

The UK's *leading* IT  
learning experience



## What is ITQ?

OCR ITQ is the UK's leading IT learning experience. The September 2009 Qualifications Credit Framework (QCF) standards reflect all the benefits of the QCF. The new credit-based ITQ has a broader range of units, including credits from other sectors and Entry 3 ICT, which means that centres can develop programmes to suit the needs of all types of learners.

The ITQ (QCF) qualification is available at Levels 1, 2 and 3. Within each level, there is an Award, Certificate and Diploma option.

## Measuring up for the employer

- You can apply your own bespoke or specialist systems towards ITQ achievement.
- You can use your own company language and terminology when applying ITQ to your workplace setting.
- ITQ can be completed at the workplace, so there's no need to send employees off-site.
- Evidence gathering and administration can be kept to a minimum, using either hard copy or electronic methods.
- Training can be delivered in bite-sized chunks to suit the practical needs of the business or individual. There is no set course or programme, and training can be tailored to suit the needs of your organisation. ITQ learning can be incorporated into the working day as and when time permits. Employers may wish to consider the option of e-learning at the workplace or/and at home.
- Making best use of systems and supporting your employees will in turn optimise your productivity.
- Your employees can achieve a nationally recognised qualification.

## Meeting the needs of the training provider

- OCR ITQ now gives you a full range of assessment options that will suit the differing needs of employers and individual learners.
- ITQ is fully recognised and established on the Qualifications and Curriculum Authority (QCA) database, the National Database of Accredited Qualifications and the Learning and Skills Council's Learning Aim Database. Funding is available.
- When engaging employers, ITQ offers a much broader approach during the consultation process and when identifying needs.
- Training providers have the option to offer achievement in bite-sized chunks.

## Meeting the differing needs of individual learners

OCR ITQ is suitable for all types of learners. For example, the following can be used as evidence against ITQ:

- Searching for employment (eg CVs, job applications, web searches and emails)
- Full-time learners' learning experiences
- Employees' existing IT activities at work
- Social activities (eg club membership, databases, spreadsheets, email and web)
- Voluntary activities (eg cash flows, programmes and newsletters).

## How does it all work?

Providers/learners now have the ability to select a formula of units/credits that suit the individual needs of the learner. See page 4 and 5 of this document or visit [www.ocr.org.uk/itq](http://www.ocr.org.uk/itq) for details of units and credit values.

## How does the assessment work?

We have built a versatile ITQ assessment model that offers a wide range of assessment options, including the ability to use OCR CLAiT as 100% evidence towards ITQ (QCF). Assessment options are as follows:

- We are currently amending our Computer Based Assessment (CBA) provision to allow the CLAiT CBA assessments at both Level 1 and Level 2 to be used as an assessment option for equivalent ITQ 2009 units. However, this provision is not yet available.
- OCR CLAiT set assignments can be used.
- Work-based evidence can be used (portfolio).
- Microsoft solutions such as Microsoft Office Specialist (MOS) and Microsoft Certified Application Specialist (MCAS) can be used.
- Bespoke/specialist systems can be applied to the ITQ criteria.
- Centre-set scenarios can be used.

## Transition arrangements

- Registrations for the existing National Qualifications Framework (NQF) version of ITQ will continue until September 2010.
- You can use previously achieved units from the existing CLAiT suite, the NQF ITQ and the ITQ (QCF) test and trials as evidence for the new ITQ, having first registered and claimed at least one unit for the new ITQ.
- Units achieved as part of OCR's Entry Level award in Using ICT (01679) and OCR's Entry Level Award in Digital Literacy (01779) contribute to ITQ once at least one unit claim is submitted for ITQ.

## How does the external verification work?

There is no external verification. ITQ (QCF) is not a National Vocational Qualification (NVQ), therefore regulations such as the ten-week rule and the requirement for Assessors and Internal Verifiers to hold formal Training and Development A and V unit certification does not apply.

- Quality assurance is monitored through postal moderation, so there are no external verification visits. If your centre uses e-portfolio, you will need to give the OCR Moderator access to your system to sample evidence remotely.

## Administration made simple –

### Making entries for the new ITQ

Entries for ITQ (QCF) will be named or unnamed, with the option of making unit or full qualification entries at any one level – Award, Certificate or Diploma. You can make entries electronically through OCR Interchange.

