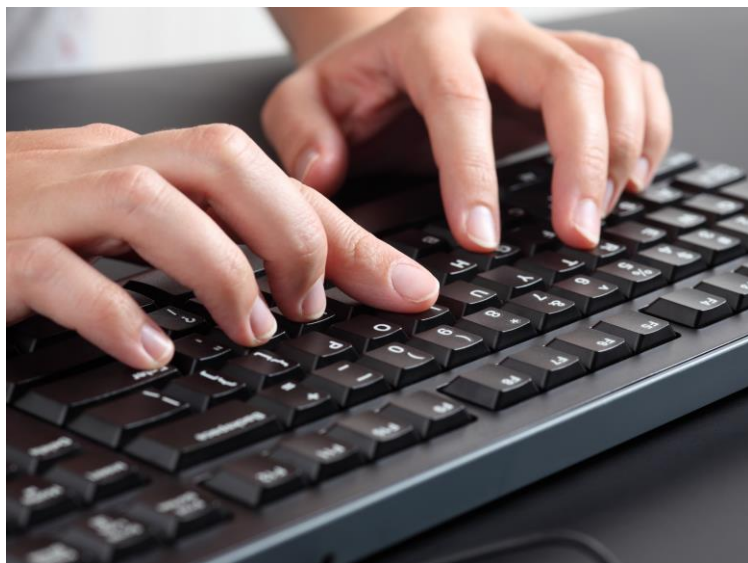




openawards

Open Awards Level 1 Award in Touch Typing (RQF)

610/1412/6



QUALIFICATION GUIDE

Contents		
1.	About the Qualification	Page 3
2.	Qualification Structure	Page 5
3.	Qualification Units	Page 6
4.	Delivering this Qualification	Page 7
5.	Appendices and Links	Page 9

Version Control	
August 2022	<p>The primary purpose of Touch Typing qualifications is to prepare learners for employment in a broad occupational area.</p> <p>This Award has been designed to teach learners to touch type and stay safe when using display screen equipment, so that they can increase their speed and accuracy when using an alphanumeric keyboard.</p> <p>By learning to touch type, learners will be able to increase their efficiency and productivity when using an alphanumeric keyboard at work, home or study.</p> <p>Level 1 Learners can progress to the Level 2 Award in Touch Typing (RQF).</p> <p>Employment opportunities, such as secretarial and administrative work is diverse, learners could find employment in any sector, including:</p> <ul style="list-style-type: none"> • Academic institutions and universities • Creative industries, such as advertising or publishing • Government • Hospitals and general medical practices • Legal and financial services • Management and strategic consulting • Marketing and communications • Public organisations, including local authorities and charities • Retail and leisure <p>Learners can also apply their skills to academic studies in the more efficient production of essays, assignments and reports etc.</p>

About the Qualification

Title	Open Awards Level 1 Award in Touch Typing (RQF)
QAN	610/1412/6
Sector	15 Business, Administration and Law
Level	1
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/08/2027

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)	40
Guided Learning (hours)	30

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
Learners should be at Key Stage 3 (11+) and have a KS3 working knowledge of English to complete Level 1.

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.

The Learning Outcomes and Assessment criteria have been developed to lend themselves to face-to-face and online assessment.

They are correct for a motor-based skill qualification, testing understanding of home keys, but with more weighting being on speed and accuracy of skills. These could be conducted via an online test (Provider based). This could be measured by using a stopwatch and a measured meter; however, it is more advisable to use an online method of assessment.

Providers who have an online assessment platform must ensure that it meets the requirements of the qualification and will be asked to provide details as part of their application to deliver the qualification.

Qualification Structure

Rules of Combination	
Award	
Credit Value of the Qualification:	4
Minimum Credits to be achieved at the Level of the Qualification:	4
Mandatory Units A	4

Qualification Units

Mandatory Units A

Unit Reference Number	Unit Name	Credits	Level
K/650/3936	Touch Typing Skills	3	Level One
M/650/3938	Working with Display Screen Equipment (DSE)	1	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.

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.

EQA's will need to check the assessment methods and how learners are to be evidenced before commencing the 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](#).

Resources and Equipment

Providers will need to consider either creating or using online testing software and confirm how this is metered and measured to evidence the assessment criteria.

For online tests, please consider the use of adaptive technologies (i.e. screen readers/filters etc.).

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

© Copyright Open Awards 2022.

All rights reserved. Permission is granted to reproduce for personal and educational use only. Commercial copying, hiring or lending is prohibited.

Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N

0151 494 2072

enquiries@openawards.org.uk

www.openawards.org.uk

@openawards