OCR
RECOGNISING ACHIEVEMENT

Entry Level ICT – Accredited

Our ICT Entry Level qualification has been redesigned for first teaching from September 2010. It will sit with the new GCSE in ICT, enabling us to offer you a coherent package for you and your learners.

An accessible choice

Entry Level qualifications are designed to be accessible and relevant and provide learners with recognition for their achievements. They're targeted at different types of learners including adult returners, learners on taster courses, those with learning difficulties and learners who are considered unlikely to reach Grade G at GCSE.

Designed to create knowledge – and confidence

The qualifications have been designed to progress at the learner's pace. The aim is that they can develop their skills and knowledge, and build up a portfolio of evidence for assessment.

Looking to the future

Entry Level qualifications can also be the doorway to further qualifications for learners, as once they have gained them, they can then follow a pathway to further enriching their skills by more study.
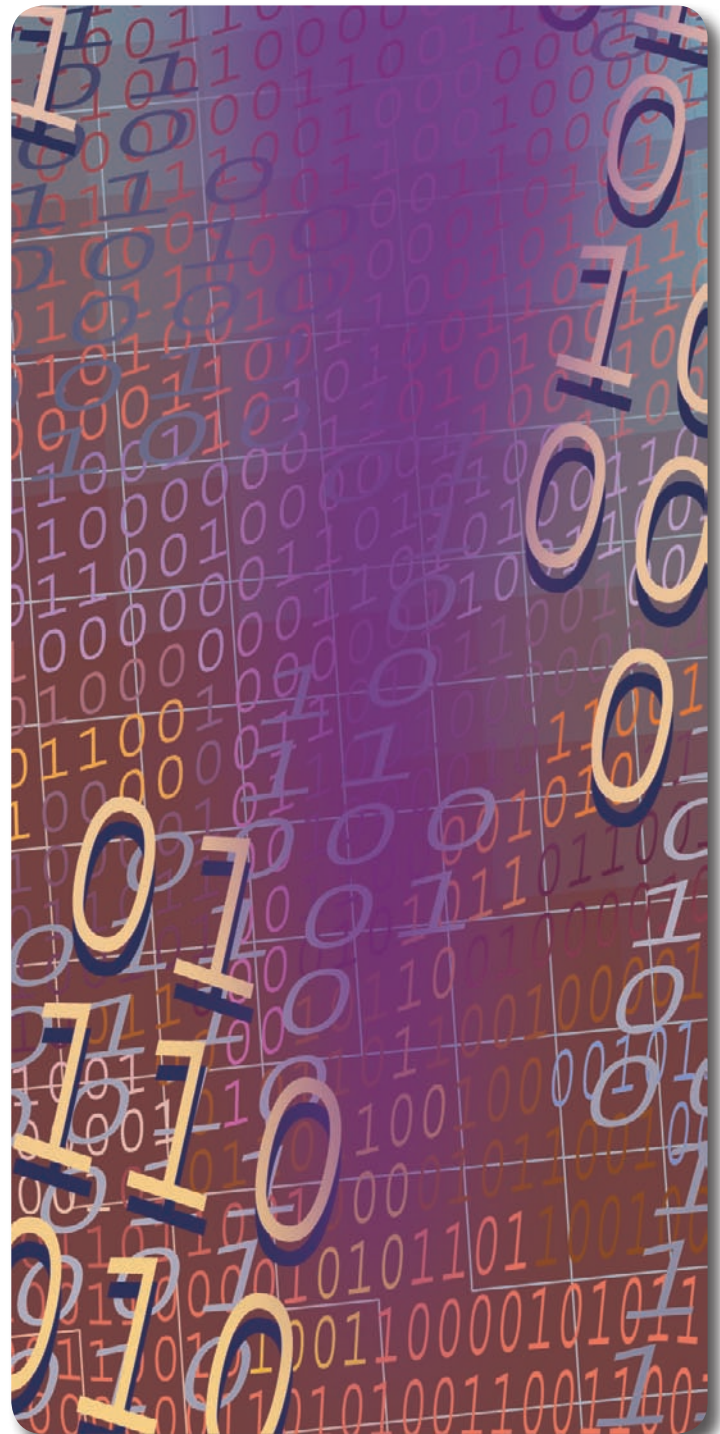
Course details

We understand that learners for this qualification can come from a diverse range of learning environments. With this in mind the course is designed to be as flexible as possible with the following features:

Unit title and description	Assessment and duration	Weighting
1: Main Task OCR set task Practical Skills Centres complete an OCR structured task based on demonstrating practical everyday skills in ICT: • Good working practices with files and folders, storing and retrieving • Safe working and keeping information secure • How to search the internet for information • How to communicate effectively using email/SMS/online messaging • How to combine text and graphics into a document or presentation.	Internal assessment Duration: approximately 10 hours 40 marks Mandatory task. Submitted as one portfolio with the short tasks.	50%
2: Short Tasks OCR set task/centre set task Centres complete two different short tasks either from an OCR structured task or a centre set task (guided by OCR examples). Short Task Titles • Animation • Control • Database Skills • Digital Imaging • Spreadsheet Skills • Video Editing	Internal assessment Approximately 5 hours each 2 x 20 marks Submitted as one portfolio with the main task.	2 x 25%

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OCR customer contact centre

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