

Level 3
Advanced Diploma for
IT Users

Scheme handbook

**City&
Guilds**

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Publications Sales
City & Guilds
1 Giltspur Street
London
EC1A 9DD

Telephone 020 7294 2850
Facsimile 020 7294 2400

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1 Giltspur Street
London EC1A 9DD
Telephone 020 7294 2468
Facsimile 020 7294 2400
Website <http://www.city-and-guilds.co.uk>

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042 Word Processing	
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Important note to centres

New centres must apply for centre and scheme approval. The multiple-choice assessments for these qualifications will be delivered on line; there is no paper-based alternative. Scheme approval will therefore include approval of the set-up and function of the on-line delivery systems.

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Level 3 Diploma for IT Users (7262-03)

This award is aimed at candidates who

- do not have access to an N/SVQ
- wish for career progression within the Information Technology industry
- wish to develop the skills learnt from GNVQs and other qualifications
- require evidence towards the underpinning knowledge of the N/SVQ
- wish to undertake a Modern Apprenticeship, using the underpinning knowledge gained from this Vocationally Related Qualification.

Progression routes

Candidates who complete the Level 3 qualification have the following opportunities for progression

- IT User awards at Level 3 which extend their capabilities in the use of Information Technology
- additional units within the Level 3 qualification to extend the range of their skills
- the complete range of N/SVQs in Information Technology
- employment in a range of fields including the IT industry

This award is designed to contribute towards the knowledge and understanding for the N/SVQ(s) in Information Technology (City & Guilds 4300/4301). It provides a valuable alternative for those candidates who do not have access to the N/SVQ.

Vocationally related awards are available in a range of areas, please contact Customer Services Enquiry unit at City & Guilds for further information.

General information

Vocationally related awards have been designed by City & Guilds to support government initiatives towards the National Qualifications Framework. They can contribute towards the knowledge and understanding required for the related N/SVQ while not requiring or proving evidence of occupational competence.

General structure

Vocationally related awards are made up of units expressed in a standard format. Each unit is preceded by details of

- the structure of the unit
- the aims and general coverage of the unit
- the relationship of the unit to the appropriate N/SVQ National Occupational Standards
- the outcomes
- the assessment methods
- signposting of opportunities to generate evidence for Key Skills.

For the Level 3 Advanced Diploma for IT Users the units are:

Core

041 IT Principles

Optional

042 Word Processing

043 Spreadsheets

044 Databases

045 Integrated applications

309 Website design

311 Relational databases

For the award of this qualification, a candidate must successfully complete the assessments for the core unit, **plus** two of the optional units

Assessment and quality assurance

National standards and rigorous quality assurance are maintained by the use of

- City & Guilds' set and marked written test(s). Candidates answer the same questions and are marked against the same criteria. This ensures and maintains national standards.
- City & Guilds' Assignments, marked by the centre according to externally set marking criteria, with quality assurance provided by the centre and monitored by City & Guilds' external verification system, to ensure that national standards are maintained.

Quality assurance includes initial centre approval, scheme approval, the centre's own procedures for monitoring quality and City and Guilds' ongoing monitoring by an External Verifier. Details of City & Guilds criteria and procedures, including roles of centre staff and External Verifiers can be found in *Providing City & Guilds Qualifications - a guide to centre and scheme approval*.

The written test assesses knowledge and understanding. For this award the written test will be a 40 item multiple-choice test which is delivered on-line.

Assignments (one per unit) for the Core unit assesses practical activities, whilst assignments for the optional units cover both practical activities **and** underpinning knowledge. City & Guilds provides guidance for assessors, which includes marking and grading criteria, and candidate instructions within each assignment. As assignments are designed to sample practical activities, it is essential that the centres ensure that candidates cover the content of the whole unit.

The assessment component for the multiple-choice test is graded Pass or Fail. Assessment components for the assignments are graded Pass, Credit and Distinction. A pass is the achievement level required for the knowledge and understanding in an N/SVQ and generally represents the ability to follow instructions and procedures. Credit and Distinction represent increasing levels of ability to adapt to changing circumstances and to independently resolve problems.

For candidates with particular requirements, centres should refer to City & Guilds policy document *Access to assessment, candidates with particular requirements*.

Course Design

Teachers/assessors should familiarise themselves with the structure and content of the award before designing an appropriate course; in particular they are advised to consider the knowledge and understanding requirements of the relevant N/SVQ.

