

all you need to know.

Qualification Specification

NCFE Functional Skills qualification in
Information and Communication
Technology (ICT) at Level 2 (600/0139/2)

Version 4.2 January 2020

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Summary of changes

This section summarises the changes to this qualification specification since the last version (Issue 4.1 July 2019).

Version	Publication Date	Summary of amendments
v4.1	July 2019	p.17, given assessment time was incorrect in this paragraph, amended to the correct 2 hours 30 minutes
V4.2	January 2020	p.15, information regarding the wellbeing and safeguarding of learners added to Learning resources .

Section 1

Qualification overview

Qualification overview

Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This qualification specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Functional Skills qualification in Information and Communication Technology (ICT) at Level 2.

All information contained in this specification is correct at the time of publishing.

To ensure that you're using the most up-to-date version of this qualification specification please check the issue date in the page headers against that of the qualification specification on our dedicated qualifications website www.qualhub.co.uk.

If you advertise this qualification using a different or shortened name you must ensure that learners are aware that their final certificate will state the regulated qualification title of NCFE Functional Skills qualification in Information and Communication Technology (ICT) at Level 2.

About this qualification

This is a regulated qualification. The regulated number for this qualification is 600/0139/2.

This qualification is ideal for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. It's suitable for a wide range of individuals and is fundamental to the successful completion of various wider qualifications and frameworks and Apprenticeships.

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

Things you need to know

- Qualification number (QN): 600/0139/2
- Aim reference: 60001392
- Total Qualification Time (TQT): 54
- Guided learning hours (GLH): 45
- NQF level: 2
- Assessment requirements: externally set and assessed task-based question paper.

Total Qualification Time (TQT)

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Total Qualification Time comprises:

- the Guided Learning Hours for the qualification
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, Tutor or other appropriate provider of education or training.

Purpose and objectives of this qualification

The purpose of this qualification is to provide learners with ICT skills to help them gain the most from life, learning and work.

The objectives of this qualification are to help learners to:

- gain skills when using ICT systems, finding and selecting information, developing, and presenting and communicating information
- apply their knowledge and understanding to everyday life
- engage competently and confidently with others
- solve problems in both familiar and unfamiliar situations
- develop personally and professionally as positive citizens who can actively contribute to society.

Entry guidance

This qualification is designed for a wide range of learners who want to develop practical and transferable skills in ICT.

There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification.

This qualification is suitable for learners aged pre-16 and above. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Learners registered on this qualification shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Achieving this qualification

To be awarded the NCFE Functional Skills qualification in ICT at Level 2, learners are required to successfully complete **one** mandatory component.

- Information and Communication Technology

To be awarded this qualification learners are required to meet the skills standards by successfully achieving the mandatory external assessment. Grades are not awarded.

The qualification skills standards each learner must meet in order to successfully complete this qualification are available from the gov.uk website www.gov.uk/government/publications/functional-skills-criteria-for-ict.

Learners who aren't successful can resit their assessment within the registration period; however, a charge may apply.

Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Functional Skills qualification in English at Level 2
- NCFE Functional Skills qualification in Mathematics at Level 2

As this qualification develops transferable skills which will be useful in work and life, learners could also progress onto a variety of NCFE qualifications in employability, money management or vocational areas.

This qualification is also an integral part of the Apprenticeship frameworks.

Qualification dates

Regulated qualifications have operational end dates and certification end dates.

We review qualifications regularly, working with sector representatives, vocational experts and stakeholders to make any changes necessary to meet sector needs and to reflect recent developments.

If a decision is made to withdraw a qualification, we will set an operational end date and provide reasonable notice to our centres. We will also take all reasonable steps to protect the interest of learners.

An operational end date will only show on the Ofqual Register of Regulated Qualifications register.ofqual.gov.uk and on our website if a decision has been made to withdraw a qualification. After this date we can no longer accept learner registrations. However, certification is allowed until the certification end date so that learners have time to complete any programmes of study. The certification end date will only show on the Ofqual Register once an operational end date has been set. After this date we can no longer process certification claims.