### Claiming certificates

- You'll be able to claim certificates electronically via OCR Interchange using a candidate assessment record sheet which can be downloaded from the OCR website. An assessment record sheet must be submitted for each candidate and sent to the OCR Moderator with the candidate's work.
- Learners will receive a unit certificate with the credit value listed, and a full qualification certificate if applicable.
- ITQ-registered learners using CLAiT as the assessment mechanism for producing the ITQ evidence will receive the relevant ITQ certificate plus an appropriate full CLAiT certificate.

## OCR CLAiT

OCR CLAiT still remains one of the UK's most popular skills-based IT qualifications. As well as being a stand-alone knowledge and skills solution, CLAiT can contribute 100% evidence towards the new ITQ (QCF).

## Entry options for OCR CLAiT

We offer the following options when making entries:

- Funding-dependent centres that wish to enter for stand-alone CLAiT – and continue to have the benefit of funding – will be able to enter for CLAiT through ITQ (QCF).
- Non-funded centres may continue to enter for CLAiT as a stand-alone qualification via OCR Interchange.
- Entries are named or unnamed, with the option of unit or full qualification entries.
- Entries for CLAiT 2006 are unnamed and unit entry only.

## ITQ (QCF) structure and unit credit values

OCR Unit No.	Unit Title	QCA Accreditation Number	Credit Value	Level
1	Improving productivity using IT	T/502/4153	3	1
2	Improving productivity using IT	J/502/4156	4	2
3	Improving productivity using IT	L/502/4157	5	3
4	Audio software	K/502/4389	2	1
5	Audio software	D/502/4390	3	2
6	Audio software	H/502/4391	4	3
7	Bespoke software	A/502/4395	2	1
8	Bespoke software	F/502/4396	3	2
9	Bespoke software	J/502/4397	4	3
10	Computerised accounting software	F/502/4401	2	1
11	Computerised accounting software	J/502/4402	3	2
12	Computerised accounting software	L/502/4403	5	3
13	IT communication fundamentals	Y/502/4291	2	1
14	IT communication fundamentals	D/502/4292	2	2
15	Using collaborative technologies	A/502/4378	3	1
16	Using collaborative technologies	F/502/4379	4	2
17	Using collaborative technologies	T/502/4380	6	3
18	Database software	H/502/4553	3	1
19	Database software	M/502/4555	4	2
20	Database software	T/502/4556	6	3
21	Data management software	F/502/4558	2	1
22	Data management software	J/502/4559	3	2
23	Data management software	A/502/4560	4	3
24	Drawing and planning software	J/502/4609	2	1
25	Drawing and planning software	A/502/4610	3	2
26	Drawing and planning software	F/502/4611	4	3
27	Design software	M/502/4572	3	1
28	Design software	T/502/4573	4	2
29	Design software	A/502/4574	5	3
30	Desktop publishing software	Y/502/4565	3	1
31	Desktop publishing software	D/502/4566	4	2
32	Desktop publishing software	H/502/4567	5	3
33	Using email	J/502/4299	2	1
34	Using email	M/502/4300	3	2
35	Using email	T/502/4301	3	3
36	Imaging software	J/502/4612	3	1
37	Imaging software	L/502/4613	4	2
38	Imaging software	R/502/4614	5	3
39	Using the internet	T/502/4296	3	1
40	Using the internet	A/502/4297	4	2
41	Using the internet	F/502/4298	5	3
42	IT security for users	R/502/4256	1	1
43	IT security for users	Y/502/4257	2	2
44	IT security for users	D/502/4258	3	3
45	Using mobile IT devices	H/502/4374	2	1
46	Using mobile IT devices	K/502/4375	2	2

