

You'll need excellent people skills

You will need to meet and discuss clients' needs for the development of their websites. This will involve showing good body language and listening to what the clients want. You will need to make your clients feel confident that you can fulfil their expectations. It will mean meeting lots of people from different departments and job is included and accurate.

			Cambridge Pro	ogr	essior	n Engl	ish
Entry 1	Unit 01	Read for purpose and meaning in simple texts	Reading		Entry 3	Unit 16	Cont
Entry 1	Unit 04	Speak to provide information	Speaking		Entry 3	Unit 17	Lister
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond		Level 1	Unit 18	Read
Entry 2	Unit 06	Read for purpose and meaning in	Reading				variet
		straightforward texts			Level 1	Unit 23	Deve
Entry 2	Unit 10	Listen and respond to detail	Listen and respond		Level 1	Unit 24	Lister
Entry 3	Unit 11	Read for purpose and meaning in	Reading		Level 2	Unit 25	Read
		straightforward continuous texts			Level 2	Unit 30	Mana
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences		Level 2	Unit 31	Lister

Entry 3	Unit 16	Contribute to discussions	Discussion skills
Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a	Reading
		variety of topics	
Level 1	Unit 23	Develop discussions	Discussion skills
Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
		Manage discussions	Discussion skills
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Functional Skills English						
Level 1	1R4	Identify suitable responses to texts				
Level 1	1W3	Use language, format and structure for purpose and audience				

GCSE English						
J355	A652	Choosing content and adapting style and language to a range of forms. Speaking to communicate clearly and purposefully. Using a range of sentence structures for clarity				

		AS English
H069	F651	The dynamics of speech
		, , , , , , , , , , , , , , , , , , ,

	Other qualifications						
Level 2		OCR Level 2 Cambridge Technical in IT					
	2	Working in the IT industry					
	6	Setting up an IT network					
	7	IT support					



You'll need good communication skills

When designing a website it is important to show you are listening to the ideas of the client but also including the programming and graphics needed to ensure the final product is the best it can be. It is important to communicate in different ways such as verbal (discussing ideas) and non verbal (emails to confirm needs and ideas).

	Cambridge Progression English								
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond	Eı	ntry 3	Unit 17	Listen and respond to specific information		
Entry 2	Unit 06	Read for purpose and meaning in	Reading	Le	evel 1	Unit 18	Read for purpose and meaning in texts on a		
		straightforward texts					variety of topics		
Entry 3	Unit 11	Read for purpose and meaning in	Reading	Le	evel 1	Unit 24	Listen to actively respond in dialogue		
		straightforward continuous texts					Read for implied purpose and meaning		
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences	Le	evel 2	Unit 31	Listen to respond in a constructive manner		

Functional Skills English						
Level 1	1R4	Identify suitable responses to texts				
Level 1	1W3	Use language, format and structure for purpose and audience				

GCSE English							
J355	A652	Choosing content and adapting style and language to a range of forms. Speaking to communicate clearly and purposefully. Using a range of sentence structures for clarity					

		AS English
H049	F653	Culture, language and identity
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	Other qualifications						
Level 2		OCR Level 2 Cambridge Technical in IT					
	2	Working in the IT industry					
	6	Setting up an IT network					
	7	IT support					



Listen and respond

Listen and respond

Listen and respond

Reading

Reading

You'll need good observation skills

You will need to keep your clients happy whilst you are designing products for them; whilst you will be very busy fulfilling the client's needs but they don't see this. You should have regular meetings with your clients to show your progress and be observant if they suggest changes or require more support. You may also notice that mistakes have been made with some of their designs or they are very similar to another companys' design so you need to be aware of the business market through research.

