



Scenario

Maureen had previously achieved Level 2 NVQ IT Practitioner which included the following units:

- 1BB Health & Safety
- 2QQ Software Installation and upgrade
- 2YY Working with ICT Hardware and Equipment

Maureen is now going to enrol on the Level 3 Diploma in ICT Professional Competence qualification. She will have to achieve 72 credits which include mandatory units as follows:

- Unit 2 Personal Effectiveness level 3 (9 credits)
- Unit 3 Health and Safety level 1 (3 credits)

Her optional units will include:

- Unit 21 Software installation and upgrade level 2 (9 credits)
- Unit 26 Technical Advice and Guidance level 3 (12 credits)
- Unit 28 Technical Fault Diagnosis level 3 (12 credits)
- Unit 30 Testing ICT Systems level 3 (12 credits)
- Unit 40 Working with ICT Hardware Equipment and Systems level 2 (9 credits)
- Unit 162 Designing Security for a Windows Server 2003 Network: 70 -298 level 4 (7 credits)

Total 73 credits

This gives Maureen the required number of credits at level 3 but allows her to carry across her level 2 units and also includes a level 4 vendor unit.

Based on previous achievements, Maureen will be exempt from completing the highlighted units.

Evidence requirements for any unit where exemptions are claimed would need to be produced as an endorsed copy of the certificate identifying the units achieved. This will also include any vendor units.

Therefore, Maureen would only need to complete and provide evidence for the units not highlighted.

After successfully completing the Level 3 Diploma, Maureen decides she would like to undertake the apprenticeship programme. For this she would need to complete the Level 3 Certificate in ICT Systems and Principles for IT Professionals (PROCOM _ Technical).

Maureen needs a total of 24 credits at which a minimum of 15 must be at level 3.

There is a mandatory unit:

- Unit 4 Management and Prioritisation of own schedule level 3 (8 credits)

Her optional units will include:

- Unit 8 Computer Forensics level 3 (8 credits)
- Unit 3 Customer Care Level 2 (6 credits)
- Unit 27 Software Testing level 2 (6 credits)

Total 28 credits

This gives Maureen the required number of credits at level 3 but allows her to achieve some level 2 units.

To complete the apprenticeship, Maureen will need to complete the following:

- Employment Rights and Responsibilities
- Functional Skills English and Mathematics at level 2 or Essential Skills Wales Communication and Application of Number at level 2

The Personal Learning and Thinking Skills have been mapped into the Personal Effectiveness unit at level 3, so Maureen has already achieved this within the ICT Professional Competence element.

