



openawards

Open Awards Level 2 Award, Certificate and Diploma in IT User Skills (RQF)

Award 600/5640/X

Certificate 600/5670/8

Diploma 600/5642/3



QUALIFICATION GUIDE

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About the Qualification

Title	Open Awards Level 2 Award, Certificate, Diploma in IT User Skills (RQF)
QAN	Award - 600/5640/X Certificate - 600/56708 Diploma - 600/5642/3
Sector	6.2 ICT for Users
Level	2
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/07/2020

Ofqual Purpose	Prepare for further learning and/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	
Award	
Total Qualification Time (hours)	100
Guided Learning (hours)	70
Certificate	
Total Qualification Time (hours)	160
Guided Learning (hours)	115
Diploma	
Total Qualification Time (hours)	380
Guided Learning (hours)	270

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. Your tutor or teacher should complete an assessment of your English language skills to ensure you are able to complete this requirement and put in place an action plan to support you were required or discuss reasonable adjustments.

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:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Units

Rules of Combination	
Award	
Credit Value of the Qualification	10 credits
Minimum Credits to be achieved at the Level of the Qualification	A minimum of 7 credits to be achieved at Level 1
Mandatory Units	N/A
Group A	A minimum of 10 credits to be achieved Units with the same title at different level are barred
Certificate	
Credit Value of the Qualification	16 credits
Minimum Credits to be achieved at the Level of Qualification	A minimum of 10 credits to be achieved at Level 2
Mandatory Units	4 credits to be achieved
Optional Group B	A minimum of 12 credits to be achieved Units with the same title at different level are barred
Diploma	
Credit Value of the Qualification	38 credits
Minimum Credits to be achieved at the Level of Qualification	A minimum of 21 credits to be achieved at Level 2
Mandatory Units	16 credits to be achieved
Optional Group B	A minimum of 22 credits to be achieved Units with the same title at different level are barred

Level 2 Award

Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
A/506/3214	Audio Software	2	Level One
R/615/5200	Audio Software	3	Level Two
M/616/0789	Audio Software	4	Level Three
F/615/8531	Bespoke Software	2	Level One
D/616/0786	Bespoke Software	3	Level Two
A/616/0830	Bespoke Software	4	Level Three
F/616/0747	Computerised Accounting Software	2	Level One
T/506/3471	Computerised Accounting Software	3	Level Two
F/616/0831	Computerised Accounting Software	5	Level Three
D/616/0769	Data Management Software	2	Level One
D/615/9735	Data Management Software	3	Level Two
F/616/1008	Data Management Software	4	Level Three
M/615/8640	Database Software	3	Level One
R/616/1093	Database Software	4	Level Two
L/616/0833	Database Software	6	Level Three
J/506/3474	Design Software	4	Level Two
F/616/0764	Design Software	3	Level One
R/616/0834	Design Software	5	Level Three
K/506/3211	Desktop Publishing Software	3	Level One
D/506/3416	Desktop Publishing Software	4	Level Two
D/616/0836	Desktop Publishing Software	5	Level Three
F/616/1090	Drawing and Planning Software	2	Level One
M/506/3422	Drawing and Planning Software	3	Level Two
K/616/0998	Drawing and Planning Software	4	Level Three
H/615/8117	Imaging Software	3	Level One
T/506/3423	Imaging Software	4	Level Two
M/616/0839	Imaging Software	5	Level Three
F/506/3232	Improving Productivity Using IT	3	Level One
F/506/3425	Improving Productivity Using IT	4	Level Two
H/616/0840	Improving Productivity Using IT	5	Level Three
A/506/3200	IT Communication Fundamentals	2	Level One
J/506/3426	IT Communication Fundamentals	2	Level Two
J/616/1026	IT Security for Users	1	Level One
J/616/0832	IT Security for Users	2	Level Two
K/616/0841	IT Security for Users	3	Level Three
H/506/3188	IT Software Fundamentals	3	Level One
Y/506/3429	IT Software Fundamentals	3	Level Two
L/616/0766	Multimedia Software	3	Level One
F/615/9856	Multimedia Software	4	Level Two
M/616/0842	Multimedia Software	6	Level Three

