



openawards

Functional Skills

ICT

Level 2



QUALIFICATION GUIDE

Contents

Sector Pathway	3
About the Qualification	4
Purpose Statement	6
Qualification Units	9
Delivering this Qualification	9
Appendices and Links	11

Pathway to Progression Functional Skills



Qualifications

Entry Level 1-3

Entry Levels 1-3 in Functional Skills Mathematics

Entry Levels 1-3 in Functional Skills English

Entry Levels 1-3 in Functional Skills ICT

Level 1

Level 1 Qualification in Functional Skills Mathematics

Level 1 Qualification in Functional Skills English

Level 1 Qualification in Functional Skills ICT

GCSE Grade D-G Maths/ English/ Computer Science

Level 2

Level 2 Qualification in Functional Skills Mathematics

Level 2 Qualification in Functional Skills English

Level 2 Qualification in Functional Skills ICT

GCSE Grade A*-C Maths/ English/ Computer Science

Studied Alongside

Preparation for Work Courses

Supported Internships

Traineeships

Academic Study

Apprenticeships

Vocational Courses

Apprenticeships

Academic Study

Vocational Courses

About the Qualification

Title	Functional Skills Qualification in Information & Communication Technology (ICT)
QAN	600/7272/6
Sector	14.1 Foundations For Learning and Life
Level	2
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31 st December 2016

Ofqual Purpose	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	Prepare for further learning or training

Rules of Combination
To achieve the qualification learners successfully pass a single, externally marked, assessment.

Guided Learning	
Guided Learning (hours)	45

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
There are no restrictions on learner entry to these qualifications. However, it is recommended that learners undertake a comprehensive initial diagnostic assessment to ensure that they are following an appropriate learning programme leading to a summative assessment.

Assessment Method
<p>The assessments for ICT cover all three interrelated skills areas and are externally set and marked by Open Awards. Office 2007 or above is required to deliver the assessments. Sample assessments are available here.</p> <p>The three interrelated skill areas are:</p> <ul style="list-style-type: none">• Using ICT systems• Finding and selecting information• Developing, presenting and communicating information

The assessments are designed as assessment tasks based on real-life contexts. Contexts may be based on:

- Work and education
- Community, citizenship and environment or
- Family, home and social issues

All assessments are to be carried out using assessment externally set by Open Awards and delivered on-screen assessments via our XAMS system.

Reasonable adjustments and special considerations may be required for individual learners to enable them to undertake assessments fairly. Please see our [Access to Fair Assessment Policy](#) for details on how to apply for and implement these measures.

The Awarding Consortium

Awarding Consortium

PARTNERS IN YOUR SUCCESS

These Functional Skills qualifications are offered through a partnership called The Awarding Consortium which is comprised of five awarding organisations and the designers of our XAMS® platform.

Through working together we have been able to invest in our systems and assessment papers to deliver a market leading product that is:

- competitively priced
- certificated efficiently
- simple to administer through approval and registration
- securely delivered through our online assessment system XAMS®
- supported by a network of External Verifiers experienced in Functional Skills delivery and a dedicated team of account managers
- complemented by a growing range of teaching and learning materials including free online practice assessments

You can find out more about the Awarding Consortium at: www.awardingconsortium.co.uk

Other Qualifications in this suite

Open Awards Functional Skills Qualification in Information & Communication Technology (ICT) at Entry 1

Open Awards Functional Skills Qualification in Information & Communication Technology (ICT) at Entry 2

Open Awards Functional Skills Qualification in Information & Communication Technology (ICT) at Entry 3

Open Awards Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1

Purpose Statement

The primary purpose of the Open Awards Functional Skills Qualification in Information and Communication Technology (ICT) at Level 2 is to support you to progress to the next level of learning in this subject. It could also support your entry to employment or your development within employment. The qualification was designed to help you develop your ICT skills in a practical rather than academic context.



Who is it for?

- Those operating at Level 2 who prefer to study ICT in an applied context
- Learners undertaking vocational learning or an apprenticeship that need ICT skills to support their main programme of learning
- Individuals taking alternative routes to GCSEs wishing to develop ICT skills

What does this qualification cover?

