

Qualification title:	OCR Entry Level Award in Using ICT (Entry 3)		
Qualification number:	500/5694/3	Credit value:	9
An overview of this qualification	<p>This qualification assesses your skills in using ICT to carry out straightforward practical tasks in a range of contexts. The qualification is unit-based, which allows you to work towards individual units to gain credits towards the full qualification.</p> <p>To achieve this qualification, you must achieve a total of 9 credits made up of 3 out of 4 units. There is no mandatory unit for this qualification. The optional units focus on different uses of ICT:</p> <ul style="list-style-type: none"> • displaying information • searching for information • communicating information • producing graphs from numerical information. <p>This means that the qualification can be tailored to meet your individual needs. However, if you wish to demonstrate skills in fewer applications you will be able to work towards the unit(s) of particular relevance to your own situation. Units of the qualification can also be incorporated into broader courses of study. It is anticipated that you will be able to use the ICT skills you develop in this qualification, in other areas of study and/or in practical workplace situations.</p> <p>Each unit within the qualification is centre-assessed and OCR-moderated. Assessment takes the form of an OCR set on-demand assignment for each unit, which ensures coverage of all of the required knowledge, skills and understanding and allows you to build a portfolio of evidence. It is assessed using OCR set tasks that can be contextualised to suit you. Assessment can take place at any point during the course.</p> <p>As the primary purpose of this qualification is to operate independently and effectively in life, learning and work this qualification will recognise your practical skills in using information technology to carry out straightforward tasks in a range of vocational contexts.</p> <p>This qualification aims to:</p> <ul style="list-style-type: none"> • develop practical skills in using common software applications for a purpose • develop ability to operate ICT equipment correctly and safely • develop confidence in the use of ICT • progress to qualifications at Level 1 of the Regulated Qualifications Framework by assisting in the development of the skills and knowledge that learners will need to undertake further study. 		
Entry requirements	There are no specific entry requirements for this qualification		
Age restrictions	This qualification has no age restrictions		

<p>Is this qualification right for me?</p>	<p>This qualification is suitable for all age groups. It is ideally suited for those who are new to using ICT and who wish to gain a certificate for their newly acquired ICT skills.</p> <p>This qualification is suitable for you if you:</p> <ul style="list-style-type: none"> • are new to using ICT and wish to gain a certificate for newly acquired skills • are unemployed and would like to develop your IT skills to aid your job search and improve your prospects • are employed and need to develop your IT skills to meet the demands of your role • want to learn how to use common ICT software packages to produce simple documents; communicate; search for information and produce simple charts • want to progress to other ICT qualifications such as OCR Level 1 Award for IT Users (ITQ), OCR Level 1 Functional Skills in ICT or any other suitable progression in ICT • have gaps in your skills and knowledge that present a barrier to independence.
<p>How could I progress from this qualification?</p>	<p>The primary purpose of this qualification is to operate independently and effectively in life, learning and work. You will mainly progress to qualifications:</p> <ul style="list-style-type: none"> • at the same level such as Entry level Functional Skills in ICT, Entry Level Life and Living qualifications • at the next level of learning such as the OCR Level 1 Award for IT Users (ITQ) or OCR Level 1 Functional Skills in ICT. <p>This qualification has been designed to recognise your knowledge, understanding and practical skills in using ICT in everyday situations to lead you to operate independently in life, learning and work.</p>
<p>Support</p>	<p>This qualification is supported by the following centre providers:</p> <ul style="list-style-type: none"> • Derby Adult Learning Service • Coventry City Council, Adult Education Service.
<p>Further information</p>	<p>To find out more about the OCR Entry Level Award in Using ICT (Entry 3) please refer to the Centre Handbook available on the OCR website:</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk.</p>
<p>About us</p>	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>