Qualification Specification

BCS Entry Level Award in Computer and Online Basics (ITQ) (Entry 3)
QAN 600/0831/3

Version 2.1

June 2018

This is a United Kingdom government regulated qualification which is administered and approved by one or more of the following: Ofqual, Qualifications in Wales, CCEA or SQA

Contents

1. About BCS

Our mission as BCS, The Chartered Institute for IT, is to enable the information society. We promote wider social and economic progress through the advancement of information technology science and practice. We bring together industry, academics, practitioners and government to share knowledge, promote new thinking, information the design of new curricula, shape public policy and inform the public.

Our vision is to be a world class organisation for IT. Our 70,000 strong membership includes practitioners, businesses, academics and students in the UK and internationally. We deliver a range of professional development tools for practitioners and employees. A leading IT qualification body, we offer a range of widely recognised qualifications.

2. Equal Opportunities

BCS wishes to ensure good practice in the area of Equal Opportunity. Equality of opportunity extends to all aspects for the provision of BCS qualifications. Further information about our equal opportunities policy can be found on the Approved Centre Forum.

3. Introduction to the qualification

3.1 Qualification summary

Qualification Title	QAN	Total Qualification Time	Accreditation Start
BCS Entry Level Award in Computer and Online Basics (ITQ) Entry 3)	600/0831/3	39	21st February 2011

BCS Entry Level Award in Computer and Online Basics is a fixed combination qualification in IT User skills, which comprises 2 units. Both units are on the ITQ framework.

The qualification is designed to prepare learners for further learning or training and / or to develop knowledge and / or skills in the subject area

The qualification comprises a total of 3 QCF credits and 24 Learning hours.

This qualification is relevant for the purposes of the duty of 17 – 18 year olds to participate. The relevance of this will depend on the relative skills of an individual learner.

All BCS qualifications are subject to our quality assurance and validation process is to ensure that new and revised qualifications are fit for purpose. Qualifications are reviewed to ensure the alignment of the qualification with agreed design principles, regulatory requirements and to ensure accuracy and consistency across units and qualifications. Through our quality assurance and validation process, we ensure the qualification, its units and assessments, are fit for purpose and can be delivered efficiently and reasonably by centres.

3.2 Structure of the qualification

BCS Entry Level Award in Computer and Online Basics is a fixed combination qualification in IT User skills, which comprises 2 units. Both units are on the ITQ framework.

On completion, students will gain a certificate to show they have successfully completed the course, but they will also be award with 3 credits (ITQ) which can be used to gain further ITQ qualifications.

3.3 Prior learning

There are no pre-requisites that a learner must achieve prior to taking this Computer and Online Basics qualification, all knowledge, skills and understanding about the subject will be covered within the training.

3.4 Learner progression

This qualification and its credits can be used to contribute towards a larger ITQ qualification.

4. Units

4.1 Guidance on the unit content

Both units indicated below are mandatory for this qualification. There are no barred combinations.

Units may be completed in any order, however it is recommended that the 'Computer Basics' unit is completed first.

Following the calculation of Total Qualification Time (TQT) in 2017, the confirmed Guided Learning Hours (GLH) for this qualification is 29 hours. This calculation did not take into account the individual GLH for specific unit(s). Therefore, it is suggested that the Guided Learning Hours indicated in the following table are used as a general guideline.

Unit Name	Unit Code	Unit Owner	Unit Level	Guided Learning Hours	QCF Credits
Computer Basics	T/505/4110	BCS, The Chartered Institute for IT	Entry Level 3	17	2
Online Basics	Y/601/2149	BCS, The Chartered Institute for IT	Entry Level 3	12	1

4.2   Learning outcomes and assessment criteria

Computer Basics (T/505/4110)

Learning outcomes The learner will...	Assessment criteria The learner can...
1 Be able to identify and use key components of a computer.	1.1 Identify different types of computers.
	1.2 Identify key hardware components of a computer.
	1.3 Start up and shut down a computer safely.
	1.4 Identify different groups of keys on a keyboard.
	1.5 Use an appropriate input device.
2 Understand key components of an operating system.	2.1 Identify key components of an operating system.
	2.2 Identify different types of storage media.
	2.3 Identify key features and icons of the interface.
	2.4 Identify different file types and software application icons.
	2.5 Perform basic file operations.
3 Be able to identify and use a software application.	3.1 Identify different types of software applications and indicate their use.
	3.2 Use a software application.
	3.3 Store and retrieve documents.

