

Purpose Statement

Open Awards Entry Level Award and Certificate in IT User Skills (Entry 1) (RQF)

The primary purpose of these qualifications is to recognise the development of knowledge and skills regarding exploring opportunities in IT user skills. These qualifications have been designed to enable you to explore this vocational area and gain skills and confidence in IT user skills, which may lead to voluntary/paid employment.

Who are they for?

- All learners in all learning environments
- Those enhancing working skills
- Those who are preparing for working life

What do these qualifications cover?

To achieve these qualifications, you will have to complete the following:

For the **Award** you will need to gain 6 credits (60 hours of learning). For the **Certificate** you will need to gain 15 credits (150 hours of learning)

For both qualifications you will have to complete the appropriate credit for the length of the qualification, choosing from the following units:

- Developing and Presenting Information Using ICT
- Developing ICT Skills
- Finding, Selecting and Exchanging Information Using ICT
- Following Health and Safety Working Practices When Using ICT
- Identifying and Using ICT Equipment
- Responding to ICT Enabled Equipment
- Sending and Receiving Emails
- Understanding Social Media
- Accessing Online Video Clips
- Using Control Settings on a Digital Device
- Using Video Communication

What are the Entry Requirements?

There are no age restrictions for working towards these qualifications and no specific prior achievements required.

What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve these qualifications.

Types of evidence included in your portfolio could include:

- Videos/photographs
- Reflective journals
- Questions/answers
- Worksheets
- Recorded discussions with your tutor

What are the Progression Opportunities?

These qualifications have been developed to enable you to progression to further learning and/or employment.

You may choose to progress to further studies, such as:

- Open Awards qualifications in IT User Skills at Entry Level 2
- Other vocational qualifications at Entry Level 2
- Supported Internships/Voluntary Work/other employment

Who supports these qualifications?

Our schools' sector is very keen to support these qualifications and they include (but is not limited to) Manor Academy, Abbots Lea School and Abbey Hill Academy.