To achieve the qualification you will be required to commit to approximately 45 hours of guided learning.

You learn to deal with ICT problems that will help you develop skills using ICT systems, finding and selecting information and developing, presenting and communicating information.

Examples of the types of skills you will develop include, but not limited to:

- Selecting and using software to meet needs and solve complex problems
- Selecting and using a range of interface features and system facilities effectively to meet needs
- Recognising and taking account of copyright and other constraints on the use of information
- Evaluating fitness for purpose of information
- Processing and analysing numerical data
- Displaying numerical data in an appropriate graphical format
- Using appropriate field names and data types to organise information
- Analysing and drawing conclusions from a data set by searching, sorting and editing records



What are the Entry Requirements?

There are no age restrictions for working towards this qualification and no specific prior achievements required. However, it may be useful to have completed an ICT qualification at Level 1.



What are the Progression Opportunities?

The qualification provides a mechanism for you to recognise and develop your skills in ICT. Skills in this subject are highly sought after by employers according to sources such as the Confederation of British Industry (CBI) and the Institute of Directors.

Functional Skills can be your passport to other types of learning, for example:

- **An Apprenticeship**

This is a programme that combines practical training in a job with study. They are available in all types of sectors, from administration to law, engineering to finance. Many apprentices will be required to use ICT skills on a daily basis as part of their roles. By achieving this qualification you will be able to demonstrate to prospective employers that you already have some of the skills needed to work for them, boosting your chances of your application being successful.

At the same time the achievement of the qualification will prepare you for progression to the next stage of learning in ICT. Examples of this include, but are not exclusive to:

- **A Level 3 IT Professional User qualification**
- **A Level 3 Diploma in ICT Professional Competence**



What are the Assessment Methods?

You will be required to pass an externally set and marked assessment which tests your ability to use ICT in practical settings such as:

- Work and education
- Community, citizenship and environment
- Family, home and social issues



Who supports this qualification?

The qualification was developed with and is supported by a diverse range of training providers and Further Education Colleges including Liverpool Adult Learning, Cheshire West and Chester Council and The Manchester College.

Subject Content

The external assessments for the Open Awards Functional Skills Qualification in ICT at Level 2 have been designed to cover the three inter-related skill areas of:

- using ICT systems
- finding and selecting information
- developing, presenting and communicating information

Each assessment opportunity covers all the skill standards at the level of assessment. In order to assess the skill standards a number of coverage and range statements will be assessed by individual external assessments. Open Awards will ensure that all the coverage and range statements are covered over a rolling period.

Skill Standard	Coverage and Range
Using ICT Systems 1. Plan solutions to complex tasks by analysing necessary stages 2. Select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts 3. Manage information storage to enable efficient retrieval Assessment weighting 20-30%	 1a) Use ICT to plan and analyse complex or multi-step tasks and activities and to make decisions about suitable approaches 2a) Select and use software applications to meet needs and solve complex problems 2b) Select and use a range of interface features and system facilities effectively to meet needs 2c) Select and adjust system settings as appropriate to individual needs 2d) Respond to ICT problems and take appropriate action 2e) Understand the danger of computer viruses and how to minimise risk 3a) Manage files, folders and other media storage to enable efficient information retrieval
Finding and selecting information 4. Use appropriate search techniques to locate and select relevant information 5. Select information from a variety of sources to meet the requirements of a complex task Assessment weighting 10-20%	 4a) Search engines, queries and AND/NOT/OR, , >=, <=, contains, begins with, use of wild cards 5a) Recognise and take account of copyright and other constraints on the use of information 5b) Evaluate fitness for purpose of information