Where a qualification has an external assessment this can only be taken up to the last assessment date set by us. No external assessments will be permitted after this date so learners will need to be entered in sufficient time.

Staffing requirements

Centres delivering any of NCFE's qualifications must:

- have a sufficient number of appropriately qualified/experienced Assessors to assess the volume of learners they intend to register
- have a sufficient number of appropriately qualified/experienced Internal Quality Assurers to internally quality assure the anticipated number of Assessors and learners
- ensure that all staff involved in assessment and internal quality assurance are provided with appropriate training and undertake meaningful and relevant continuing professional development
- implement effective internal quality assurance systems and processes to ensure all assessment decisions are reliable, valid, authentic, sufficient and current. This should include standardisation to ensure consistency of assessment
- provide all staff involved in the assessment process with sufficient time and resources to carry out their roles effectively.

Assessors

All Assessors of NCFE qualifications should be appropriately qualified to make assessment decisions. Although it is not a specific requirement of this qualification, it is considered by NCFE to be good practice for Assessors to hold, or be working towards, a recognised qualification in assessment. Where a recognised qualification is not held, Assessors should be able to demonstrate relevant and current experience of assessment.

In order to assess knowledge-based units, the Assessor should be occupationally knowledgeable, ie hold relevant knowledge to assess units designed to test knowledge and understanding of learners. This knowledge should be demonstrable through relevant qualifications/experience, and at an equivalent or higher level than the units under assessment.

In order to assess competence-based units, the Assessor should be occupationally competent, ie able to carry out the requirements of the units they're assessing. This competence should be demonstrable through relevant qualifications/experience, and at an equivalent or higher level than the units under assessment.

Internal Quality Assurance

All staff involved in the internal quality assurance of NCFE qualifications should be appropriately qualified to make quality assurance decisions. Although it is not a specific requirement of this qualification, it is considered by NCFE to be good practice for internal quality assurance staff to hold, or be working towards, a recognised qualification in internal quality assurance. Where a recognised qualification isn't held, Internal Quality Assurers should be able to demonstrate relevant and current experience of internal quality assurance.

In order to carry out quality assurance of assessment decisions, internal quality assurance staff should be occupationally knowledgeable, ie hold relevant knowledge across units they will be quality assuring. This knowledge should be demonstrable through relevant qualifications/experience, and at an equivalent or higher level than the units under assessment.

Examples of relevant qualifications/experience

This section provides examples of relevant qualifications/experience to demonstrate occupational knowledge/competence for Assessors and Internal Quality Assurers.

The guidance in this section is not intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for assessment/internal quality assurance roles.

To deliver/assess the NCFE Functional Skills qualification in Information and Communication Technology (ICT) at Level 2 its recommended that staff hold, or are working towards:

- Qualified Teacher Status (QTS)
- PGCE
- City & Guilds Certificate in Further Education Teaching (7407)
- City & Guilds Teaching in the Lifelong Learning Sector (DTLLS) (7305)
- City & Guilds Further and Adult Education Teacher's Certificate (7307)
- City & Guilds Initial Certificate in Teaching Basic Skills (9281).

Staff should also be personally competent to teach/assess the NCFE Functional Skills qualification in Information and Communication Technology (ICT) at Level 2, which may be demonstrated through:

- Functional Skills Information and Communication Technology (ICT) Level 2
- GCSE or IGCSE in Information and Communication Technology (ICT) to at least grade C
- Key Skills qualification in Information and Communication Technology (ICT) to Level 2
- A level or AS level qualification in Information and Communication Technology (ICT) to at least grade C
- any other Level 2 Information and Communication Technology (ICT) qualifications such as; HNC/D in Computing, ECDL, CLAiT.

Examples of relevant work experience

Staff must be able to demonstrate current experience/knowledge of Functional Skills Information and Communication Technology (ICT) criteria at Level 2 and evidence of this should be continually updated in their CPD. This could be in the form of training, delivery, mentoring and quality assurance etc.

