Information for learners

Statement of purpose

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>BCS Level 2 ECDL Certificate in IT Application Skills (QCF)</th>
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<tbody>
<tr>
<td>Qualification Number</td>
<td>600/6943/0</td>
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What does this qualification cover?

This qualification is a level 2 Certificate that covers core IT applications commonly used in many organisations around the world.

Completing this qualification will improve your understanding of these IT applications and teach you how to use the software efficiently. It will also teach you how to use a computer confidently and effectively, and encourages problem-solving, creativity and communication.

You will complete four specific level 2 units from the ITQ framework:
- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Improving Productivity Using IT

This qualification has a four-tier grading structure, ranging from pass to distinction-star as shown in the table below. This ensures you receive the right level of recognition for your efforts.

<table>
<thead>
<tr>
<th>Overall Mark</th>
<th>Grade</th>
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<tbody>
<tr>
<td>70% or above</td>
<td>Pass</td>
</tr>
<tr>
<td>75% or above</td>
<td>Merit</td>
</tr>
<tr>
<td>80% or above</td>
<td>Distinction</td>
</tr>
<tr>
<td>85% or above</td>
<td>Distinction*</td>
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</tbody>
</table>

This qualification is on the Ofqual Register of Regulated Qualifications.

What will you learn by completing this qualification?

By completing this qualification, you will develop the skills and knowledge in IT applications which you can use to progress to the next level of learning as listed below (see section ‘What could this qualification lead to?’).

You will also develop the IT user knowledge and skills you need to work productively in a job role that requires the use of common IT software applications. You can expect to develop skills including:
- How to create and edit word processing documents.
- How to manipulate numerical data using spreadsheets.
- How to design and produce high-quality presentations to communicate information.
- How to use IT tools to improve productivity; such as using automated tools like macros and mail merge.

| Who is the qualification designed for? | This qualification is designed for people aged 14 to 18 years who are looking to gain knowledge and skills of IT software applications to progress their learning in IT, or any subject where basic IT skills are required. This qualification will be right for you if:  
  - You want to develop a good understanding of IT software applications;  
  - You are thinking about further learning in IT;  
  - You are thinking about further learning in any subject where IT skills can assist with your learning  
  - You are thinking about your future employment and want to be able to prove to your employer that you can use these IT software applications productively and professionally;  
  - You are thinking about your future employment and want to develop your existing skills for career progression;  
  - You are would like to develop your IT user skills to help improve your prospects of getting a job;  
  - You are looking for formal recognition of your IT skills and knowledge;  
  - You want to prove your competence with a certificate from a leading professional body for IT;  
  - Your potential future employer, like many others across the world, regards ECDL¹ as the international benchmark in IT user competence and evidence of digital literacy. |

| How many hours do I need to study for? | The minimum number of vocational learning hours is 120. The maximum number of vocational learning hours is 120. |

| What are the entry requirements? | There are no specific entry requirements for this qualification however if you have not previously studied IT qualifications at level 1, you may benefit from completing one before progressing to this level 2 qualification. |

| What are the age restrictions? | This qualification is suitable for learners aged 14 - 18. |

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¹ European Computer Driving Licence (known as ICDL (International Computer Driving Licence) outside of Europe).
This qualification is part of a suite of ITQ qualifications at Levels 1-3, developed by e-skills UK, the Sector Skills Council for Information Technology and aligned to the National Occupational Standards (NOS) for IT Users.

The BCS IT User Skills Qualifications (ITQs) which incorporate the internationally recognised ECDL are shown in the table below.

<table>
<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>1</td>
<td>Award</td>
<td>ECDL Essentials&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
<td>65</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECDL Award&lt;sup&gt;3&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>ECDL Certificate&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Flexible</td>
<td>60 - 70</td>
<td>9 - 12</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>ECDL Certificate in IT Application Skills&lt;sup&gt;7&lt;/sup&gt;</td>
<td>Flexible</td>
<td>90 - 110</td>
<td>13 – 16</td>
</tr>
<tr>
<td>2</td>
<td>Award</td>
<td>ECDL Award&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Flexible</td>
<td>70 – 115</td>
<td>10 – 15</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>ECDL Certificate&lt;sup&gt;8&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>ECDL Certificate in IT Application Skills&lt;sup&gt;7&lt;/sup&gt;</td>
<td>Flexible</td>
<td>120 – 155</td>
<td>16 - 20</td>
</tr>
<tr>
<td>3</td>
<td>Award</td>
<td>ECDL Award&lt;sup&gt;9&lt;/sup&gt;</td>
<td>Flexible</td>
<td>90 – 150</td>
<td>12 – 18</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>ECDL Advanced&lt;sup&gt;10&lt;/sup&gt;</td>
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The table above shows where this qualification, BCS Level 2 ECDL Certificate in IT Application Skills (QCF), fits in the suite of ITQ qualifications.