F/506/3215	Optimise IT System Performance	2	Level One
F/506/3375	Optimise IT System Performance	4	Level Two
T/616/0843	Optimise IT System Performance	5	Level Three
J/616/1091	Personal Information Management Software	2	Level One
A/506/3455	Personal Information Management Software	2	Level Two
H/615/8649	Presentation Software	3	Level One
H/615/9736	Presentation Software	4	Level Two
A/616/0844	Presentation Software	6	Level Three
Y/616/0768	Project Management Software	3	Level One
L/506/3377	Project Management Software	4	Level Two
F/616/0845	Project Management Software	5	Level Three
J/506/3216	Set Up an IT System	3	Level One
R/506/3378	Set Up an IT System	4	Level Two
J/616/0846	Set Up an IT System	5	Level Three
H/616/1017	Specialist Software	2	Level One
Y/616/0835	Specialist Software	3	Level Two
Y/616/1015	Specialist Software	4	Level Three
F/615/8674	Spreadsheet Software	3	Level One
H/616/0837	Spreadsheet Software	4	Level Two
L/616/0847	Spreadsheet Software	6	Level Three
M/616/1022	Using Collaborative Technologies	3	Level One
L/506/3380	Using Collaborative Technologies	4	Level Two
Y/616/0981	Using Collaborative Technologies	6	Level Three
T/616/1247	Using Email	2	Level One
F/616/1249	Using Email	3	Level Two
D/616/0982	Using Email	3	Level Three
M/506/3193	Using Mobile IT Devices	2	Level One
Y/616/1094	Using Mobile IT Devices	2	Level Two
Y/615/8678	Using the Internet	3	Level One
Y/506/3382	Using the Internet	4	Level Two
K/616/0984	Using the Internet	5	Level Three
H/616/0773	Website Software	3	Level One
L/616/1013	Website Software	4	Level Two
J/616/1012	Website Software	5	Level Three
K/615/8684	Word Processing Software	3	Level One
J/616/1253	Word Processing Software	4	Level Two
H/616/0997	Word Processing Software	6	Level Three

Level 2 Certificate

Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
F/506/3425	Improving Productivity Using IT	4	Level Two

Optional Unit Group B

QAC Code	Unit Name	Credits	Level
A/506/3214	Audio Software	2	Level One
R/615/5200	Audio Software	3	Level Two
M/616/0789	Audio Software	4	Level Three
F/615/8531	Bespoke Software	2	Level One
D/616/0786	Bespoke Software	3	Level Two
A/616/0830	Bespoke Software	4	Level Three
F/616/0747	Computerised Accounting Software	2	Level One
T/506/3471	Computerised Accounting Software	3	Level Two
F/616/0831	Computerised Accounting Software	5	Level Three
D/616/0769	Data Management Software	2	Level One
D/615/9735	Data Management Software	3	Level Two
F/616/1008	Data Management Software	4	Level Three
M/615/8640	Database Software	3	Level One
R/616/1093	Database Software	4	Level Two
L/616/0833	Database Software	6	Level Three
F/616/0764	Design Software	3	Level One
J/506/3474	Design Software	4	Level Two
R/616/0834	Design Software	5	Level Three
K/506/3211	Desktop Publishing Software	3	Level One
D/506/3416	Desktop Publishing Software	4	Level Two
D/616/0836	Desktop Publishing Software	5	Level Three
F/616/1090	Drawing and Planning Software	2	Level One
M/506/3422	Drawing and Planning Software	3	Level Two
K/616/0998	Drawing and Planning Software	4	Level Three
H/615/8117	Imaging Software	3	Level One
T/506/3423	Imaging Software	4	Level Two
M/616/0839	Imaging Software	5	Level Three
A/506/3200	IT Communication Fundamentals	2	Level One
J/506/3426	IT Communication Fundamentals	2	Level Two
J/616/1026	IT Security for Users	1	Level One
J/616/0832	IT Security for Users	2	Level Two
K/616/0841	IT Security for Users	3	Level Three
H/506/3188	IT Software Fundamentals	3	Level One
Y/506/3429	IT Software Fundamentals	3	Level Two
F/616/1025	IT User Fundamentals	3	Level One
H/506/3370	IT User Fundamentals	3	Level Two
L/616/0766	Multimedia Software	3	Level One

