Functional Skills ICT

Level 2

Contents

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	Level 2
Funding	[Please click here for more information](#)
Pricing Information	[Please click here for more information](#)
Review Date	31/08/2021

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

Total Qualification Time/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.

Recommended Assessment Method Summary
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](#).   The three interrelated skill areas are: • 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

Assessments at Entry Level are available using the paper-based mode of delivery only.

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 available on the Portal for details on how to apply for and implement these measures.

The Awarding Consortium

AwardingConsortium
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

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	1a) Use ICT to plan and analyse complex or multi-step tasks and activities and to make decisions about suitable approaches
2. Select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts	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
3. Manage information storage to enable efficient retrieval **Assessment weighting 20-30%**	3a) Manage files, folders and other media storage to enable efficient information retrieval
Finding and selecting information 4. Use search techniques to locate and select relevant information	4a) Search engines, queries and AND/NOT/OR, >=, <=, contains, begins with, use of wild cards
5. Select information from a variety of ICT sources for a straightforward task **Assessment weighting 10-20%**	5a) Recognise and take account of copyright and other constraints on the use of information 5b) Evaluate fitness for purpose of information

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

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

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.
Full year 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](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

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
- Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.
Centres are responsible for notifying Open Awards of staff changes.

Assessment

Assessment is through a single externally set, internally marked, paper-based assessment. 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 earners 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).

Centres are able to design their own Entry Level assessments should they wish. However, they must submit these assessments to Open Awards for approval at least 15 working days before the planned date of assessment with learners.

Administration of Assessment
Learners must be registered in accordance with Open Awards policy prior to any Functional Skills assessments taking place.
Once learners are ready to take the assessment, centres should download and print the assessment paper from the Open Awards [Portal](#).
Learners should never take the same live assessment twice. Where this is found to have taken place the assessment result will be disqualified.

Training and support
Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)
All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)
Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.
Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation
Centres are required to contribute to national standardisation as requested by Open Awards. 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.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Resits

Over the duration of the course run, learners are permitted to re-sit an assessment up to three times. The same assessment must not be attempted more than once. If the learner has not passed the assessment before the end of the course run then s/he must be re-registered before re-sitting.

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 after a period of two weeks from the date of the issue of results. The assessment should be scheduled following the scheduling process outlined in the [Centre Handbook](#).

Appendices and Links

Appendix Name
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

Open Awards
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