

Dear Colleague,

**Changes to ICT Systems and Principles for IT Practitioners/Professionals  
- Level 2 and Level 3 Award/Certificate/Diploma**

We're writing to let you know about some important changes that will be made to the above qualifications from 1 March 2011.

We currently have a maximum number of credits that can be achieved with vendor units. However from 1 March 2011, this limit will be removed. Therefore the Level 2 and Level 3 Awards can be wholly achieved with vendor units. Learners will only be required to complete mandatory unit/s for Level 2/3 Certificate/Diploma/Extended Diploma.

There are also some other notable changes to be aware of:

**New mandatory units for Level 2 and Level 3 Certificate**

Currently the mandatory units are Customer Care at Level 2 and 3. On 1 March 2011, the new mandatory units will be:

Level 2 – Organisation and Planning of own Workload

Level 3 – Management and Prioritisation of own Schedule

For any centre that has candidates registered on the Level 2 (08731) or Level 3 Certificate (08734) we will automatically transfer them over to the new Level 2 (04816) and Level 3 certificate (04817).

**New Technical Certificate for Apprenticeships**

The Level 2 Award and Level 3 Certificate can be used towards the IT, Software, Web and IT Telecoms Apprenticeship. These two new qualifications will not include any vendor units and will have new scheme codes. Level 2 Award (04818), Level 3 Certificate (04819)

If candidates are working towards an apprenticeship they will need to complete the new Technical Certificate Qualification (04818 or 04819) rather than the Level 2 award (08731) and Level 3 Certificate (08734).

**E-Claims**

This administration change affects the Level 2 and Level 3 ICT Professional Competence (PROCOM) qualifications and the suite of ICT Systems and Principles (PROCOM) qualifications.

When you register candidates, a Candidate Record Form will no longer be sent to your centre to claim units for candidates. Instead, you will need to log on to OCR's Interchange site and claim the units for each candidate.

You can find instructions on how to claim these units within the, 'Making a claim for certification using Interchange – A guide for Centre Assessors', which is on the OCR website.

<http://www.ocr.org.uk/interchange/docs/index.html>



Also, you will no longer receive Unit Submission Folders to submit candidates work for moderation. You will now need to submit work for moderation with a Candidate Submission Sheet that can be found on the OCR PROCOM Website.

We will shortly be updating our website with this information and if you have any further questions, please call us on 02476 851509.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Milliner', is written over a horizontal line.

Karen Milliner  
Qualification Leader