The OCR Level 2 Nationals in ICT comprises the following qualifications:

OCR Level 2 National First Award in ICT (90 guided learning hours)
OCR Level 2 National Award in ICT (180 guided learning hours)
OCR Level 2 National First Certificate in ICT (270 guided learning hours)
OCR Level 2 National Certificate in ICT (360 guided learning hours)

Introduction

The OCR Level 2 Nationals in ICT have been developed to provide candidates with an introduction to the skills, knowledge and understanding required to prepare for work in the information and communication technology sector. They have also been designed to help candidates develop their personal skills in the areas of team working, career planning, communication and problem solving. They accredit candidates' abilities to carry out a range of tasks and have been designed to accredit candidates' achievements in a modern, practical way that is relevant to the workplace.

The OCR Level 2 Nationals in ICT are qualifications that have been accredited by QCA to the National Qualifications Framework.

Unit content
Mandatory unit - 60 guided learning hours (Group A)
Unit 1 ICT Skills for Business

Optional units - 60 guided learning hours (Group B)
Unit 2   Webpage creation
Unit 3   Digital imaging – plan and produce computer graphics
Unit 4   Design and produce multimedia products
Unit 5   Desktop publishing
Unit 6   Spreadsheets – design and use
Unit 7   Databases – design and use
Unit 8   Technological innovation and e-commerce
Unit 9   Customer support
Unit 10 Planning and supporting telecommunications
Unit 11 Career planning for IT*
Unit 12 Work experience in IT*
Unit 13 IT systems and user needs
Unit 14 Installation of applications
Unit 15 System testing and maintenance
Unit 16 Repair and decommission of IT equipment
Unit 17 CAD and CAM
Unit 18 Application of computer control

Optional units - 30 guided learning hours (Group C)
Unit 19 Application of data logging
Unit 20 Creating animation for the WWW using ICT
Unit 21 Creating computer graphics
Unit 22 Creating sound using ICT
Unit 23 Creating Video

Approval and funding

The OCR Level 2 Nationals in ICT have been accredited at Level 2 of the National Qualifications Framework and are eligible for funding under the Learning and Skills Council's Section 96/97 arrangements.

* only one of Units 11 and 12 will count towards a full award

Qualification structure

Candidates can be entered for the OCR Level 2 Nationals in ICT in a variety of ways:

• **For a full qualification**

• **For an individual unit**

For the full OCR Level 2 National First Award in ICT, candidates must achieve the mandatory unit (Group A) plus **one** optional unit from Group C.

For the full OCR Level 2 National Award in ICT candidates must achieve the mandatory unit (Group A) plus **two** optional units from Group B

or

the mandatory unit (Group A) plus **one** optional unit from Group B plus **two** optional units from Group C.

For the full OCR Level 2 National First Certificate in ICT, candidates must achieve the mandatory unit (Group A) plus **three** optional units from Group B plus **one** optional unit from Group C.

or

the mandatory unit (Group A) plus **two** optional units from Group B plus **three** optional units from Group C.

For the full OCR Level 2 National Certificate in ICT, candidates must achieve the mandatory unit (Group A) plus **five** optional units from Group B

or

the mandatory unit (Group A) plus **four** optional units from Group B plus **two** optional units from Group C

or

the mandatory unit (Group A) plus **three** optional units from Group B plus **four** optional units from Group C.

For candidates attempting individual units, unit achievement will be individually certificated.

Form of assessment

All units are centre-assessed and externally moderated by an OCR Visiting Moderator. All units are graded: Pass, Merit, Distinction. **Full award certificates will be graded: Pass, Merit, Distinction.**

Progression routes and the National Qualifications Framework

Progression into employment

These qualifications are designed to enable candidates to enter employment at operative or trainee level within a wide range of business environments. Such candidates would normally enter employment through a work-related training programme.

Progression to further qualifications

These qualifications have been designed to aid progression to GCE ICT or GCE Computing. They will also provide a basis for progression to other qualifications at Level 3 of the National Qualifications Framework.

Qualification support

The **Centre Handbook** offers centres a comprehensive guide to the structure and administration of this qualification.

The **Unit Specifications** detail the assessment requirements and the grade descriptors.

Our website, www.ocr.org.uk, contains all the most up-to-date and relevant information about the qualifications. This includes the Centre Handbook, Unit Specifications and Model Assignments.

OCR runs regular programmes of training workshops for tutors to help centres maintain best practice in their delivery of this qualification. For more details contact OCR Training via the OCR website www.ocr.org.uk

If in doubt over any aspect of the specification, assessment or administration for these qualifications, please contact OCR's Customer Contact Centre where staff will help. Telephone 024 76 851509.

Fees

Centre approval: Free
Candidate entry: For current fees consult the
                          OCR Nationals fees list

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

•   identifying potential candidates and marketing opportunities
•   meeting OCR requirements
•   identifying resourcing levels, both in terms of staff and equipment
•   the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **vocational. qualifications@ocr.org.uk**; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **www.ocr.org.uk**

---

www.ocr.org.uk
OCR customer contact centre

Vocational qualifications
Telephone 024 76 851509
Facsimile   024 76 851633
Email vocational.qualifications@ocr.org.uk

General qualifications
Telephone 01223 553998
Facsimile   01223 552627
Email general.qualifications@ocr.org.uk

OCR
1 Hills Road, Cambridge CB1 2EU
Telephone 01223 552552
Facsimile   01223 553377

PART OF THE CAMBRIDGE ASSESSMENT GROUP

BSI
UKAS
QUALITY MANAGEMENT
003

FS 27093