			Cambridge Pro
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond
Entry 2 l	Unit 06	Read for purpose and meaning in	Reading
		straightforward texts	
Entry 3 l	Unit 11	Read for purpose and meaning in	Reading
		straightforward continuous texts	
Entry 3 l	Unit 12	Understand meaning in compound sentences	Understanding sentences

rogression English						
	Entry 3	Unit 17	Listen and respond to specific information	Listen and respond		
	Level 1	Unit 18	Read for purpose and meaning in texts on a	Reading		
			variety of topics			
	Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond		
			Read for implied purpose and meaning	Reading		
	Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond		

Functional Skills English				
Level 1	15	Take full part in formal and informal discussions and exchanges that include unfamiliar subjects		

	Other qualifications				
Level 2		OCR Level 2 Cambridge Technical in IT			
	7	ICT support			
	8	IT fault diagnosis and remedy			
	15	Supporting organisations with IT			



You'll need to be able to answer questions

Most companies will have lots of questions about the software you use, the images and information you can include, what they can include for different pricing structures and your portfolio of previously designed items. It is important to feel confident and prepared for each meeting/appointment you attend as your confidence will help sell your product.

			Cambridge Pro
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in	Reading
		straightforward texts	
Entry 3	Unit 11	Read for purpose and meaning in	Reading
		straightforward continuous texts	
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences

rogression English					
	Entry 3	Unit 17	Listen and respond to specific information	Listen and respond	
	Level 1	Unit 18	Read for purpose and meaning in texts on a	Reading	
			variety of topics		
	Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond	
	Level 2	Unit 25	Read for implied purpose and meaning	Reading	
	Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond	

	Functional Skills English				
Level 1	1R4	Identify suitable responses to texts			
Level 1	1W3	Use language, format and structure for purpose and audience			

		GCSE English
J355	A652	Speak to communicate clearly, effectively and imaginatively. Use a range of sentence structures for clarity, purpose and effect

Other qualifications				
Level 2		OCR Level 2 Cambridge Technical in IT		
	7	ICT support		
	8	IT fault diagnosis and remedy		
	15	Supporting organisations with IT		



You'll need the ability to offer advice

As a web designer most clients will trust your advice and ideas as they have no experience in your field of work. It is important you understand your client's type of business and what they want to achieve. You will need to adapt to each industry's requirements, be creative and imaginative of the client's needs. You will also have to work to tight deadlines and be aware of international web standards and codes of practice when giving advice. Never promise a product or idea that might compromise your position or copyright laws.

			Cambridge Pro	ogr	essior	ո Engl	ish
Entry 1	Unit 03	Construct simple sentences	Construct Sentences		Entry 3	Unit 17	Lister
Entry 1	Unit 04	Speak to provide information	Speaking		Level 1	Unit 18	Read
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond				variet
Entry 2	Unit 06	Read for purpose and meaning in	Reading		Level 1	Unit 22	Speal
		straightforward texts					and c
		Speak to provide and request information	Speaking		Level 1	Unit 23	Deve
Entry 2	Unit 10	Listen and respond to detail	Listen and respond		Level 1	Unit 24	Lister
Entry 3	Unit 11	Read for purpose and meaning in	Reading		Level 2	Unit 25	Read
		straightforward continuous texts			Level 2	Unit 29	Speal
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences				and o
Entry 3	Unit 15	Speak to communicate information, ideas and	Speaking		Level 2	Unit 30	Mana
		opinions			Level 2	Unit 31	Lister
Entry 3	Unit 16	Contribute to discussions	Discussion skills	_			

Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a	Reading
		variety of topics	
Level 1	Unit 22	Speak to communicate information, ideas	Speaking
		and opinions	
Level 1	Unit 23	Develop discussions	Discussion skills
		Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
Level 2	Unit 29	Speak to communicate information, ideas	Speaking
		and opinions	
Level 2	Unit 30	Manage discussions	Discussion skills
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

	Functional Skills English				
Level 1	1R4	Identify suitable responses to texts			
Level 1	1W3	Use language, format and structure for purpose and audience			

		GCSE English
J355	A652	Speak to communicate clearly, effectively and imaginatively. Use a range of sentence structures for clarity, purpose and effect

		Other qualifications
Level 2		OCR Level 2 Cambridge Technical in IT
	7	ICT support
	8	IT fault diagnosis and remedy
	15	Supporting organisations with IT



You'll be happy to work as part of a team

Within a business each person will have different skills. Whilst you might be really good at establishing a purpose and types of content for a client such as layout, colour and style, your colleague may be good at programme coding and testing technical problems. It is important that companies use the skills of all employees so ask for help and support when you need it. Working as a team develops your interpersonal skills and ability to communicate effectively.

