Qualifications summary

Handbook home page **[1]**

1. Entry Level (Bronze)

1.1 Entry levels 1, 2 and 3 (Bronze 1, Bronze 2 and Bronze 3)

1.2 1 Credit equates to 10 hours of work in both the QCF and EQF

My First INGOT - Entry Level 1 Award in IT Open Systems and Enterprise (ITQ) **[2] - 1 credit in total**		
Improving Productivity Using ICT	1 credit	This is a single unit qualification. It is the simplest possible qualification in the QCF providing the lowest possible barrier to entry.
Entry Level 2 Award in IT Open Systems and Enterprise (ITQ) **[3] - 3 credits in total**		
Improving Productivity Using ICT	2 credits	A simple qualification building on Entry 1 and providing support for progression to Entry 3. The learners need to complete the mandatory Unit - Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) and one more optional Unit from the Unit list.
One more Unit from the Unit List		
TLM Entry Level 2 Award in IT User Skills (ITQ) **[4]- 6 credits in total**		
Improving Productivity Using ICT	2 credits	A simple qualification building on Entry 1 and providing support for progression to Entry 3. The learners need to complete the mandatory Unit - Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) and 3 more credits from the optional Unit group from the Unit list.
Entry Level 2, Unit 5 - Using	1 Credit	Learning some basic skills

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ICT: Safe Working Practices (1 credit)		
3 more credits from the Optional Unit group from the Unit List		
Entry Level 3 Award in IT Open Systems and Enterprise (ITQ) **[5] - 4 credits in total**		
Improving Productivity Using ICT	3 credits	Providing progression from Entry 2 to the mandatory units at level 1 and level 2
On-line basics	1 Credit	Learning some basic skills for the internet
TLM Entry Level 3 Certificate In ICT Open Systems and Enterprise (ITQ) **[6] - 13 credits in total**		
Improving Productivity Using ICT	3 credits	A simple qualification providing progression from Entry 2 to the mandatory units at level 1 and level 2. The learners need to complete the mandatory Unit - Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) and 10 more credits from the optional Unit group from the Unit list.
10 more credits from the optional Unit group from the Unit list.		

1.3 Trained assessors match criteria during general learning activities. They witness attainment through direct observation and further evidence is taken from schemes of work, lesson plans, and work samples. The Account Manager checks quality of judgements independently at the annual visit, through dialogue with assessors in the course of normal work and prior to certification. The assessor must supervise candidates and clearly specify the tasks based on the detailed guidance in section 5 below. The Assessor requests an award on behalf of the learner when all criteria are graded "S" or "H" in the on-line mark book. The mark book manages this process on-line. The Account Manager authorises certification when satisfied that this certification is justified based on the available evidence. This authorisation enables the assessor to print a certificate on a TLM INGOT template direct from the web site. The assessor should be prepared to provide evidence to back their judgments on request from the Account Manager

2. Level 1 Non- examined course

2.1 Award in IT User Skills in Open Systems and Enterprise (ITQ)

TLM Level 1 Award in IT User Skills in Open Systems and Enterprise **[7]**

Requires 9 credits at least 6 at Level 1 or higher. See the table for the certificate below for examples of units and credit.

2.2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ)

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TTLM Level 1 Certificate in IT User Skills in Open Systems and Enterprise (ITQ) **[8]**

13 credits - 1 credit equates to 10 hours of work

Improving productivity using IT	3 Credits	This unit is mandatory in all ITQ qualifications above the level of "Award". It's about using IT to make tasks more efficient.
IT Security for Users	1 Credit	This unit is mandatory
Web site software	3 Credits	Developing web pages to present information eg making an e-portfolio, making a small business web site. This unit is optional, it is used here as an example.
Using collaborative technologies	3 Credits	Using IT to enable working with others to learn and create resources. This unit is optional, it is used here as an example.
Spreadsheet software	3 Credits	UK schools need to consider coverage of the NC programmes of study. Spreadsheets are likely to help make this possible but they are optional. Up to 3 credits can be counted from Entry level 3 (Bronze 3) units as long as the units are not already covered at a higher level.
Up to 5 credits can be counted from Entry level 3 (Bronze 3) units as long as the units are not already covered at a higher level. There is a full list of optional units here. [9]		

2.3 Each unit requires all criteria to be assessed at least "S" (secure) in order for the unit to be passed. The assessor should ensure that there is sufficient evidence in the learner's portfolio to justify the designation of "S" to the criteria.

