Purpose Statement

Open Awards Entry Level 1 Functional Skills in ICT

The primary purpose of this qualification will teach you ICT skills you can use in daily life.It will help you to progress to the Entry Level 2 Functional Skills in ICT. It could help you get a job or be a volunteer.

Who is it for?

- People who have never learnt ICT before
- People wanting to develop basic ICT skills
- People looking to work towards higher English qualifications including GCSEs
- People doing a supported internship
- People doing a vocational learning course

What does this qualification cover?

You will need to complete about 45 hours of learning

You will develop skills to solve ICT problems in practical settings. Examples of practical settings are:

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

Examples of the things you will do:

- Use basic programmes and software
- Adjust equipment so you can work comfortably
- Use passwords to keep information safe
- Use text message, voicemail and on-screen information
- Correct simple errors
- Open emails

What are the Entry Requirements?

There are no entry requirements needed this qualification

What are the Progression Opportunities?

When you achieve you qualification, you will be able to show you have basic ICT skills. These are important to:

- Schools
- Colleges
- Employers
- You!

You could go on to study towards ICT qualifications at a higher level. The next level is Entry Level 2.

Example qualifications are:

- **Functional Skills Qualification in Information and Communication Technology (ICT) at Entry 2**
- **Awards in ICT at Entry 2**

You could also start a different course to help you get a job. An example is:

- **A supported internship**

This course includes:

- Work Placements
- Qualifications
- Maths/English

What are the Assessment Methods?

There will be a test at the end of your course.
This will be marked by the tutor.

Who supports this qualification?

The qualification is supported by schools/colleges including:

- Liverpool Adult Learning
- Cheshire West and Chester Council
- The Manchester College