			Cambridge Pro	ogr	essior	າ Engl	ish
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond		Entry 3	Unit 17	Liste
Entry 2	Unit 06	Read for purpose and meaning in	Reading		Level 1	Unit 18	Reac
		straightforward texts					varie
Entry 3	Unit 11	Read for purpose and meaning in	Reading		Level 1	Unit 24	Liste
		straightforward continuous texts			Level 2	Unit 25	Reac
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences		Level 2	Unit 31	Liste

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Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a	Reading
		variety of topics	
Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Level 2 OCR Level 2 Cambridge Technical in IT Communicating in the IT industry Setting up an IT network T IT support	1 Communicating in the IT industry 6 Setting up an IT network	1 Communicating in the IT industry 6 Setting up an IT network	1 Communicating in the IT industry 6 Setting up an IT network	1 Communicating in the IT industry 6 Setting up an IT network
6 Setting up an IT network	6 Setting up an IT network	6 Setting up an IT network	6 Setting up an IT network	6 Setting up an IT network

You'll need to be able to deal with emotionally charged situations

Sometimes customers may not be entirely happy with the product you design for them. It could be the type of content, the functionality of the site or simple graphics that they just do not like. You need to find a solution calmly understanding the client's needs and suggestions as they are the ones paying for the product. This may involve a complete redesign of the website so be sure to charge for your time if this occurs.

			Cambridge Pro	ogr	essior	ո Engl	ish
Entry 1	Unit 03	Construct simple sentences	Construct Sentences		Entry 3	Unit 17	Lister
		Speak to provide information	Speaking	-	Level 1	Unit 18	Read
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond				variet
Entry 2	Unit 06	Read for purpose and meaning in	Reading		Level 1	Unit 22	Speal
		straightforward texts					and c
Entry 2	Unit 09	Speak to provide and request information	Speaking		Level 1	Unit 23	Deve
Entry 2	Unit 10	Listen and respond to detail	Listen and respond		Level 1	Unit 24	Lister
Entry 3	Unit 11	Read for purpose and meaning in	Reading		Level 2	Unit 25	Read
		straightforward continuous texts		-	Level 2	Unit 29	Speal
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences				and c
Entry 3	Unit 15	Speak to communicate information, ideas	Speaking		Level 2	Unit 30	Mana
		and opinions			Level 2	Unit 31	Lister
Entry 3	Unit 16	Contribute to discussions	Discussion skills				

		Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a	Reading
		variety of topics	
Level 1	Unit 22	Speak to communicate information, ideas	Speaking
		and opinions	
Level 1	Unit 23	Develop discussions	Discussion skills
Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
Level 2	Unit 29	Speak to communicate information, ideas	Speaking
		and opinions	
Level 2	Unit 30	Manage discussions	Discussion skills
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

		Functional Skills English
Level 1	1R4	Identify suitable responses to texts
Level 1	1W3	Use language, format and structure for purpose and audience

		GCSE English
J355	A652	Speak to communicate clearly, effectively and imaginatively. Use a range of sentence structures for clarity, purpose and effect

		Other qualifications
Level 2		OCR Level 2 Cambridge Technical in IT
	7	ICT support
	8	IT fault diagnosis and remedy
	15	Supporting organisations with IT



You'll need to manage numbers, including money

You will be required to discuss pricing structures of different designs including designing payment structure for larger contracts. You need to be confident with simple division, multiplication, addition and subtraction methods to maximise company profit.