2.4 Gathering evidence

2.5 Evidence should be drawn at least in part from a small scale enterprise project where the learner works collaboratively with others to investigate something or produce a report or resource useful to others. This should be several hours work drawing on skills from across the units and contributing specifically to the unit "Improving Productivity Using IT". Here are some example project briefs.

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- Work in a group to present a web page showing how you use IT in your place of work and compare with how you use IT at home.
- Find some useful software that you can get for free from the internet and make a page to promote it.
- In a group, investigate a shared interest and provide information and Blogs to give different opinions.
- Find a web site that promotes a useful free resource and contribute to the project. (eg Wikipedia)
- Build spreadsheet models with friends to compare findings in a science investigation or a social survey using Google Docs to share the information.
- Take a software application you use at work and compare it with an alternative that you can find for free on the internet. Use a web page to present your findings.
- Build a structure for an e-portfolio and Blog how you did it.

2.6 These are examples, they are not mandatory. One project is the minimum and it is perfectly reasonable to plan learning and assessment across several projects or a combination of a collaborative project and work on the learner's own e-portfolio. Always focus on the learning outcomes and assessment criteria associated with the unit, gathering relevant evidence to support a judgment. Can the learner demonstrate that they can master the learning objectives and provide evidence of doing so against the assessment criteria? Use the guidance and general level descriptions to support the judgment. The learner and/or assessor can reference the work to assessment criteria in their accounts on the Learning Web Site. This is not mandatory, it is a support system to aid assessors and assessors are free to use their own methods as long as they can make the evidence available easily on request. At level 1, structured support will be required but providing the evidence using digital resources will in itself satisfy many of the criteria so there is a degree of economy in taking this approach.

2.7 The assessor should be familiar with the assessment criteria and their interpretation in the local context. For example, links to any required national frameworks, regional education and training strategies. Achieving a pass in the ITQ can then translate to associated national requirements. For example, in the UK National Curriculum, an ITQ silver pass can be mapped to NC Levels 4 and 5 depending on the context. The assessor guidance is designed to help assessors achieve consistency in the level of expectation [10] compared to other QCF qualifications and to put the ITQ assessment criteria into contexts that cover the school curriculum [11] to maximise the reward available to candidates and minimise work for teachers. This could be repeated for other learning contexts such as working in an office, working with particular software or in a particular country's national systems. The guidance is not mandatory, it is to provide examples and contexts to help provide consistency in interpreting levels and to make it easier to make the links between vocational skills training and the wider aims of a school programme of study.

2.8 The learner might start off with a project providing Level 1 evidence that is "S" with some "H"s and possibly some "L"s and occasional "S"s at Level 2. This is a solid Level 1 candidate moving to Level 2. In the next project the assessor will monitor the transition and explain the situation to the learner so that they can target level 2 criteria. This might apply across a single unit or more than one unit. There is flexibility for the assessor to tailor the work and assessment to the individual needs of the learner.

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3. Level 2

3.1 Award in IT User Skills in Open Systems and Enterprise (ITQ)

3.2 TLM Level 2 Award in IT User Skills in Open Systems and Enterprise (ITQ) **[12]**

Requires 10 credits with at least 7 at Level 2 or higher. See the table for the certificate below for examples of units and credit.

