

## **Vocational Qualifications (QCF, NVQ, NQF)**

### **Using ICT**

Entry Level Award Using ICT (Entry 3) – **01679**

### **OCR Report to Centres 2015–2016**

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This report on the examination provides information on the performance of candidates, which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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## **CONTENTS**

### **Vocational Qualifications (QCF, NVQ, NQF)**

Entry Level Award Using ICT (Entry 3) – **01679**

### **OCR REPORT TO CENTRES**

<b>Content</b>	<b>Page</b>
Entry Level Award Using ICT (Entry 3) – 01679	4
1. Overview	4
2. General Comments	4
3. Comments on Individual Units	4
4. Sector Update	5

# Entry Level Award Using ICT (Entry 3) – 01679

## 1. Overview

This qualification is aimed new users of information and communication technology. There are four units which require candidates to design and edit a poster; search for information using electronic sources e.g. the Internet; send, receive and reply to emails and produce pie, bar and line charts. Full guidance for local assessors is provided in the Tutor Handbook and centre feedback reports, following each batch of work submitted, are used to clarify evidence requirements for each of the four units that make up the Award. This is particularly important for new local assessors requiring additional support and guidance when they begin to submit work during the first few months of the qualification. It is a competency based scheme and candidates should be provided with opportunities to provide suitable evidence of achievement before submitting work for external moderation.

Candidates are encouraged to explore personal and work based contexts wherever possible in completing tasks - for example, when using ICT to search for information and when designing posters and producing charts. Many centres adopt a pragmatic approach, providing candidates with set tasks to complete the evidence requirements. The scheme provides flexibility for centres to choose the approach that works for them, balancing the interests and abilities of candidates with the needs of local assessors.

## 2. General Comments

This is an Entry Three Level qualification only. As a first training course in ICT it provides candidates with the confidence to engage with technologies that are being used increasingly in personal and work based situations. It aims to provide candidates with generic skills and background knowledge to explore common hardware platforms, such as, computers, tablets and mobile phones.

## 3. Comments on Individual Units

Unit 1 - This is the most popular unit of the four available within the Award and also a very successful one for candidates. Centre feedback reports in 2016 show that a significant minority of candidates continue to move the image by centring it when centring text rather than moving it to a new location using, for example, drag and drop.

Unit 2 - This unit is also successfully completed by the majority of candidates although there are on-going issues in a minority of centres about the details provided by candidates around the sources used and the exact nature of the search criteria.

Unit 3 – The vast majority of candidates demonstrate competence in managing email communications in achieving this unit. Occasionally email trails are not easy to follow with candidates including a large number of email printouts. In this situation centre feedback reports request that local assessors advise candidates to include only the three emails required to evidence sending, receiving and replying to an email.

Unit 4 - Bar and pie chart data are generally sound and charts are well presented. Line charts should use a continuous data set and this occasionally needs to be explained to local assessors on centre feedback reports.

#### **4. Sector Update**

No relevant updates or specific developments to report for this qualification.

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