OCR Unit No.	Unit Title	QCA Accreditation Number	Credit Value	Level
47	Multimedia software	Y/502/4615	3	1
48	Multimedia software	D/502/4616	4	2
49	Multimedia software	H/502/4617	6	3
50	Optimise IT system performance	D/502/4244	2	1
51	Optimise IT system performance	H/502/4245	4	2
52	Optimise IT system performance	K/502/4246	5	3
53	Personal information management software	Y/502/4369	2	1
54	Personal information management software	L/502/4370	2	2
55	Project management software	K/502/4618	3	1
56	Project management software	M/502/4619	4	2
57	Project management software	H/502/4620	5	3
58	Presentation software	K/502/4621	3	1
59	Presentation software	M/502/4622	4	2
60	Presentation software	T/502/4623	6	3
61	IT software fundamentals	L/502/4384	3	1
62	IT software fundamentals	R/502/4385	3	2
63	Set up an IT system	Y/502/4209	3	1
64	Set up an IT system	L/502/4210	4	2
65	Set up an IT system	R/502/4211	5	3
66	Specialist software	L/502/4398	2	1
67	Specialist software	R/502/4399	3	2
68	Specialist software	A/502/4400	4	3
69	Spreadsheet software	A/502/4624	3	1
70	Spreadsheet software	F/502/4625	4	2
71	Spreadsheet software	J/502/4626	6	3
72	IT user fundamentals	J/502/4206	3	1
73	IT user fundamentals	L/502/4207	3	2
74	Video software	K/502/4392	2	1
75	Video software	M/502/4393	3	2
76	Video software	T/502/4394	4	3
77	Word processing software	L/502/4627	3	1
78	Word processing software	R/502/4628	4	2
79	Word processing software	Y/502/4629	6	3
80	Website software	L/502/4630	3	1
81	Website software	R/502/4631	4	2
82	Website software	Y/502/4632	5	3
<b>Sector-specific units</b>				
83	Sector-specific units contributing to Level 1	N/A	3	Any
84	Sector-specific units contributing to Level 2	N/A	4	Any
85	Sector-specific units contributing to Level 3	N/A	5	Any
<b>Entry Level units</b>				
86	Digital literacy	A/600/1161	3	Entry
87	Displaying information using ICT	T/502/1141	3	Entry
88	Using ICT to find information	R/502/1194	3	Entry
89	Communicating information using ICT	H/502/1197	3	Entry
90	Producing charts using ICT	K/502/1198	3	Entry

## Achievement boundaries

To achieve a full qualification in the OCR ITQ 2009 qualifications, there is a minimum credit requirement which is indicated in the following table.

Title	QCF Level 1 Minimum Credit Value	QCF Level 2 Minimum Credit Value	QCF Level 3 Minimum Credit Value
Award	9	10	12
Certificate	13	16	25
Diploma	37	38	39

Please note that there are additional requirements regarding the units that can contribute to each qualification – see below for specific information.

## Rules of combination for ITQ Award qualifications

Award level	QCF Level 1	QCF Level 2	QCF Level 3
Minimum Credit Value	9	10	12
Mandatory unit	N/A	N/A	N/A
Optional units: Two-thirds of optional unit credit at qualification level	Minimum 6 credits at the level of the qualification	Minimum 7 credits at the level of the qualification	Minimum 8 credits at the level of the qualification
Entry Level Units	Maximum 3 credits	Maximum 3 credits	Maximum 5 credits
Sector Specific Units (SSU) may also be included	N/A	Maximum 3 credits SSU at any relevant level	Maximum 3 credits SSU at any relevant level

## Rules of combination for ITQ Certificate qualifications

Award level	QCF Level 1	QCF Level 2	QCF Level 3
Minimum Credit Value (min)	13	16	25
Mandatory unit: At the level of the qualification	Unit 1: Improving productivity using IT (3 credits)	Unit 2: Improving productivity using IT (4 credits)	Unit 3: Improving productivity using IT (5 credits)
Optional units: At least half of optional unit credits at or above qualification level	10 credits or more Minimum 5 credits at Level 1 or above Up to 3 credits at Entry 3	12 credits or more Minimum 6 credits at Level 2 or above No credits at Entry 3	20 credits or more Minimum 10 credits at Level 3 No credits at Entry 3
Sector-specific Units (SSUs) may also be included	Maximum 3 credits SSU at any relevant level	Maximum 4 credits SSU at any relevant level	Maximum 5 credits SSU at any relevant level

## Rules of combination for ITQ Diploma qualifications

Award level	QCF Level 1	QCF Level 2	QCF Level 3
Minimum Credit Value (min)	37	38	39
Mandatory unit: At the level of the qualification	Unit 1: Improving productivity using IT (3 credits)	Unit 2: Improving productivity using IT (4 credits)	Unit 3: Improving productivity using IT (5 credits)
Optional units: At least half of optional unit credits at or above qualification level	34 credits or more Minimum 17 credits at Level 1 or above Up to 5 credits at Entry 3	34 credits or more Minimum 17 credits at Level 2 or above No credits at Entry 3	34 credits or more Minimum 17 credits at Level 3 No credits at Entry 3
Sector-specific Units (SSUs) may also be included	Maximum 3 credits SSU at any relevant level	Maximum 4 credits SSU at any relevant level	Maximum 5 credits SSU at any relevant level