			Cambridge Pr
Entry 1	Unit 01	Numbers from 0 to 10	Using calculation
Entry 1	Unit 02	Add and subtract whole numbers	Using calculation
		Money and time	Using money and time
Entry 1	Unit 05	Compare and order items by measurement	Decimals, percentages and
			fractions
Entry 1	Unit 06	Extract and sort data	Handling data
Entry 2	Unit 07	Add, subtract and multiply whole numbers	Using calculation
Entry 2	Unit 08	Time and date formats and simple money	Using money and time,
		calculations	Using measure and time
Entry 2	Unit 10	Simple fractions and common units of	Decimals, percentages and
		measurement	fractions
Entry 2	Unit 11	Extract, sort and present data for interpretation	Handling data
Entry 3	Unit 12	Simple fractions	Decimals, percentages and
			fractions
Entry 3	Unit 13	Decimals in money and length	Using money and time

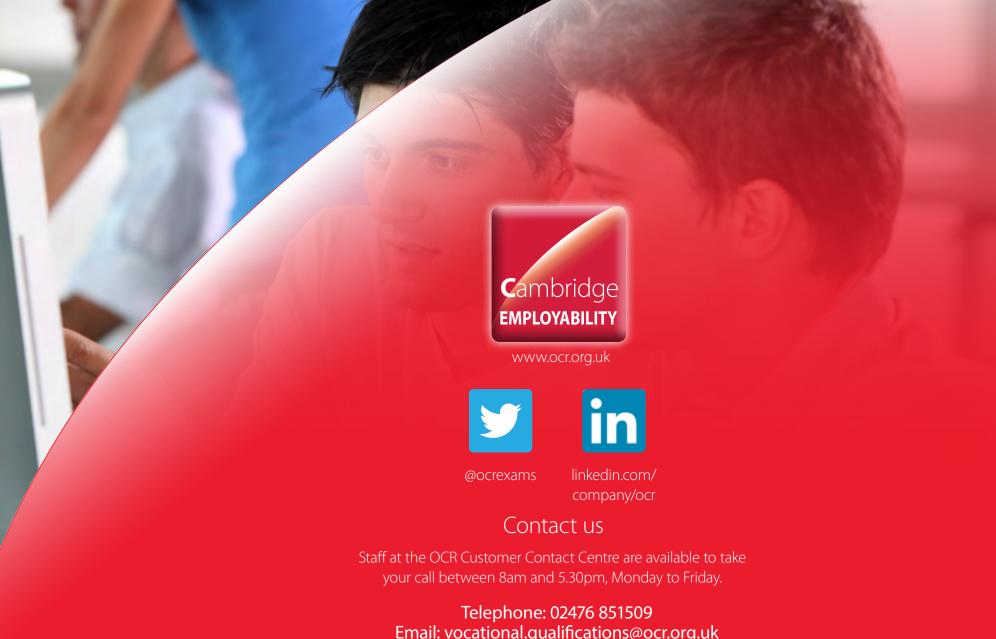
gressio	n Mat	ns	
Entry 3	Unit 14	Calculations with whole numbers	Using calculation
Entry 3	Unit 16	Extract and interpret data	Handling data
Level 1	Unit 19	Fractions, decimals and percentages	Decimals, percentages and
			fractions
Level 1	Unit 21	Calculations with whole numbers, simple ratio	Using calculation
		and direct proportion	
		Interpret data and the outcomes of events	Handling data
Level 2	Unit 24	Compare and interpret data and record	Handling data
		probability	
Level 2	Unit 25	Fractions and decimals	Decimals, percentages and
			fractions
Level 2	Unit 26	Calculation with whole numbers, ratio and	Using calculation
		direct proportion	

		Functional Skills Maths
Level 1	N1	Understand and use whole numbers and understand negative numbers in practical contexts
Level 1	N3	Understand and use equivalences between common fractions, decimals
		and percentages
Level 1	G4	Construct geometric diagrams, models and shapes
Level 1	S4	Use data to assess the likelihood of an outcome

GCSE Maths					
J562	A051	Data Handling, Problem Solving, Functions and Graphs, Breaking down complex calculations			

AS Maths —					
7891	S4, 4735 S1 4732 C3 4723				

Other qualifications				
Level 2		OCR Level 2 Cambridge Technical in IT		
	20	Database systems		
Level 1/2		OCR Level 1/2 Cambridge National in ICT		
	R003	Handling data using spreadsheets		
	R004	Handling data using databases		



Email: vocational.qualifications@ocr.org.uk



