



**BCS The Chartered Institute for IT**

**Recognition of Prior Learning**

**December 2018**

## Contents

1.	Scope .....	3
2.	Procedure.....	3
3.	Rules of combination .....	4
4.	ITQ units.....	6
5.	Monitoring and Review .....	7

## 1. Scope

If you have registered a learner to a BCS qualification and they already have a valid prior achievement of one or more of the units it comprises, you can mark the unit(s) as complete using the RQF Credit Transfer process (previously known as QCF – Qualification & Credit Framework). For a list of contributing qualifications that can be used in this process, visit <https://www.gov.uk/find-a-regulated-qualification>.

## 2. Procedure

The qualification in which you are crediting will usually have a 3-year time limit that begins from date of the first unit Pass. Therefore, if you credit a unit with a prior achieved result from 2 years ago, the learner will now only have 1 year remaining to complete the qualification. Please contact BCS Customer Services if you would like further information.

Follow the step-by-step guide below to submit a Credit Transfer.

- Log in to the Approved Centre Forum and, from the homepage, click the Ordering & Administration tab. From the Ordering & Administration page, select Result Entry from the left-hand side.
- You will now see a sub-menu has appeared on the left-hand side under Result Entry. For a credit transfer select RQF Credit Transfer.
- Enter the learner's BCS ID or ULN and click Search. The learner's name will appear below.

**Note:** If you do not know the learner's BCD ID or ULN, you can find this using the online centre reports facility on the Approved Centre Forum. You will find a user guide for this facility on the 'Ordering & Administration' page.

- When you are ready to continue, select the Qualification drop the drop-down options.

**Note:** The only qualifications that will be presented in the drop-down list are the ones the learner is registered for. If you do not see the qualification you are expecting, you will either need to first register the learner to that qualification or contact BCS Customer Services (details at the end of this guide) if you believe there to be a problem.

- Next, select the unit you wish to credit with a prior achieved result.
- You will now need to select the 'Awarding body'. This is the awarding body through which the qualification was achieved. You will be able to identify this from the learner's certificate of achievement.
- Now you will need to enter the 'Certificate date'. This is the completion date of the unit and, again, can be found on the learner's certificate.
- You will then need to select either your name or the name of the colleague that has seen an original/copy of the learner's certificate and can confirm the prior achievement.

**Note:** If you do not see the name you require on the drop-down list, please contact BCS Customer Services to have it added.

- Click Add and you will see the details appear under 'Test Results'. If you would like to amend any of the details, use the file icon under 'Edit'. If you would like to remove the record altogether, click the red X icon.
- Once you have entered the details for all the units you wish to credit, click Confirm Results.

Your credit transfers are now complete. You can print a copy of the registrations by selecting Print. You can also click 'To enter further results click here' to return to the Credit Transfer

page and enter further results. If you experience any problems, please contact Customer Services on 01793 417417 or email: [customerservices@bcs.uk](mailto:customerservices@bcs.uk)

### 3. Rules of combination

The rules of combination for each qualification are defined below, and cover the minimum and maximum credit values required to be accumulated, along with details of any mandatory units.

#### Award

	Level 1	Level 2	Level 3
<b>Minimum credit value</b>	9	10	12
<b>Maximum credit value</b>	12	15	18
<b>Mandatory unit</b>	N/A	N/A	N/A
<b>Optional units</b> Two-thirds of optional unit credits at the level of the qualification	Minimum 6 credits at level 1	Minimum 7 credits at level 2	Minimum 8 credits at level 3
<b>Sector-specific units</b>	N/A	N/A	N/A

#### Certificate

	Level 1	Level 2	Level 3
<b>Minimum credit value</b>	13	16	25
<b>Maximum credit value</b>	16	20	30
<b>Mandatory unit</b>	Level 1 Improving productivity using IT (3 credits)	Level 2 Improving productivity using IT (4 credits)	Level 3 Improving productivity using IT (5 credits)
<b>Optional units</b>	Minimum 4 credits at level 1  Up to 3 credits at entry level 3	Minimum 6 credits at level 2  No credits at entry level 3	Minimum 10 credits at level 3  No credits at entry level 3
<b>Sector-specific units</b> Unit(s) from other RQF qualifications	Maximum 3 credits at any relevant level	Maximum 4 credits at any relevant level	Maximum 5 credits at any relevant level

## Diploma

	Level 1	Level 2	Level 3
<b>Minimum credit value</b>	37	38	39
<b>Maximum credit value</b>	44	45	46
<b>Mandatory unit</b>	Level 1 Improving productivity using IT (3 credits)	Level 2 Improving productivity using IT (4 credits)	Level 3 Improving productivity using IT (5 credits)
<b>Optional units</b> At least half optional unit credits at qualification level	Minimum 17 credits at level 1  Up to 5 credits at entry level 3	Minimum 17 credits at level 2  No credits at entry level 3	Minimum 17 credits at level 3  No credits at entry level 3
<b>Sector-specific units</b> Unit(s) from other RQF qualifications	Maximum 3 credits at any relevant level	Maximum 4 credits at any relevant level	Maximum 5 credits at any relevant level

## Diploma (apprenticeship component)

	Level 1	Level 2	Level 3
<b>Minimum credit value</b>	N/A	38	39
<b>Maximum credit value</b>	N/A	45	46
<b>Mandatory unit</b>	N/A	Level 2 Improving productivity using IT (4 credits)  Level 2 Understanding the potential of IT (8 credits)  Level 2 Developing personal and team effectiveness using IT (4 credits)	Level 3 Improving productivity using IT (5 credits)  Level 3 Understanding the potential of IT (8 credits)  Level 3 Developing personal and team effectiveness using IT (4 credits)
<b>Optional units</b>	N/A	Minimum 5 credits at level 2  No credits at entry level 3	Minimum 5 credits at level 3  No credits at entry level 3
<b>Sector-specific units</b> Unit(s) from other RQF qualifications	N/A	Maximum 4 credits at level 2 or above	Maximum 5 credits at level 2 or above

## 4. ITQ units

Below are all the units available within the framework that can be used towards any of the ITQ qualifications, subject to the rules of combination.

	Credit value		
	Level 1	Level 2	Level 3
Improving productivity using IT	3	4	5
IT user fundamentals	3	3	
Setting up an IT system	3	4	5
Optimise IT system performance	2	4	5
IT security for users	1	2	3
IT communication fundamentals	2	2	
Using the internet	3	4	5
Using email	2	3	3
Using collaborative technologies	3	4	6
Using mobile IT devices	2	2	
Personal information management software	2	2	
IT software fundamentals	3	3	
Audio software	2	3	4
Video software	2	3	
Bespoke software	2	3	4
Specialist software	2	3	4
Computerised accounting software	2	3	5
Data management software	2	3	4
Database software	3	4	6
Design software	3	4	5
Imaging software	3	4	5
Desktop publishing software	3	4	5
Drawing & planning software	2	3	4
Multimedia software	3	4	6
Presentation software	3	4	6
Project management software	3	4	5
Spreadsheet software	3	4	6
Website software	3	4	5
Word processing software	3	4	6
Developing personal and team effectiveness using IT		4	4
Understanding the potential of IT		8	8
Internet safety for IT users	3		
Using a computer keyboard	1		

## 5. Monitoring and Review

To be reviewed on an annual basis by the Compliance Officer to ensure its on-going effectiveness.