They should also have a detailed understanding of the qualification specifications in order to efficiently and consistently apply the assessment criteria

NCFE is not responsible for any complications that arise in the delivery, assessment or internal quality assurance process as a result of internal recruitment and training decisions. Decisions regarding staff recruitment and training should be made at the discretion of centres. Centres should be aware of their obligations under their agreement with NCFE to ensure that all staff involved in the delivery, assessment and internal quality assurance of NCFE qualifications are suitably qualified/experienced.

Resource requirements

Learners will need access to the following resources when sitting their external assessment:

- a personal computer
- a printer, to print out work during the assessment
- any images or information files for the specific assessment (provided on our dedicated qualifications website www.qualhub.co.uk)
- pen or pencil and paper for rough notes (these must be handed in with the assessment paper at the end of the assessment).

Learners will also need access to the internet and email facilities for the first section of their assessment. These will need to be switched off for the second section of the assessment.

Support for centres

We have a dedicated Functional Skills page on our website www.ncfe.org.uk/functional-skills/. Centres will be able to access the following free materials and resources to assist with the delivery and assessment of Functional Skills qualifications:

- sample papers
- QSPs
- chief examiner reports.

Materials to support the delivery of these qualifications can be downloaded free from the qualifications page on our dedicated qualifications website www.qualhub.co.uk and consist of the following:

- Qualification Support Pack (QSP)
- Functional Skills Amplification - our Amplification Guides are perfect for centres that are upskilling their vocational staff and Assessors to support the delivery of Functional Skills, and also for subject specialists looking for practical examples of how to explain the application of Functional Skills
- Functional Skills Criteria for ICT - the qualification skills standards each learner must meet in order to successfully complete these qualifications
- Functional Skills summary sheets - this document provides an overview of the key areas of delivery for these qualifications
- NCFE Instructions and Guidance - Functional Skills Internal Controlled Assessments – this document is designed to assist centres in the delivery and assessment of the controlled assessment component(s) of these qualifications.

ForSkills

ForSkills offer a range of diagnostic assessments and learning resources for Functional Skills. Their initial assessment and diagnostic tool is available both offline and online to offer truly flexible and interactive testing, from Entry Level to Level 2 in all subjects. More information on ForSkills is available on our dedicated qualifications website www.qualhub.co.uk.

Qualification Support Packs

NCFE offers a Qualification Support Pack (QSP) for this qualification.

QSPs are a resource that Tutors can use when planning and delivering an NCFE qualification. Within a QSP, Tutors will find a Scheme of Work, PowerPoint presentation and a wide range of tasks and worksheets to help learners consolidate their knowledge.

QSPs are not intended to provide full coverage of learning outcomes and assessment criteria, but the content is mapped to the qualification to ensure it is relevant and useful.

The QSP for this qualification can be downloaded from the qualifications page on our dedicated qualifications website www.qualhub.co.uk.

Centre Support Guide

This explains everything you need to know, from how to apply to become an NCFE-approved centre to registering your learners and claiming their certificates, and everything in between. Centres must seek approval to offer a qualification. Only learners from approved centres can be certificated.

Reasonable Adjustments and Special Considerations Policy

This policy is aimed at customers – including learners – who use our products and services and who submit requests for reasonable adjustments and special considerations. The policy can be found on our dedicated qualifications website www.qualhub.co.uk.

Subject maps

Our suite of subject maps showcase the qualifications we have available within each specialist sector and how they connect to each other. They demonstrate how you can plot routes for your learners at different levels from entry level right through to higher education or the workforce, with supporting qualifications along the way.

Fees and Pricing

The current Fees and Pricing guide is available on our dedicated qualifications website www.qualhub.co.uk.

Training and support

We can provide training sessions for Assessors and Internal Moderators. Bespoke subject-specific training is also available. For further information please contact our Quality Assurance team on 0191 239 8000.

Learning resources

Materials to support the delivery of this qualification can be purchased from the following Partners:

Oxford University Press

- 01865 556767
- global.oup.com

Hallmark

- 01332 410067
- info@hallmarkeducation.org.uk

The resources and materials used in the delivery of this qualification must be age-appropriate and due consideration should be given to the wellbeing and safeguarding of learners in line with your institute's safeguarding policy when developing or selecting delivery materials.