<p>Developing, presenting and communicating information</p> <p>7. Enter, develop and refine information using appropriate software to meet requirements of a complex task</p> <p>8. Use appropriate software to meet the requirements of a complex data handling task</p> <p>9. Use communications software to meet requirements of a complex task</p> <p>10. Combine and present information in ways that are fit for purpose and audience</p> <p>11. Evaluate the selection, use and effectiveness of ICT tools and facilities used to present information</p> <p>Assessment weighting 50-70%</p>	<p>6a) Apply a range of editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numerical data, charts, graphs or other digital content</p> <p>7a) Process and analyse numerical data</p> <p>7b) Display numerical data in appropriate graphical format</p> <p>7c) Use appropriate field names and data types to organise information</p> <p>7d) Analyse and draw conclusions from a data set by searching, sorting and editing records</p> <p>8a) Organise electronic messages, attachments and contacts</p> <p>8b) Use collaborative tools appropriately</p> <p>8c) Understand the need to stay safe and to respect others when using ICT-based communication</p> <p>9a) Organise and integrate information of different types to achieve a purpose, using accepted layouts and conventions as appropriate</p> <p>9b) Work accurately and check accuracy, using software tools where appropriate</p> <p>10a) At each stage of a task and at the task's completion</p>
---	---

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact us on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by completing an [New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or [speak to your Customer Service Advisor](#).

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found on [our website](#) or the [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

To deliver our Functional Skills qualifications Open Awards expects that centre staff meet the following minimum requirement:

- Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area, as a minimum at a level above that which is being taught

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

External Assessment

Assessment is through a single externally set and marked assessment which is carried out online. Centres must ensure that these assessments are carried out in controlled conditions to minimise the potential for plagiarism. In order to ensure these conditions are enforced external assessments must be delivered in accordance with our:

- [Assessment Venue Requirements](#)
- [Invigilation Requirements](#)

Centres must ensure that there are no conflicts of interest between the invigilator and learners by checking in advance of the assessment (e.g. a relative of a learner or there is a personal interest in the outcome of the assessment).

Confidential Materials

The contents of all assessment materials must be treated as strictly confidential and should not be shared with anyone other than those taking or administering the assessment. Copies may not be issued to anyone, including teaching staff. Open Awards must be notified immediately if any known or suspected infringement of these conditions takes place. Should the centre be found responsible for compromising the security of the assessment then they may be charged for redevelopment costs.

Unannounced Visits

Open Awards operates a system of unannounced visits in order to ensure that centres are complying with the rules set out within this specification around the delivery of assessments. These visits ensure ongoing confidence in the qualification as well as maintaining and improving quality. Such checks will create the opportunity to comment on good practice and also identify areas for improvement.

We have [Unannounced Visits Guidance](#) with details on how these visits work.

Scheduling Assessments

Learners must be registered in accordance with Open Awards policy prior to any Functional Skills assessments taking place.

Assessments can be scheduled in the XAMS system shortly after registration, centres must allow at least 48 hours before the planned time of assessment. Please see our [XAMS User Guidance](#) for further information.

Marking and Results

All assessments are marked by qualified Open Awards markers. Standardisation and marker checks are carried out regularly to ensure the quality of marking.

Following completion of the marking process, learners' results will be available to the centre through XAMS. Results will be available within 16 working days from the date the assessment was taken.

Resits

Learners are permitted to resit an external assessment, where they are not successful. Resit charges will apply and be made upon the publication of results.

Centres are responsible for preparing their learners for the assessment and should ensure that the approach to resits is appropriate. Learners should be discouraged from repeated resits and be provided with further teaching and learning to support successful achievement of the qualifications where learners have not passed the assessment.

A learner can resit an assessment in the XAMS system after a period of two weeks from the time that a result is returned in the system. Once the time has elapsed the resit can be scheduled in the system in the usual way. Please see our [XAMS User Guidance](#) for further information.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and

ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or at more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Appendices and Links

Appendix Name
Functional Skills Centres' Information Page
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Guidelines for Use of the Open Awards Logo
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (M1 Form)

© Copyright Open Awards 2016.

All rights reserved. Permission is granted to reproduce for personal and educational use only. Commercial copying, hiring or lending is prohibited.

Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N

0151 494 2072

info@openawards.org.uk

www.openawards.org.uk

[@openawards](#)