Vocational Qualifications (QCF, NVQ, NQF)

ITQ

ITQ Levels 1 - 3 in IT User Skills - **03991-03999, 13995**

ITQ Apprenticeships - **13996, 13999**

OCR Report to Centres 2014 – 2015

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

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

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ITQ Levels 1 - 3 in IT User Skills - **03991-03999, 13995**

ITQ Apprenticeships - **13996, 13999**

OCR REPORT TO CENTRES

Content	**Page**
ITQ 03991-03999, 13996, 13999	4

ITQ 03991-03999, 13995, 13996, 13999

Overview:

ITQ started with registrations in 2009 and OCR has just extended registrations to August 2017. There are Award, Certificate and Diploma qualifications available at level 1, 2 and 3 including apprenticeship qualifications. The qualification is vocational and assessed in a variety of ways – OCR set assignments including CLAIT and CLAIT Plus; Centre-set assignments; BBC webwise assessments; and real work.

General Comments

Level 1 and 2
The mandatory unit requires an OCR evidence review form to be completed in relation to a task the candidate has undertaken. This is generally completed well by most candidates, and lots of excellent examples have been seen, with some good answers provided. The assessor should mark the evidence review form. This should include literacy errors and only a correct final copy should be sent to the moderator. Most centres show evidence of their marking. The task must also be included with the evidence review form and occasionally a candidate does not include it so the unit must be withdrawn. These units are worth four credits and the quality of work should reflect this.

Level 1
BBC Webwise is available through OCR and the information is on the OCR website and assessments on Interchange. Many centres are using these assessments and they are well marked.

Many centres are still using the CLAIT and CLAIT Plus assessments, which are usually well marked and annotated appropriately. The most popular assessments still seem to be 05/06. A few centres do not seem to make full use of the CLAIT and CLAIT Plus tutor marking scheme when marking assignments and some moderators have found numerous errors within a batch. This can sometimes result in the withdrawal of a unit if it has more than the permitted error tolerance. Assessors should mark all the errors and use the tutor handbook as guidance. If centres are not sure of any of the marking criteria then they can email vocational.qualifications@ocr.org.uk with their query.

Any real work evidence submitted is usually of a high standard and work based learners complete the evidence review form with very good answers.

Centre based scenarios are used by a few centres and some of them have written good assessments that map well to the criteria. It is important that when centres write their own assignments they map them to the evidence checklists and ensure they cover all criteria at the correct level.

Some candidates are able to apply for accreditation of prior achievement by submitting certificates that are mapped to the ITQ.

OCR set assignments are available on the website for some of the most popular units – 42, 18, 77 & 92, 78 & 92, 70. Only a few centres are using these,.

Some assessors do not identify text entry and punctuation errors in work or encourage candidates to work towards good practice guidelines. For some centres evidence is not always referenced well. Candidates do not always cover criteria, for example 'describe'. Explanations can be too simple for the level and not show their understanding vocationally, such as copyright, legislation, or good practice. Evidence checklists are not always well-referenced it is important candidates and assessors complete these thoroughly so moderators do not miss any evidence.

Many centres are now using electronic portfolios, which often results in a faster turnaround for centres and saves on postage and backup expenses. There can occasionally be difficulty navigating around the different systems to find the required paperwork and evidence for moderators so centres need to ensure evidence is clearly signposted. Some centres still need to be reminded about letting moderators know they are using an electronic portfolio and the password details with every claim – this information is included in the ITQ centre handbook.

Most centres are following the administration procedure correctly now for this qualification - registration, assessment and certification.

Moderators process the claim on Interchange so centres can check the claim easily and then moderators submit a centre feedback report which is on Interchange – most centres check these regularly and respond appropriately to any actions set by the moderator.

Assessment queries can be sent to vocational.qualifications@ocr.org.uk and this is being used regularly by centres to clarify interpretation issues on units and evidence requirements. This is working well.

Many centres are members of OCR's ICT Community at http://social.ocr.org.uk/groups/ict where they can share resources, ideas and raise topics with other ICT tutors.

Comments on Individual Units

For the mandatory unit at level 1 we see some very good answers and individual responses however, occasionally answers are too brief or the answer does not cover the assessment criteria in particular for 1.6 and 3.3.

For the mandatory unit at level 2 answers are more detailed when they are about real work tasks or centre based assignments that allow candidates to make some of their own decisions about the task. Occasionally answers are too brief or the answer does not cover the assessment criteria in particular for 1.7, 2.1, 2.2 and 2.3, 3.1, 3.2 and 3.3.

For the mandatory unit at level 3 the evidence is well-presented with a good level of detail and supplementary evidence.

For mandatory units for the apprenticeship route – the work submitted is of a high standard, which shows candidates have a good knowledge of the vocational area and an interest in developments.

For unit 31 – CLAIT Plus assessment, if using certain software learners are unable to print the colour separations at all.

The most popular units are still: Using the Internet, Email, Wordprocessing, Spreadsheets, Databases, Desktop Publishing and Presentations.

Sector Update

OCR has taken the decision to extend the ITQ qualification provision until **August 2017.**

The funding list for 2015/2016 (from 1st August 2015) was updated on the 1st July and can be found at www.gov.uk/government/publications/qualifications-simplified-funding-rates-2015-to-2016

Review of National Occupational Standards (NOS)

The Tech Partnership is undertaking a major consultation with employers, stakeholders, government departments and professional bodies, throughout the UK on the national standards. The areas to be reviewed are:

- Information management
- Information security
- Digital solutions development

The Tech Partnership are responsible for the National Occupational Standards and the new NOS for IT User and Digital Application Specialist are now available for review - including Information Management (ITU01), Communications (ITU02), Collaboration (ITU03), IT Security (ITU04), IT Operations (ITU05), Productivity (ITU06), Publishing (ITU07), and Processing (ITU08).

It is important Centres and employers are involved in the reviews.

From 1st October, the new Regulated Qualifications Framework will replace the Qualifications and Credit Framework.

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