



## **Vocational Qualifications (QCF, NVQ, NQF)**

### **Using ICT**

Entry Level Award Using ICT (Entry 3) – **01679**

### **OCR Report to Centres 2016–2017**

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This report on the examination provides information on the performance of candidates, which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

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### **OCR REPORT TO CENTRES**

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# Entry Level Award Using ICT (Entry 3) – 01679

## 1. Overview

This qualification is aimed at new users of information and communication technology. It is made up of four units and to achieve full Entry 3 certification requires candidates to complete at least three units of the four available. The units are as follows; Unit 1 – to design and edit a poster; Unit 2 - to search for information using electronic sources e.g. the Internet, Unit 3 - to send, receive and reply to emails and Unit 4 – to produce pie, bar and line charts. Candidates are encouraged to explore personal and work based contexts wherever possible in completing tasks, for example, when using ICT to search for information and when designing posters and producing charts. Many centres adopt a pragmatic approach, providing candidates with set tasks to complete the evidence requirements. However, the scheme provides flexibility for centres to choose the approach that works for them, balancing the interests and abilities of candidates with the needs of local assessors.

Full guidance for Local Assessors is provided in the Tutor Handbook which is available on the OCR website. Centre Feedback Reports, following each batch of work submitted, are used to clarify evidence requirements for each of the four units that make up the award. This is particularly important for new Local Assessors requiring additional support and guidance when they begin to submit work during first few months. It is a competency based scheme and candidates can be allowed multiple opportunities to provide the correct evidence of achievement before the work is submitted for external moderation.

## 2. General Comments

This is an Entry Three level qualification only. As a first training course in ICT it provides candidates with the confidence to engage with technologies that are being used increasingly in personal and work based situations. It aims to provide candidates with generic skills and background knowledge to explore common hardware platforms, such as, computers, tablets and mobile phones.

Successful candidates demonstrate skills in, for example, preparing electronic documents with text and images, using email effectively and searching for information using electronic means. The flexible approach to learning and assessment has resulted in an exceptionally high pass rate (around 99%) for the full award. This is desirable for an entry level award that should encourage candidates to progress on to other awards and qualifications.

## 3. Comments on Individual Units

Unit 1 allows scope for candidates to select the topic and enter the information and image of their choice in poster format. Centre Feedback reports indicate that some Centre Assessors could be more vigilant in annotating printouts to ensure that all assessment criteria are met prior to submitting the work for moderation. Some Local Assessors have also required advice on the requirement for changing font style. A change of font style would be, for example, from a Serif font style, such as Times New Roman, to a Sans Serif font style, such as, Arial. Also in recent years a significant minority of candidates continue to move the image by centring it when centring text rather than moving it to a new location using, for example, drag and drop. There is detailed information within the tutor handbook regarding the assessment criteria for all of the units.

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Unit 2 allows candidates to select the specific information they would like to search within the three tasks that make up the unit. Candidates must specify the exact information that they are searching for and the source of that information e.g. the internet, Word Help or a CD. If the information found for an individual search is many pages long centres may submit the first or most relevant page only as evidence (N.B. this reduces the amount of paper for postage).

Unit 3 – The majority of candidates demonstrate competence in managing email communications in achieving this unit. However, some email trails are not easy to follow with candidates including a large number of email printouts (evidence of three emails only is required – one sent email, one received and one reply).

Unit 4 - Bar chart data is generally sound and charts are well presented. Pie charts should include percentages as well as labels, or a key. Percentage data is sometimes missing resulting in an incomplete chart for assessment purposes. Line charts should use a continuous data set and this occasionally needs to be explained to Local Assessors on Centre Feedback Reports.

#### **4. Sector Update**

The qualification has been extended until 30/06/2020.

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