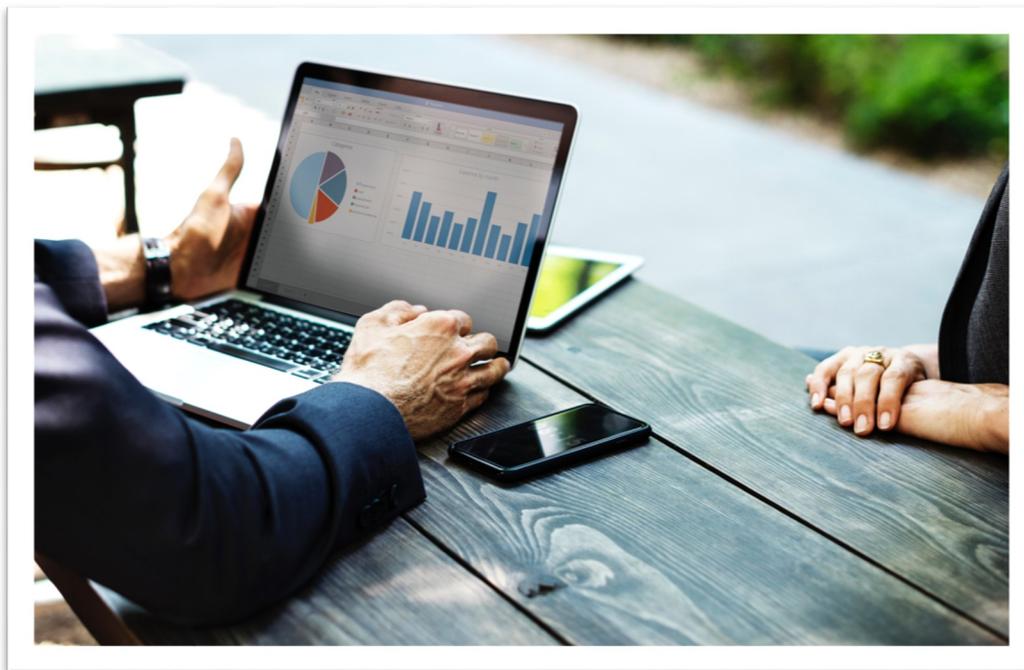


FUNCTIONAL SKILLS

ICT



This qualification is designed for learners who wish to develop their skills in ICT to help them gain the most from work, education and everyday life. Its assessment requires the learner to apply skills-based and problem-solving techniques in realistic settings. Functional skills qualifications are recommended for learners over the age of 14. The qualification is suitable for delivery in a wide range of learning environments and can be taken as a stand-alone qualification or as part of a wider programme of study such as an apprenticeship or a traineeship. Learners undertaking an apprenticeship or an advanced apprenticeship will need to successfully complete functional skills as part of their framework or prove their exemption.

How long will it take to achieve this qualification?

This qualification can be achieved using a variety of teaching and learning methods including classroom-based delivery, distance learning and embedded learning, as long as the recommended learning hours are completed. The GLH for this qualification is 45 hours; however, teaching time depends largely on the mode of delivery and the individual learner's needs.

FUNCTIONAL SKILLS

ICT

Entry Level

- Function Skills in ICT at Entry Level 1 / Entry Level 2 / Entry Level 3
- Guided Learning Hours: 45
- Internally assessed for Entry 1 and 2
- Externally assessed for Entry 3

Intermediate

- Functional Skills in ICT at Level 1
- Guided Learning Hours: 45
- Externally assessed

Advanced

- Functional Skills in ICT at Level 2
- Guided Learning Hours: 45
- Externally assessed

How is the qualification assessed?

To pass this qualification, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the skill standards for the qualification.

At each level, this has been sub-divided into:

- using ICT
- finding and selecting information
- developing, presenting and communicating information.

This qualification consists of one mandatory component. Learners will be required to carry out a number of tasks using ICT systems (and appropriate resources) which is submitted to the awarding body. The duration of the examination is 2 hours for level 1 and 2.

For entry level 1,2 and 3 the assessment-taking time is minimum 1 hour and maximum 2 hours.

Progression

Successful completion of the qualification could lead to:

- Functional Skills in ICT at Level 1
- Functional Skills in ICT at Level 2
- GCSE in Information and Communication Technology (ICT)
- BTEC Level 2 or 3 qualifications for IT Users (ITQ)
- Level 2 qualifications in Digital Applications for IT Users DIDA

Delivery model and duration

- Duration between 0-6 months
- Delivery in the workplace
- Workshops
- Classroom sessions

Application Process

Applications for vacancies are completed by getting in touch with us either by phone or email on 0203 793 4750 and info@divadtraining.co.uk, respectively.

All applicants are assessed at interview.

