

Purpose Statement

Open Awards Level 1 Award, Certificate and Diploma in IT User Skills

The primary purpose of this qualification is to recognise development of employability skills and/or knowledge. The practical nature of the units will introduce you to specific IT-related skills which can be learnt anew or used to build upon existing knowledge and competencies. Ultimately this qualification serves to build learner confidence and provide learning opportunities which are stimulating and engaging.

Who is it for?

- Learners who may be using computers in their work, study, home or community.
- Learners who want to develop their skills and knowledge to meet the demands of a changing workplace.

What does this qualification cover?

To achieve the Award, you will need to complete 9 credits and commit to 90 hours of learning. To achieve the Certificate, you will need to complete 13 credits and commit to 130 hours of learning. To achieve the Diploma, you will need to complete 37 credits and commit to 370 hours of learning.

For the Award, this is no mandatory unit. For the Certificate and the Diploma, you will be required to complete the following unit in order to achieve the qualification in full:

- Improving Productivity Using IT

You will then have a choice of units from a range of Optional Unit Groups all of which cover different types of IT skills. They range from Level 1 to Level 3 so you can ensure you are learning at the correct level and developing on knowledge already acquired previously: Examples of units include:

- Multimedia Software
- Presentation Software
- IT Security for Users
- Using Collaborative Technologies

What are the Entry Requirements?

This qualification is suitable for learners aged 11+
There are no other restrictions on learner entry and no specific prior achievements required.

What are the Progression Opportunities?

The Open Awards Level 1 Award, Certificate and Diploma have been specifically developed to enable progression to further learning and/or employment. The qualification is flexible as such that it allows for specific development of skills which can be evidenced using a wide range of assessment methods.

You may choose to progress onto a higher level qualification, including:

- Level 2 Award/Certificate/Diploma in IT User Skills (RQF)
- Level 2 Award/Certificate/Diploma in Skills for Further Learning and Employment (RQF)

You have the opportunity to combine this qualification with other Open Awards vocational qualifications to enable sector specific learning combined with IT.

You may also choose to progress onto an **Apprenticeship**.

An Apprenticeship is a practical programme designed to support progression into sustainable employment and includes:

- Paid employment
- Work related training
- Maths/English

What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. Types of evidence included in your portfolio could include:

- Questions/answers
- Worksheets
- Recorded discussions with your tutor
- Screenshots

Who supports this qualification?

This qualification has been reviewed and is in line with the standards of The Chartered Institute for IT.