This qualification is significantly larger than the BCS Level 2 ECDL Award in IT User Skills (QCF) which requires just 10 to 15 credits and can be completed with 70 to 115 hours of learning.

It is aimed at people who are looking to gain a better understanding and capabilities in software applications commonly used in the workplace that are not covered in the Level 2 ECDL Award.

The BCS Level 2 ECDL Certificate in IT User Skills (QCF) may be more suitable for you if you want to gain skills in a broader range of tools and applications or if you want the flexibility to tailor a qualification to suit your specific development needs.

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<sup>2</sup> BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) (QCF) 500/6226/8
<sup>3</sup> BCS Level 1 ECDL Award in IT User Skills (QCF) 601/0633/5
<sup>4</sup> BCS Level 1 ECDL Certificate in IT User Skills (QCF) 601/1236/0
<sup>5</sup> BCS Level 2 ECDL Award in IT User Skills (QCF) 601/0634/7
<sup>6</sup> BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) (QCF) 500/6242/6
<sup>7</sup> BCS Level 2 ECDL Certificate in IT Application Skills (QCF) 600/6943/0
<sup>8</sup> BCS Level 2 ECDL Certificate in IT User Skills (QCF) 601/1237/2
<sup>9</sup> BCS Level 3 ECDL Award in IT User Skills (QCF) 601/0635/9
<sup>10</sup> BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) (QCF) 500/6243/8
By completing this qualification you will be demonstrating that you have the knowledge and skills to progress to further learning at level 3, studying qualifications such as:

- BCS Level 3 ECDL Award in IT User Skills (QCF) 601/0635/9
- BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) (QCF) 500/6243/8
- BCS Level 3 Diploma in IT User Skills (ITQ) (QCF) 500/6386/8

This qualification can count towards the entry requirements of a number of other academic and vocational further learning options including*:

- Business Studies A Level
- Business Studies – BTEC Level 3
- Business BTEC First – Level 2
- Creative Media Production – BTEC Level 3 Diploma
- ICT A Level
- Media Studies AS Level
- Media Studies A Level
- Geography A Level
- Biology A Level
- English A Level
- History A Level
- Travel and Tourism – Level 2

*Please check the entry requirements with each organisation as they may vary.

Whilst this qualification does not form part of an Apprenticeship it can lead you to a Level 2 Diploma in IT User Skills (Apprenticeship Component) where your achievements from this qualification can count towards the Diploma, and ultimately, an apprenticeship in IT. This would be suitable for you if you wish to complete an apprenticeship using smaller, bite-sized qualifications.

As IT has become an integral part of learning, the ability to create professional documents, manipulate data and deliver high quality presentations is a vital skill that can be used in further learning and work placements.

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.

The skills gained in this qualification can be used to help you use IT applications in other subject areas such as:

- Maths
- English
- Science
- Business Studies
- Design and Technology
- Geography
| **Who supports this qualification?** | This qualification meets the requirements for further learning as offered by a number of educational institutes across the UK. The following organisations have provided support for this qualification:  
- Bedford Modern School  
- The Bishops’ Blue Coat Church of England High School  
- Bishop Herber High School  
- Comberton Village College  
- Foxford School & Community Arts College  
- Great Barr School  
- Lord Lawson of Beamish Academy  
- Silverdale School  
- South Hunsley School and Sixth Form College  
- St Margaret Ward Catholic Academy  
- The Voyager Academy |
| **Why BCS?** | 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. Our coverage of ITQs includes the popular ECDL qualifications, exclusive to BCS. ECDL is recognised and valued in workplaces all over the world. Employers regard it as the international benchmark in IT user competence and meets the growing requirements for evidence of digital literacy from employers. |
| **Where can you find more information?** | You can out more information about this qualification at [www.bcs.org/ecdl](http://www.bcs.org/ecdl).  
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/](http://apps.bcs.org/fac/) or call us on 01793 417530. We are open 8.15am to 5.30pm UK time, Monday to Friday. |