F/615/9856	Multimedia Software	4	Level Two
M/616/0842	Multimedia Software	6	Level Three
F/506/3215	Optimise IT System Performance	2	Level One
F/506/3375	Optimise IT System Performance	4	Level Two
T/616/0843	Optimise IT System Performance	5	Level Three
J/616/1091	Personal Information Management Software	2	Level One
A/506/3455	Personal Information Management Software	2	Level Two
H/615/8649	Presentation Software	3	Level One
H/615/9736	Presentation Software	4	Level Two
A/616/0844	Presentation Software	6	Level Three
Y/616/0768	Project Management Software	3	Level One
L/506/3377	Project Management Software	4	Level Two
F/616/0845	Project Management Software	5	Level Three
J/506/3216	Set Up an IT System	3	Level One
R/506/3378	Set Up an IT System	4	Level Two
J/616/0846	Set Up an IT System	5	Level Three
H/616/1017	Specialist Software	2	Level One
Y/616/0835	Specialist Software	3	Level Two
Y/616/1015	Specialist Software	4	Level Three
F/615/8674	Spreadsheet Software	3	Level One
H/616/0837	Spreadsheet Software	4	Level Two
L/616/0847	Spreadsheet Software	6	Level Three
M/616/1022	Using Collaborative Technologies	3	Level One
L/506/3380	Using Collaborative Technologies	4	Level Two
Y/616/0981	Using Collaborative Technologies	6	Level Three
T/616/1247	Using Email	2	Level One
F/616/1249	Using Email	3	Level Two
D/616/0982	Using Email	3	Level Three
M/506/3193	Using Mobile IT Devices	2	Level One
Y/616/1094	Using Mobile IT Devices	2	Level Two
Y/615/8678	Using the Internet	3	Level One
Y/506/3382	Using the Internet	4	Level Two
K/616/0984	Using the Internet	5	Level Three
H/616/0773	Website Software	3	Level One
L/616/1013	Website Software	4	Level Two
J/616/1012	Website Software	5	Level Three
K/615/8684	Word Processing Software	3	Level One
J/616/1253	Word Processing Software	4	Level Two
H/616/0997	Word Processing Software	6	Level Three

Level 2 Diploma

Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
K/616/0743	Developing Personal and Team Effectiveness using IT	4	Level Two
F/506/3425	Improving Productivity Using IT	4	Level Two
D/616/0741	Understanding the Potential of IT	8	Level Two

