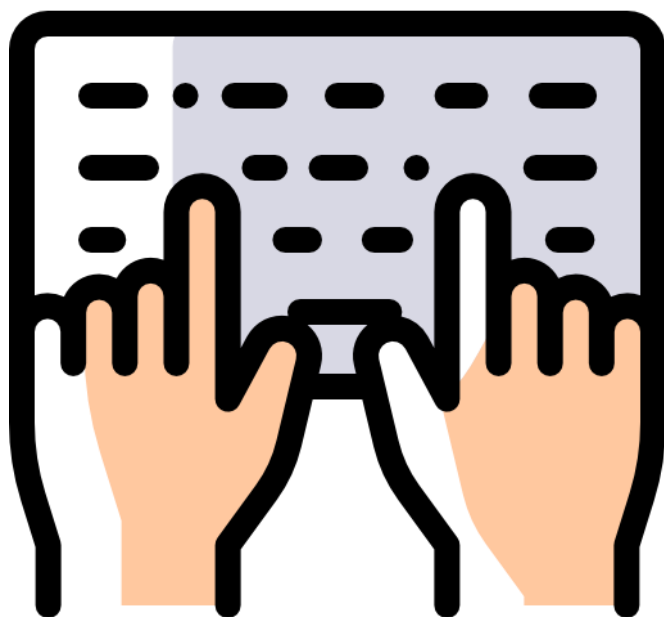




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Open Awards Level 1 in Touch Typing

601/8852/2



QUALIFICATION GUIDE

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Version Control	
Date	Changes
January 2022	This qualification will be <u>withdrawn</u> . Learners can register up to and including 31st August 2022 and be certificated thereafter. However, you will not be able to register learners from 1st September 2022 . If you have any questions or concerns, please contact enquiries@openawards.org.uk .

About the Qualification

Title	Award in Touch Typing Skills (RQF)
QAN	601/8852/2
Sector	Business, Administration, Finance and Law
Level	1
Funding	Please click here for more information
Pricing Information	Please click here for more information
Expiry Date	31/08/2022

Ofqual Purpose	C- Prepare for employment
Ofqual Sub-Purpose	C1 – Prepare for employment in a broad occupational area

Total Qualification Time/Guided Learning	
Award	
Total Qualification Time (hours)	30
Guided Learning (hours)	20

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 age restrictions for working towards this qualification and no specific prior achievements required. However, it is recommended that you complete initial diagnostic assessments to ensure that the qualification level is appropriate. There are no other restrictions on learner entry and it may be studied alongside other vocational qualifications.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education Provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- Transcript from Online Assessment
- Witness Testimonies
- Observation of Performance

It is recommended that Providers use a suitable e-assessment package to measure the speed and accuracy of typing. Open Awards has reviewed 'Type & Test' e-learning and assessment and approved this for use by Providers wanting to deliver the qualification. For more information on 'Type & Test', please visit their website. There will be other examples of suitable assessment tools which will need to be approved by Open Awards before Providers use them for assessing learners.

Please see below for requirements on test conditions and invigilation arrangements.

Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our Access to Assessment and Reasonable Adjustments policy for guidance and the procedures for applying for Access to Fair Assessment Policy.

Please see the individual units outlined in this qualification for assessment criteria and any specified requirements.

Qualification Units

Rules of Combination	
Award	
Credit Value of the Qualification	3
Minimum Credits to be achieved at the Level of the Qualification	3
Mandatory Units A	3

Mandatory Unit Group A

Unit Reference Number	Unit Name	Credits	Level
M/508/4660	Touch Typing Skills	3	Level One

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. 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 Provider 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. Please see our website for more information.

Provider Staff Requirements

It is expected that Providers will have occupationally competent staff with relevant subject knowledge and/or sector experience for their role in the delivery of the units/qualifications being offered.

Providers are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

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).

Training and support

Open Awards offers online training and support in Delivery and Assessment and Quality Assurance. These can be accessed, free of charge from the Open Awards [e-shop](#). An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to our online Provider training courses.

Internal Quality Assurance (IQA)

All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Provider approval compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team / External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please note, as this is a higher-level Open Awards qualification that requires specialist external quality assurance, AIV status does not apply to this qualification.

Standardisation

Providers 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.

For further guidance on Quality Assurance and Standardisation, please refer to the [Provider 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 Provider 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 quality assurance by the Open Awards Quality Assurance Team.

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

Health and Safety

Due to the practical requirements of some of the units within this qualification, Providers must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure learner and staff safety throughout the course. As part of this, Providers must ensure that learners and staff have access to suitable clothing and personal protective equipment (PPE) where appropriate.

Appendices and Links

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

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