Section 2

Assessment and moderation

Assessment and moderation

How the qualification is assessed

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

Each learner is required to undertake an externally set and assessed task-based question paper.

The paper will be split into 2 sections:

- in the first section the learner will fulfil requirements to use email and/or the internet
- in the second section, internet and email access will need to be closed down and learners will look at practical use and application of ICT.

External assessment

Questions are set and assessed by NCFE. The paper assesses learners' knowledge and skills, covering all skills standards and sampling from the coverage and range statements in the Functional Skills ICT qualification standards at Level 2. Sampling of skills may differ slightly across the bank of external assessment papers. Centres should ensure that learners are familiar with all aspects of the standards before taking their assessment.

The assessment is administered by centre staff under examination conditions and will last for 2 hours and 30 minutes. This includes learner reading time.

Learners will need access to the internet and email facilities for the first section of their assessment. These will need to be switched off for the second section of the assessment.

The qualification skills standards each learner must meet in order to successfully complete their qualification are available from the Ofqual website www.ofqual.gov.uk.

Centres are free to choose the date, time and location of assessment. The assessment for this qualification is available as either a paper-based assessment or through our online assessment service.

Learners will be issued with one of the following results:

- Achieved
- Within 10%
- Not Yet Achieved.

Paper-based assessment

To request a paper-based assessment, centres need to complete and return an External Assessment Entry Form D 15 working days before the date of assessment. The form is supplied at learner registration and can be submitted online, via the NCFE Portal. You must state the date, time and precise location of the assessment on the form.

Results are issued 6 working days after the date of the assessment. The date the results are released will be affected if papers are returned late to NCFE.

Late entries will be accepted with less than 15 working days' notice, but an administration fee will be charged. For details of fees, please refer to NCFE's current Fees and Pricing document on our dedicated qualifications website www.qualhub.co.uk.

Online assessment

For centres using our online assessment service, assessments can be carried out without any notice, and without notifying NCFE. For more information about how to get started with online assessment please go to our dedicated qualifications website www.qualhub.co.uk.

For guidance on conducting external assessments, please refer to our Regulations for the Conduct of External Assessments, available from our dedicated qualifications website www.qualhub.co.uk or contact the Quality Assurance team on 0191 239 8000.

Pre-release data

NCFE provides pre-release data files for use during the external assessment. These are available to download from the Functional Skills page on our website www.ncfe.org.uk along with instructions on how to download and save these files and a brief description of each.

NCFE recommends that centres allow their learners to practice for their assessment using these data files. However, as the assessments do not rely exclusively on these files, learners won't be given an advantage by accessing them.

Please note not all data files available will be used during the external assessment.

Certification

Certificates are issued automatically after successful completion of the external assessment. For further information see NCFE's Centre Support Guide.

Moderation

This qualification is externally assessed and does not require a moderation visit.

Section 3

Structure and content

Structure and content

This qualification has one mandatory component:

- Information and Communication Technology

To be awarded the NCFE Functional Skills qualification in ICT at Level 2 learners are required to meet the requirements of the mandatory component and its associated skills standards by successfully achieving the external assessment.

The qualification skills standards each learner must meet in order to successfully complete their qualification are available from the gov.uk website www.gov.uk/government/publications/functional-skills-criteria-for-ict.

For further information or guidance about the qualification please contact our Research and Product Development team on 0191 239 8000.

Section 4

General information

General information

Equal opportunities

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of NCFE's Equal Opportunities Policy is available on request.

Diversity, access and inclusion

Our qualifications and associated assessments are designed to be accessible, inclusive and non-discriminatory. NCFE regularly evaluates and monitors the 6 diversity strands (gender, age, race, disability, religion, sexual orientation) throughout the development process as well as throughout the delivery, external moderation and external assessment processes of live qualifications. This ensures that positive attitudes and good relations are promoted, discriminatory language is not used and our assessment procedures are fully inclusive.

Learners who require reasonable adjustments or special consideration should discuss their requirements with their Tutor who should refer to our Reasonable Adjustments and Special Considerations policy for guidance.

For more information on the Reasonable Adjustments and Special Considerations policy please see our dedicated qualifications website www.qualhub.co.uk.

Contact us

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