Optional Unit Group B

QAC Code	Unit Name	Credits	Level
A/506/3214	Audio Software	2	Level One
R/615/5200	Audio Software	3	Level Two
M/616/0789	Audio Software	4	Level Three
F/615/8531	Bespoke Software	2	Level One
D/616/0786	Bespoke Software	3	Level Two
A/616/0830	Bespoke Software	4	Level Three
F/616/0747	Computerised Accounting Software	2	Level One
T/506/3471	Computerised Accounting Software	3	Level Two
F/616/0831	Computerised Accounting Software	5	Level Three
D/616/0769	Data Management Software	2	Level One
D/615/9735	Data Management Software	3	Level Two
F/616/1008	Data Management Software	4	Level Three
M/615/8640	Database Software	3	Level One
R/616/1093	Database Software	4	Level Two
L/616/0833	Database Software	6	Level Three
F/616/0764	Design Software	3	Level One
J/506/3474	Design Software	4	Level Two
R/616/0834	Design Software	5	Level Three
K/506/3211	Desktop Publishing Software	3	Level One
D/506/3416	Desktop Publishing Software	4	Level Two
D/616/0836	Desktop Publishing Software	5	Level Three
F/616/1090	Drawing and Planning Software	2	Level One
M/506/3422	Drawing and Planning Software	3	Level Two
K/616/0998	Drawing and Planning Software	4	Level Three
H/615/8117	Imaging Software	3	Level One
T/506/3423	Imaging Software	4	Level Two
M/616/0839	Imaging Software	5	Level Three
L/615/8645	Internet Safety for IT Users	3	Level One
A/506/3200	IT Communication Fundamentals	2	Level One
J/506/3426	IT Communication Fundamentals	2	Level Two
J/616/1026	IT Security for Users	1	Level One
J/616/0832	IT Security for Users	2	Level Two
K/616/0841	IT Security for Users	3	Level Three
H/506/3188	IT Software Fundamentals	3	Level One

Y/506/3429	IT Software Fundamentals	3	Level Two
F/616/1025	IT User Fundamentals	3	Level One
H/506/3370	IT User Fundamentals	3	Level Two
L/616/0766	Multimedia Software	3	Level One
F/615/9856	Multimedia Software	4	Level Two
M/616/0842	Multimedia Software	6	Level Three
F/506/3215	Optimise IT System Performance	2	Level One
F/506/3375	Optimise IT System Performance	4	Level Two
T/616/0843	Optimise IT System Performance	5	Level Three
J/616/1091	Personal Information Management Software	2	Level One
A/506/3455	Personal Information Management Software	2	Level Two
H/615/8649	Presentation Software	3	Level One
H/615/9736	Presentation Software	4	Level Two
A/616/0844	Presentation Software	6	Level Three
Y/616/0768	Project Management Software	3	Level One
L/506/3377	Project Management Software	4	Level Two
F/616/0845	Project Management Software	5	Level Three
J/506/3216	Set Up an IT System	3	Level One
R/506/3378	Set Up an IT System	4	Level Two
J/616/0846	Set Up an IT System	5	Level Three
H/616/1017	Specialist Software	2	Level One
Y/616/0835	Specialist Software	3	Level Two
Y/616/1015	Specialist Software	4	Level Three
F/615/8674	Spreadsheet Software	3	Level One
H/616/0837	Spreadsheet Software	4	Level Two
L/616/0847	Spreadsheet Software	6	Level Three
A/506/3195	Using a Computer Keyboard	1	Level One
M/616/1022	Using Collaborative Technologies	3	Level One
L/506/3380	Using Collaborative Technologies	4	Level Two
Y/616/0981	Using Collaborative Technologies	6	Level Three
T/616/1247	Using Email	2	Level One
F/616/1249	Using Email	3	Level Two
D/616/0982	Using Email	3	Level Three
M/506/3193	Using Mobile IT Devices	2	Level One
Y/616/1094	Using Mobile IT Devices	2	Level Two
Y/615/8678	Using the Internet	3	Level One
Y/506/3382	Using the Internet	4	Level Two
K/616/0984	Using the Internet	5	Level Three
R/506/3204	Video Software	2	Level One
H/616/1096	Video Software	3	Level Two
T/616/0986	Video Software	3	Level Three
H/616/0773	Website Software	3	Level One
L/616/1013	Website Software	4	Level Two

J/616/1012	Website Software	5	Level Three
K/615/8684	Word Processing Software	3	Level One
J/616/1253	Word Processing Software	4	Level Two
H/616/0997	Word Processing Software	6	Level Three

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

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.

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](#).

Appendices and Links

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

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