit Group UTI (Using the Internet): Learners may achieve a maximum of 1 unit from this Group.					
Title	**Level**	**Credit Value**	**GLH**	**Unit ref**	**Barred Units**
Using the Internet	1	3	20	T/502/4296	A/502/4297 F/502/4298
Using the Internet	2	4	30	A/502/4297	F/502/4298 T/502/4296
Using the Internet	3	5	40	F/502/4298	A/502/4297 T/502/4296

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

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