

# Purpose Statement

## Open Awards Level 1 Functional Skills in ICT

The primary purpose of this qualification 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 without a GCSE in ICT looking to take their first ICT qualification
- 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?

You will need to complete about 45 hours of learning

You learn to deal with ICT problems that will help you develop skills in representing, analysing interpreting information.

Examples of the types of task you will work on include, but not limited to:

- Using ICT to plan and organise work
- Selecting and using software to meet your needs and solve straightforward problems
- Recognising and taking account of currency, relevance, bias, and copyright when selecting and using information
- Processing numerical data
- Displaying numerical data in a graphical format
- Using field names and data types to organise information
- Entering, searching, sorting, and editing records
- Reading, sending and receiving electronic messages with attachments
- Understanding of the need to stay safe and respect others when using ICT-based communication

### 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 Entry 3.

## **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.

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

- **Functional Skills Qualification in ICT at Level 2**
- **GCSE in Computer Science**
- **Level 2 Awards in ICT**

At the same time 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.

## **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 is supported by schools/colleges including:

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