

NEW FOR 2009/10

THE QUALIFICATIONS AND CREDIT FRAMEWORK (QCF)

WHAT IS QCF?

The QCF is a new framework for recognising and accrediting qualifications. It is designed to make the whole structure of qualifications simpler to understand and use. The intention is to make all qualifications more relevant to the needs of employers and more flexible and accessible for learners.

At present, it is hard to understand all the different types of qualifications that learners hold – what level they are, how long they take to complete, what content they cover and how they compare to other qualifications. The new framework will help structure qualifications in a way that is easy to understand and measure, every qualification and unit will have an individual credit value.

IT USER QUALIFICATIONS

The IT Outreach Centres offer a range of IT units and these are available at Entry Level, Level 1 and Level 2. Learners will be able to “bank” a number of credits in order to achieve either an Award, Certificate or Diploma.



TEXT PROCESSING (BUSINESS PROFESSIONAL)

The Text Processing suite of qualifications has been designed to develop and recognise candidates' ability to produce a variety of current and straightforward business documents to meet the requirements of the employer in a modern business environment. The units that make up these qualifications have been developed from the RSA Text Processing Modular Awards which have been widely recognised by employers as benchmark qualifications in text processing.

ENTRY LEVEL AWARD

INITIAL TEXT PROCESSING (BUSINESS PROFESSIONAL)

The Entry Level Award in Initial Text Processing is a single unit award that provides an introduction to the skills and knowledge required to produce a range of short and simple business documents.

UNIT TITLE	CREDIT VALUE
Text production	3

Text production 3

LEVEL 1 AWARD OR CERTIFICATE

LEVEL 1 OCR TEXT PROCESSING (BUSINESS PROFESSIONAL)

Learners will select units to a minimum value of 8 credits to achieve the Award. To achieve a Certificate learners must choose the Mandatory unit plus optional units equal to a minimum value of 13 credits.

UNIT TITLE	CREDIT VALUE
Text Production (Mandatory)	4
Word Processing	4
Audio	4
Mail-merge	4

Text Production (Mandatory) 4
Word Processing 4
Audio 4
Mail-merge 4

LEVEL 2 AWARD OR CERTIFICATE

LEVEL 2 ITQ AWARD OR CERTIFICATE IN IT USER SKILLS

Learners will select units to a minimum value of 9 credits to achieve the Award. To achieve a Certificate learners must choose the Mandatory unit plus optional units equal to a minimum value of 16 credits.

UNIT TITLE	CREDIT VALUE
Text Production (Mandatory)	5
Word Processing	5
Audio	4
Mail-merge	5

Text Production (Mandatory) 5
Word Processing 5
Audio 4
Mail-merge 5

ENTRY LEVEL AWARD

COMPUTERS FOR BEGINNERS

Learners will select 3 of the 4 units listed below to achieve this qualification.

UNIT TITLE	CREDIT VALUE
Displaying Information	3
Find Information	3
Communicating Information	3
Producing Charts	3

Displaying Information 3
Find Information 3
Communicating Information 3
Producing Charts 3

LEVEL 1 AWARD OR CERTIFICATE

LEVEL 1 ITQ AWARD OR CERTIFICATE IN IT USER SKILLS

Learners will select units to a minimum value of 9 credits to achieve the Award. To achieve a Certificate learners must choose the Mandatory unit plus optional units equal to a minimum value of 13 credits.

UNIT TITLE	CREDIT VALUE
Select and use IT (Mandatory)	6
Word Processing	4
Spreadsheets	4
*E-mail	2
Database	2
Presentation	4
Artwork and imaging	4
*Internet and Intranets	2
Operate a computer	4
*Use IT to exchange information	3

Select and use IT (Mandatory) 6
Word Processing 4
Spreadsheets 4
*E-mail 2
Database 2
Presentation 4
Artwork and imaging 4
*Internet and Intranets 2
Operate a computer 4
*Use IT to exchange information 3

LEVEL 2 AWARD OR CERTIFICATE

LEVEL 2 ITQ AWARD OR CERTIFICATE IN IT USER SKILLS

Learners will select units to a minimum value of 10 credits to achieve the Award. To achieve a Certificate learners must choose the Mandatory unit plus optional units equal to a minimum value of 13 credits.

UNIT TITLE	CREDIT VALUE
Select and use IT (Mandatory)	8
Word Processing	6
Spreadsheets	6
*E-mail	4
Database	6
Presentation	6
Artwork and imaging	6
*Internet and Intranets	4
Operate a computer	6
*Use IT to exchange information	4

Select and use IT (Mandatory) 8
Word Processing 6
Spreadsheets 6
*E-mail 4
Database 6
Presentation 6
Artwork and imaging 6
*Internet and Intranets 4
Operate a computer 6
*Use IT to exchange information 4

*Learners cannot claim Use IT to exchange information with either E-mail or Internet and Intranets

For details on fees and to discuss your individual learning requirements please contact a member of our experienced staff for further information.

OUR LEARNERS SAY:

YASMEEN KHAN

"The Centre was recommended to me and when I first arrived I was a little worried because I didn't even know how to switch a computer on - or what to click when it was on.

It's been challenging at times but I've found I really enjoy trying something new. The staff have been absolutely great and have given me useful feedback all the way, whether through one-to-one support or the workshops which are really interesting."

Yasmeen Khan - Derby College Learning Centre Learner

PHIL DITHERIDGE

"I enrolled at The Quantum Centre to build on some of my IT skills as I had been made redundant.

The Centre has proved to be excellent because of its flexible access and the staff have been friendly and supportive. The computers and teaching materials are all first class.

It has proved to have been worthwhile investing in additional training as I have now secured a new post as a Development Worker."

Phil Ditheridge - The Quantum Centre Learner

PAM HADFIELD

"I have found the programme both challenging and enjoyable. I have added significantly to my skills, knowledge and understanding. It wasn't just a 'tick' box exercise but a real learning journey. Thank you."

Pam Hadfield - iTQ Learner

