

Information for learners

Statement of purpose

Qualification Title	BCS Entry 3 Award In Digital Skills (ITQ) (Entry 3) (QCF)
Qualification Number	601/3447/1

What does this qualification cover?	<p>This qualification is an Entry 3 Award that introduces you to Digital Skills.</p> <p>Our interactive e-learning is delivered in flexible, bite-sized chunks which allow you to develop practical digital skills at a pace comfortable to you.</p> <p>You will complete two mandatory entry level 3 units:</p> <ul style="list-style-type: none"> • Computer Basics • Online Basics <p>You can then select two more entry level 3 unit from a choice of five optional units:</p> <ul style="list-style-type: none"> • Social Networking • Digital Media • Digital Photography • Digital Music • Audio and Video Software <p>This qualification is on the on the Ofqual Register of Regulated Qualifications.</p>
What will you learn by completing this qualification?	<p>By completing this qualification, you will develop basic skills and knowledge such as how to use a computer and how to use the Internet. This can help give you confidence in using your home computer, searching for a job and using the Internet for everyday activities.</p> <p>This will give you the confidence and ability to progress to the next level of vocational learning in IT user skills or any subject where basic IT skills are required, such as administration.</p>

Who is the qualification designed for?	<p>This qualification is designed for people who are looking to gain an introduction to basic IT user skills in order to progress to further vocational learning.</p> <p>It is ideal for people with little or no experience in the use of IT.</p> <p>This qualification will be right for you if:</p> <ul style="list-style-type: none"> You want to develop a basic understanding of IT and digital skills; You are thinking about further vocational learning in IT user skills or learning in any subject where basic IT skills are required; You are unemployed and would like to develop your skills to help improve your prospects of getting a job by having basic IT skills and confidence in using IT; You want the flexibility to choose units that suit your needs; You want to prove your IT user skills with a certificate from a leading professional body for IT. 																																
How many hours do I need to study for?	<p>The minimum number of vocational learning hours is 54. The maximum number of vocational learning hours is 54.</p>																																
What are the entry requirements?	<p>There are no specific entry requirements for this qualification.</p>																																
What are the age restrictions?	<p>This qualification is suitable for learners aged 14+.</p>																																
Where does this qualification fit in with other qualifications?	<p>This qualification is part of a suite of IT user qualifications offered by BCS, The Chartered Institute for IT as shown in the table below.</p> <table border="1" data-bbox="513 1205 1449 1624"> <thead> <tr> <th>Level</th> <th>Size</th> <th>Title</th> <th>Number of Units</th> <th>Learning Hours</th> <th>Credit Value</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Entry Level 3</td> <td>Award</td> <td>Digital Skills Award¹</td> <td>4</td> <td>54</td> <td>7</td> </tr> <tr> <td>Certificate</td> <td>Digital Skills Certificate²</td> <td>7</td> <td>100</td> <td>13</td> </tr> <tr> <td rowspan="3">Level 1</td> <td rowspan="2">Award</td> <td>ECDL Essentials³</td> <td>3</td> <td>65</td> <td>9</td> </tr> <tr> <td>ECDL Award⁴</td> <td>Flexible</td> <td>60 - 70</td> <td>9 – 12</td> </tr> <tr> <td>Certificate</td> <td>ECDL Certificate⁵</td> <td>Flexible</td> <td>90 - 110</td> <td>13 – 16</td> </tr> </tbody> </table> <p>The table above shows where this qualification, BCS Entry Level Award in Digital Skills (ITQ) (Entry 3) (QCF), fits in the suite of IT user qualifications.</p> <p>This qualification is significantly smaller than the BCS Entry Level Certificate in Digital Skills (ITQ) (Entry 3) (QCF) which contains 7 units and can be completed in 100 hours of learning.</p>	Level	Size	Title	Number of Units	Learning Hours	Credit Value	Entry Level 3	Award	Digital Skills Award ¹	4	54	7	Certificate	Digital Skills Certificate ²	7	100	13	Level 1	Award	ECDL Essentials ³	3	65	9	ECDL Award ⁴	Flexible	60 - 70	9 – 12	Certificate	ECDL Certificate ⁵	Flexible	90 - 110	13 – 16
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¹ BCS Entry Level Award in Digital Skills (ITQ) (Entry 3) (QCF) 601/3447/1

² BCS Entry Level Certificate in Digital Skills (ITQ) (Entry 3) (QCF) 600/1848/3

³ BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) (QCF) 500/6226/8

⁴ BCS Level 1 ECDL Award in IT User Skills (QCF) 601/0633/5

⁵ BCS Level 1 ECDL Certificate in IT User Skills (QCF) 601/1236/0

	<p>It is aimed at people who are looking to gain an introduction to basic IT user skills in a few specific digital skills units and would suit people that have not been in training or employment for a long time.</p> <p>The BCS Entry Level Certificate in Digital Skills (ITQ) (Entry 3) (QCF) may be more suitable for you if you want to develop skills across a broader range of digital skills units.</p>
<p>What could this qualification lead to?</p>	<p>By completing this qualification, you will demonstrate that you have developed the basic skills and knowledge you need to progress to the next level of vocational learning in IT user skills or any subject where basic IT skills are required, such as administration.</p> <p>You may progress to further vocational learning at level 1, studying qualifications such as:</p> <ul style="list-style-type: none"> • BCS Level 1 Award in IT User Skills (ITQ) (QCF) 500/6178/1 • BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) (QCF) 500/6226/8 • BCS Level 1 Certificate in IT User Skills (ITQ) (QCF) 500/6276/1 • BCS Level 1 Diploma in IT User Skills (ITQ) (QCF) 500/6174/4 <p>This qualification is not available as part of an apprenticeship.</p> <p>You may also progress into employment in a variety of entry level roles which require basic IT skills such as administration or data entry. IT skills are used a variety of job roles in all kinds of organisations including those in manufacturing, retail, education, hospitality, health and social care, business services, transport and public services.</p>
<p>Who supports this qualification?</p>	<p>This qualification is supported by a number of organisations across the UK. The following organisations have provided support for this qualification:</p> <ul style="list-style-type: none"> • Training Associates (Surrey) • CMT Services • Knowsley Council
<p>Why BCS?</p>	<p>BCS, The Chartered Institute for IT is a leading professional body for IT. We and are experts in our field and at the forefront of innovation in learning delivery and assessment.</p>
<p>Where can you find more information?</p>	<p>You can out more information about this qualification at www.bcs.org/digitalskills.</p> <p>To find your nearest BCS approved centre where you can study this qualification, please visit our Find a Centre page at http://apps.bcs.org/fac/ or call us on 01793 417530. We are open 8.15am to 5.30pm UK time, Monday to Friday.</p>