3.3 Certificate in IT User Skills in Open Systems and Enterprise (ITQ)

TLM Level 2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ) **[13]**

16 credits - 1 credit equates to 10 hours of work

Improving productivity using IT	4 Credits
Web site software	4 Credits
Using collaborative technologies	4 Credits
Spreadsheet software	3 Credits
IT Security	1 Credit

Pass - Mandatory unit at Level 2 and all units at least at level 1. Minimum of 16 credits with at least 9 at level 2. All criteria matched as secure or higher across all units

(46 points for this qualification in the UK school league tables, this is equivalent to one grade B at GCSE)

3.4 Gathering evidence

3.5 The assessor should ensure that there is sufficient evidence in the learner's portfolio to justify the designation of "L", "S" or "H" to each of the criteria. This evidence should be drawn at least in part from a small scale enterprise project where the learner works collaboratively with others to investigate something or produce a report or resource useful to others. This should be at least 20 hours of work drawing on skills from across the units and contributing specifically to the unit "Improving Productivity Using IT". Longer projects are encouraged and can be used for other qualifications in parallel, for example presenting a practical project in science, mathematics,

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business or history. A combination of a long project and several shorter projects is also possible. As long as there is appropriate evidence supporting the candidates' capabilities across the relevant criteria, flexibility is encouraged. Here are some example project briefs.

- Work in a group to present a web page showing how you use IT in your place of work and compare with how you use it at home
- Work collaboratively to set up a web site [14] for a local business using Google's "Getting British Business On-line" resources
- Find some useful software that you can get for free from the internet and make a page to promote it
- In a group, investigate a shared interest and provide information and Blogs to give different opinions
- Set up a web site for you and your friends social networking on the INGOT community site
- Work collaboratively to improve the Javascript games and puzzles linked to the INGOT learning site
- Work collaboratively to add new Javascript games and puzzles linked to the INGOT learning site
- Develop a comprehensive e-portfolio for subjects you are learning at school
- Develop an e-portfolio related to your holidays other interests using the INGOT learning site
- Publish a book on Lulu.com eg favourite recipes, collection of poems written by friends, collection of short stories written by friends.

3.6 Note that these are similar to the Silver project list - this means at the outset learners can be set on either a Silver or Gold path and the outcomes they produce can determine the level. Simply match the criteria and level guidance and see whether Silver or Gold is the best fit. There is also the possibility of using Bronze certificates for a gentler start for weaker candidates to keep their interest and motivation. These are just examples. As long as the projects produce evidence that can be matched to the criteria, the context is flexible.

3.7 It should be possible to get started with existing schemes of work in schools and develop new activities without major upheaval. We want manageable development and change so we are providing the flexibility needed to move from the current position to a new position where starting points are likely to be quite varied. The important thing is to get started and plan development incrementally.

3.8 Certificate in IT User Skills in Open Systems and Enterprise (Extended) (ITQ)

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This certificate is an extended version of the standard certificate. It requires the same mandatory unit at Level 2 as the standard length certificate but a minimum of 25 credits overall. At least 15 credits must be at level 2 or higher and all credit must be at least at level 1.

3.9 Diploma in IT User Skills in Open Systems and Enterprise (ITQ)

The diploma further extends the breadth of the Gold INGOT. It requires the same mandatory units at Level 2 as the standard certificate but a minimum of 38 credits overall. At least 21 credits must be at level 2 or higher and all credit must be at least at level 1. The full list of units is here [15] together with their credit values. Please contact us for further details if you are intending to use these.

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Links
[1] http://theingots.org/community/handbook2
[2] https://register.ofqual.gov.uk/Detail/Index/5834?category=qualifications&query=TLM%20Level%201%20Certificate%20In%20Open%20Systems%20IT%20Management%20
[3] https://register.ofqual.gov.uk/Detail/Index/5833?category=qualifications&query=TLM
[4] https://register.ofqual.gov.uk/Detail/Index/32910?category=qualifications&query=601%2F3381%2F8
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[15] http://theingots.org/community/ITQ_unit_credit

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