## Mapping of CLAiT to ITQ (QCF)

Level 1	CLAiT unit number	CLAiT unit accreditation No.	ITQ unit number	ITQ unit accreditation No.	
	1	File Management and e-Document Production	T/102/9585	<b>77</b> Word Processing Software	L/502/4627
	1	File Management and e-Document Production with a completed pro forma for Level 1	T/102/9585	<b>01</b> Improving Productivity Using IT	T/502/4153
	2	Creating Spreadsheets and Graphs	A/102/9586	<b>69</b> Spreadsheet Software	A/502/4624
	3	Database Manipulation	F/102/9587	<b>18</b> Database Software	H/502/4553
	4	e-Publication Creation	J/102/9588	<b>30</b> Desktop Publishing Software	Y/502/4565
	5	Create an e-Presentation	L/102/9589	<b>58</b> Presentation Software	K/502/4621
	6	e-Image Creation	F/102/9590	<b>36</b> Imaging Software	J/502/4612
	7	Web Page Creation	J/102/9591	<b>80</b> Website Software	L/502/4630
	8	Online Communication	L/102/9592	<b>33</b> Using Email	J/502/4299
				<b>39</b> Using the Internet	T/502/4296
	12	e-Security	R/501/1524	<b>42</b> IT Security for Users	R/502/4256

Level 2	CLAiT unit number	CLAiT unit accreditation No.	ITQ unit number	ITQ unit accreditation No.	
	1	Integrated e-Document Production	R/102/9593	<b>78</b> Word Processing Software	R/502/4628
	1	Integrated e-Document Production with a completed pro forma for Level 2	R/102/9593	<b>02</b> Improving Productivity Using IT	J/502/4156
	2	Manipulating Spreadsheets and Graphs	Y/102/9594	<b>70</b> Spreadsheet Software	F/502/4625
	3	Creating and Using a Database	D/102/9595	<b>19</b> Database Software	M/502/4555
	4	e-Publication Design	H/102/9596	<b>31</b> Desktop Publishing Software	D/502/4566
	5	Design and e-Presentation	K/102/9597	<b>59</b> Presentation Software	M/502/4622
	6	e-Image Production	M/102/9598	<b>37</b> Imaging Software	L/502/4613
	7	Website Creation	T/102/9599	<b>81</b> Website Software	R/502/4631
	8	Electronic Communication	D/102/9600	<b>34</b> Using Email	M/502/4300

Level 3*	CLAiT unit number	CLAiT unit accreditation No.	ITQ unit number	ITQ unit accreditation No.	
	1	Creating an IT Solution	H/102/9601	<b>03</b> Improving Productivity Using IT	L/502/4157
	2	Analysing Spreadsheets and Graphs	K/102/9602	<b>71</b> Spreadsheet Software	J/502/4626
	3	Relational Databases	M/102/9603	<b>20</b> Database Software	T/502/4556
	4	e-Publication Production	T/102/9604	<b>32</b> Desktop Publishing Software	H/502/4567
	5	Professional e-Presentation	A/102/9605	<b>60</b> Presentation Software	T/502/4623
	6	e-Image Production	F/102/9606	<b>38</b> Imaging Software	R/502/4614
	7	Website Authoring	J/102/9607	<b>82</b> Website Software	Y/502/4632

\* Unless previously achieved, Level 3 solutions must map to the new ITQ criteria.

## Mapping Microsoft Certified Application Specialist (MCAS) and Microsoft Office Specialist (MOS) to CLAiT

CLAiT Plus Unit	Microsoft Office 2007 Exam	MOS Exam
<b>Integrated e-Document Production</b>	Exam 77-601 MCAS: Using Microsoft Office Word 2007	Word
<b>Manipulating Spreadsheets and Graphs</b>	Exam 77-602 MCAS: Using Microsoft Office Excel 2007	Excel
<b>Design an e-Presentation</b>	Exam 77-603 MCAS: Using Microsoft Office PowerPoint 2007	PowerPoint
<b>Microsoft Office Outlook</b>	Exam 77-604 MCAS: Using Microsoft Office Outlook 2007	Outlook
<b>Microsoft Office Access</b>	Exam 77-605 MCAS: Using Microsoft Office Access 2007	Access





---

**www.ocr.org.uk**

OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**General qualifications**

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

*For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.*

© OCR 2010 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.  
Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.



FS 27093