

NOTICE TO CENTRES

FAO: OCR ITQ Assessors/Tutors and staff who have worked on the CLAiT suite of qualifications

Date: August 2011

Subject: OCR Levels 1-3 in IT User Skills (ITQ) – Scheme codes 03991-03999, 13995, 13996 and 13999

MAJOR CHANGES TO ITQ SUITE OF QUALIFICATIONS

There have been some major changes to the ITQ suite of qualifications. Please view the OCR website www.ocr.org.uk/itq for full details.

New Evidence Checklists

All ITQ evidence checklists for units 3 – 82 have been re-formatted to landscape and there have been some updates to Evidence Requirements. Please use these revised evidence checklists immediately. The original portrait versions will only be accepted until 31 December 2011. Please note: Evidence checklists are not required if submitting CLAiT units as evidence of ITQ assessment.

New Level 1 ITQ Units

Two units have been added to the ITQ suite:

- Unit 91 - Internet safety for IT users
- Unit 92 - Using a computer keyboard

These are available as optional units. An evidence checklist is available for each unit.

New Apprenticeship webpage

Two new ITQ Diplomas at Level 2 and Level 3 have been added for use with ITQ Apprenticeships. Details are available on a separate OCR ITQ Apprenticeships webpage.

All of the current ITQ units can be used within these ITQ Diplomas; however, there are two new additional mandatory units for each level, totalling 3 mandatory units, for use with Apprenticeships.

Additional Level 2 mandatory units, only for use with scheme code 13996:

- Unit 93 - Understanding the potential of IT
- Unit 94 - Developing personal and team effectiveness using IT

Additional Level 3 mandatory units, only for use with scheme code 13999:

- Unit 95 - Understanding the potential of IT
- Unit 96 - Developing personal and team effectiveness using IT

There is a separate Centre Handbook for use with Apprenticeships which details new rules of combination.

NOTICE TO CENTRES *continued*

Computer Based Assessment

The last certification date for CLAiT entry codes 05538/05539 was 31 August 2011 and as such centres should **not** have submitted work for CBA marking through Interchange (Level 1) or sat CBA tests on the EP system (Level 2) for CLAiT scheme codes after this date.

It is important to remember that although CLAiT has finished for certification, ITQ is continuing as the IT User Skills qualification. As such, centres can continue to use CBA using CLAiT live assignments for ITQ, submitting work for CBA marking through Interchange (Level 1) or sitting CBA tests on the EP system (Level 2).

Changes to BBC WebWise

A new version of BBC WebWise will be later this year. Full details will be advised on the ITQ webpages.

The new title will be The WebWise Online Course and will incorporate four separate online assessments. These will map 100% to the following Level 1 ITQ units:

- Unit 33 – Using email
- Unit 39 – Using the internet
- Unit 45 – Using mobile IT devices
- Unit 91 – Internet safety for IT users

ITQ mailboxes

A reminder that if you have an assessment query about any of the ITQ units, before sending to the ITQ Examiner-moderator, you can contact our ITQ mailboxes:

Level 1 units: itqlevel1assessmentquery@ocr.org.uk

Level 2 units: itqlevel2assessmentquery@ocr.org.uk

Level 3 units: itqlevel3assessmentquery@ocr.org.uk

These mailboxes are for assessment queries only and cannot be used for contacting Examiner-moderators, general enquiries, attachments, etc. Please view the 'Notice to Centres' on the ITQ webpage for further guidelines:

http://www.ocr.org.uk/download/notices/ocr_50799_notices_qcf_codes.pdf

For general enquiries, please contact vocational.qualifications@ocr.org.uk or telephone 024 7685 1509.

Please continue to use the CLAiT marking query mailboxes if you are using CLAiT assignments as evidence for ITQ.

NB The information within this letter should be distributed to all staff involved with the administration and/or the assessment of ITQ 2009 suite of qualifications, together with staff who have worked on the CLAiT suite of qualifications

If you have any queries about this notice, please call our Customer Contact Centre on 024 7685 1509.

Yours faithfully,

OCR ITQ Team