

Information for learners

Statement of purpose

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| Qualification Title | BCS Level 2 ECDL Certificate in IT Application Skills |
| Qualification Number | 600/6943/0 |

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| Who is the qualification designed for? | This qualification is designed for students aged 14-16 who are looking to gain knowledge and skills of IT software applications. This qualification can be used to provide you with valuable skills as you prepare to enter the workplace or progress to further learning where commonly used IT skills are required. |
| Who might be interested in taking this qualification? | <p>This qualification will be right for you if:</p> <ul style="list-style-type: none"> • 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 application skills are used • You are looking to gain IT skills in preparation for entering the workplace • 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. |
| What will you learn by completing this qualification? | <p>This qualification is a level 2 Certificate that covers core IT applications commonly used in many businesses around the world.</p> <p>Completing this qualification will improve your understanding of the IT applications listed below and will teach you how to use the software efficiently. You will learn how to choose the right software application for the task you want to complete. You'll also learn how to choose tools and use different techniques to get a job done. It will also teach you how to use a computer confidently and effectively, and encourages problem-solving, creativity and communication.</p> <p>You can expect to develop the following skills:</p> <p>Word Processing Software</p> <ul style="list-style-type: none"> • Create and edit word processing documents • Apply different formatting techniques including tables, pictures and different text types • Use templates and customise document styles. <p>Spreadsheet Software</p> <ul style="list-style-type: none"> • Manipulate numerical data using spreadsheets • Use formulas to make calculations • Create graphs and charts from your data. |

- Presentation Software**
- How to design and produce high-quality presentations to communicate information
 - Insert images, video or sound to enhance your presentation
 - Organise and combine information from different places.
- Improving Productivity**
- Use automated IT tools to improve efficiency such as macros and mail merge
 - Able to check your work to make sure it as you want it
 - Able to choose the right tool for the task.

How is this qualification structured?

You will complete four level 2 units:

- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Improving Productivity Using IT

All four units are tested under controlled exam conditions. You must pass all four units to be awarded the qualification.

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.

| Overall Mark | Grade |
|--------------|--------------|
| 70% or above | Pass |
| 75% or above | Merit |
| 80% or above | Distinction |
| 85% or above | Distinction* |

This qualification is on the [Ofqual Register](#) of Regulated Qualifications.

Where does this qualification fit in with other qualifications?

The table below shows where the BCS Level 2 ECDL Certificate in IT Application Skills, fits with other qualifications BCS offers.

| Level | Size | Title | Learning Hours |
|-------|-------------|--|----------------|
| 1 | Award | ECDL Essentials ¹ | 65 |
| | | ECDL Award ² | 60 - 70 |
| | Certificate | ECDL Certificate ³ | 90 - 110 |
| 2 | Award | ECDL Award ⁴ | 70 – 115 |
| | Certificate | ECDL Extra ⁵ | 120 |
| | | ECDL Certificate in IT Application Skills ⁶ | 120 |
| | | ECDL Certificate ⁷ | 120 – 155 |
| 3 | Award | ECDL Award ⁸ | 90 – 150 |
| | Certificate | ECDL Advanced ⁹ | 220 |

This qualification is significantly larger than the BCS Level 2 ECDL Award in IT User Skills which 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 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.

What could this qualification lead to?

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 for example:

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

This qualification can also 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
- Creative Media Production – BTEC Level 3 Diploma
- ICT A Level

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

² BCS Level 1 ECDL Award in IT User Skills 601/0633/5

³ BCS Level 1 ECDL Certificate in IT User Skills 601/1236/0

⁴ BCS Level 2 ECDL Award in IT User Skills 601/0634/7

⁵ BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) 500/6242/6

⁶ BCS Level 2 ECDL Certificate in IT Application Skills 600/6943/0

⁷ BCS Level 2 ECDL Certificate in IT User Skills 601/1237/2

⁸ BCS Level 3 ECDL Award in IT User Skills 601/0635/9

⁹ BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) 500/6243/8

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| | <ul style="list-style-type: none"> • Media Studies AS Level • Media Studies A Level • Geography A Level • Biology A Level • English A Level • History A Level • Travel and Tourism <p>*Please check the entry requirements check with each organisation as they may vary.</p> <p>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.</p> <p>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>What subjects will complement this qualification?</p> | <p>The skills you will learn are practical, creative, and can also improve your confidence when using computers. This qualification can complement the other subjects you are studying including the following GCSE and Technical Award examples:</p> <ul style="list-style-type: none"> • Maths • English • Science • Computer Science • Business Studies • Design and Technology • Geography • Creative Design • Travel and Tourism • Administration, Accounting and Personal Finance |
| <p>Who supports this qualification?</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |

Where can you find more information?

BCS, The Chartered Institute for IT is a leading professional body for IT. We are experts in our field and at the forefront of innovation in learning delivery and assessment. We are the only organisation in the UK that offers the popular ECDL qualifications.

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.

You can find out more information about the Level 2 BCS Level 2 ECDL Certificate in IT Application Skills at <http://www.bcs.org/category/17636>.

You can also contact us on 01793 417530. We are open 8.30am to 5.30pm, Monday to Friday.