Online Basics (Y/601/2149)

Learning outcomes The learner will...	Assessment criteria The learner can...
1. Use an online IT system to meet needs	1.1 Start an online IT system or application and close it down appropriately when finished
	1.2 Set and use a password where necessary
	1.3 Work safely and responsibly online
2. Search for and use internet-based information	2.1 Choose appropriate sources of IT-based information to meet needs
	2.2 Use browser software to navigate web pages and find required information
	2.3 Select and use information which is fit for purpose
3. Use e-mail to communicate and exchange information	3.1 Open and read e-mail messages
	3.2 Create and send e-mail messages
	3.3 Enter and edit text to meet needs

5. Assessment

5.1 Summary of assessment methods

Computer and Online Basics is assessed using the following methods:
- Portfolio of evidence taken from activities involving the use of contemporary ICT systems

For the BCS Entry Level Award in Computer and Online Basics , students are provided with a workbook which contains information and tasks. They record their work in the workbook and answer questions on information to prove their understanding.

Further information regarding assessment methods can be found in the ITQ Assessment Strategy document which can be found here (http://www.bcs.org/upload/pdf/itq-qualification-structure.pdf).

5.2 Availability of assessments

To be able to offer BCS Entry Level Award in Computer and Online Basics you need to become a BCS Approved centre.

All staff members who are involved in the management, invigilation, training, marking or verification of tests/ assessments, must be registered with us. Suitably qualified individuals may be registered for more than one

role. At least two members of staff must be registered with us in one of the roles in order for you to retain Centre approval.

The qualification is delivered through a physical workbook and therefore no system requirements need to be met.

5.3 Grading

BCS Entry Level Award in Computer and Online Basics is a pass / fail qualification. To pass the qualification, learners must achieve 75% or more in each unit.

5.4 Internally assessed units

The Computer and Online Basics workbook will be completed by the learner and will be assessed and internally verified (where relevant) within the centre.

5.5 QCF Credit Transfer

A system for validating qualifications for Credit Transfer is available for learners registered for a QCF qualification. This was previously known as 'Accreditation of Prior Achievement' (APA).

If a learner wishes to use Credit Transfer for any unit, you must notify us by using the Credit Transfer manual entry form on the ACF. Evidence must be retained for audit.

BCS will accept only Credit Transfer results which can contribute towards ITQ and meet the conditions as specified in the ITQ Assessment Strategy.

5.6 Specimen assessment materials

Specimen assessments are available from Learner Management System.

5.7 Support materials

BCS provides the following resources specifically for the qualification:

Description	How to access
Student Workbook	Provided on registration

5.8 Access to Assessment

BCS seeks to provide equal access to assessment for all learners, ensuring that there are no unnecessary barriers to assessment and that any reasonable adjustments for learners preserve the validity, reliability and integrity of the qualification.

We will consider requests from BCS approved centres for reasonable adjustments to be approved for a learner. The decision will be based on the individual needs of the learner as assessed by suitably qualified professionals. In promoting this policy, BCS aims to ensure that a learner is not disadvantaged in relation to other learners and their certificate accurately reflects their attainment.

Further information about our access to assessment policy can be found on the Approved Centre Forum.

6. Contact Points

BCS Customer Services is committed to providing you with professional service and support at all times through a single, dedicated point of contact. With a flexible and proactive approach, our team will work together with you to ensure we deliver quality solutions that are right for you.

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