NCFE

NCFE Functional Skills Qualification in ICT at Level 1 and 2

600/0030/2 / 600/0139/2

Entry Level ICT Functional Skills are ideal for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. They're suitable for a range of learners and are fundamental for completing various wider qualifications and frameworks, such as Foundation Learning.

There's no minimum age requirement for registration.

What topics are covered?

Functional Skills ICT covers:

- Using emails and folders
- Finding information from the internet
- Developing spreadsheet data on Excel
- Developing a Word document or PowerPoint presentation
- Answering questions on general ICT knowledge.

Ofqual sets content for Functional Skills qualifications. QualHub has the Functional Skills criteria list.

Qualification overview

Qualification title	NCFE Functional Skills Qualification in ICT at Level 1 NCFE Functional Skills Qualification in ICT at Level 2
Qualification number (QN)	Level 1 – 600/0030/2 Level 2 – 600/0139/2
Guided Learning Hours (GLH)	45
Total Qualification Time (TQT)	52 (L1) / 54 (L2)
Assessment availability	Assessments are available on-demand, either paper-based or online. ICT paper-based assessments use a computer, and the answers are recorded by the learner via paper and print-outs. If learners will be attempting paper-based assessments, centres need to make preparations using the pre-release materials. Your centre can choose the date, time and location of assessments. Resits are available.
Assessment Duration	Level 1 – 120 minutes (plus an additional 15 minutes for paper-based assessment printing) Level 2 – 150 minutes (plus an additional 15 minutes for paper-based assessment printing)
Direct Claim Status (DCS)	These qualifications are eligible for DCS. Visit Qualhub for more information on DCS.

Qualification structure and how to achieve

One mandatory assessment per level makes up the Functional Skills ICT qualifications.

A learner must pass with an "Achieved" grade in the assessment to earn their certificate.

Remote invigilation.

Our remote invigilation solution for Functional Skills enables your learners to sit their assessments anytime, anywhere.

ncfe.org.uk/remoteinvigilation

Why choose us?

We offer full Functional Skills support from start to finish to ensure engagement, success and achievement. Benefits include:

• Initial assessment and tools from Skills Builder – identify your learners' English and maths skills level and get an individual learning plan, to set them on the right path.

• Continuing support from our dedicated Provider Development team from day one – made up of English and maths specialists who will support with your planning, training and resource needs.

• A range of learner and teacher resources – including remote learning tools and 'pick up and go' resources, allowing you to offer a full blended learning approach.

• Standardisation videos – to standardise the marking process for assessments.

• Reading and spelling lists – ideal for helping your learners to understand the key words required as in the Department for Education (DfE) subject content.

• Support to adapt the context of assessments – templates and guidance to support you to create context that specifically supports your learners, to help them achieve.

• Free External Qualiaty Assurer (EQA) support – we'll appoint you an EQA when you register. They'll support you throughout the quality process.

Find out more

visit: ncfe.org.uk/functionalskills   email: functionalskills@ncfe.org.uk