City & Guilds does not itself provide courses of instruction or specify entry requirements. As long as the requirements for the award are met, teachers/assessors may design courses of study in any way that they feel best meets the needs and capabilities of the candidates.

City & Guilds recommends that candidates should not enter, with another awarding body, for a qualification at the same level with the same title.

It is recommended that centres cover the following in the delivery of the course, where appropriate:

- Key Skills (such as Communication, Application of Number, Information technology, Working with others, Improving own learning and performance, Problem solving)
- Health and safety considerations, in particular the need to impress to candidates that they must preserve the health and safety of others as well as themselves
- Spiritual, moral, social and cultural issues
- Equal opportunities
- Environmental education
- related European issues.

It is recommended that 270 hours should be allocated for the 1 core and 2 optional units.

Centre and scheme approval

Centres wishing to offer City & Guilds' qualifications must gain approval.

New centres must apply for centre and scheme approval. The multiple-choice assessments for these qualifications will be delivered on-line; there is no paper-based alternative. Scheme approval will therefore include approval of the set up and function of the on line delivery systems.

Existing City & Guilds' centres will need to get specific scheme approval to run this Vocationally related award.

Full details of the process for both centre and scheme approval are given in *Providing City & Guilds qualifications – a guide to centre and scheme approval* which is available from City & Guilds' regional offices.

City & Guilds reserves the right to suspend an approved centre, or withdraw its approval from an approved centre to conduct a particular City & Guilds' scheme or particular City & Guilds' schemes, for reasons of debt, malpractice or for any reason that maybe detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds.

Level 3 Advanced Diploma for IT Users (7262-03)

The Award

For the award of a certificate, candidates must successfully complete the assessments for the core unit **plus** two optional units

Core unit		Assessment components required	
041	IT Principles (Core)	7262-03-041	Assignment
		7262-03-141	Multiple-choice test
Optional units			
042	Word Processing	7262-03-042	Assignment
043	Spreadsheets	7262-03-043	Assignment
044	Desktop Publishing	7262-03-044	Assignment
045	Integrated Applications	7262-03-045	Assignment
309	Website Design	7262-03-309	Assignment
311	Relational Databases	7262-03-311	Assignment

Registration and certification

- Candidates must be registered at the beginning of their course. Centres should submit registrations via the Walled Garden or on Form S (Registration), under scheme/complex no 7262-02. Candidates must be registered for the complex **and** for each component in which a Multiple-choice test is attached.
- When assignments have been successfully completed, candidate results should be submitted via the Walled Garden or on Form S (Results submission). Centres should note that results, i.e. certificates/certificates of unit credit, will **NOT** be processed by City & Guilds until verification records are complete.
- Multiple-choice tests will be available on-demand. Test results will be submitted to City & Guilds automatically from the on-line system.
- Candidates achieving one or more assessment components will receive a Certificate of Unit Credit listing the assessment components achieved. Candidates achieving the number and combination of assessment components required for the full qualification will, in addition, be issued a Certificate.
- Full details on all the above procedures will be found in the *Directory of Vocational Awards* published annually by City & Guilds. This information also appears on City & Guilds Website <http://www.city-and-guilds.co.uk> In addition, centres are encouraged to access the dedicated e-Equals website <http://www.city-and-guilds-co.uk/e-quals>

Test specification

The knowledge requirements for Unit 041 will be assessed by a multiple-choice written paper.

IT Principles Level 3 Unit 041 - Written (multiple-choice) paper: 141		
Test duration 1 hour		Total number of questions: 40
Outcome		No. of questions
1	Plan and cost hardware acquisition	11
2	Plan and cost software acquisition	7
3	Plan, use and maintain files and directory structures on networks	10
4	Use networks to gather, collate and distribute information	8
5	Describe Health and Safety regulations	4

Relationship to NVQ units

Unit	Outcome	This award contributes towards the knowledge and understanding of the following elements of NVQ(s)
041 IT Principles	3 5 4 1 3, 4 2 4	Using IT NVQ Level 2: 204.2 Maintain your own file structures 206.2 Reduce The Risks To Health And Safety In Your Workplace 207.1 Identify and Retrieve Graphical Images Using IT NVQ Level 3: 301.1 Select and Configure Equipment for Use 301.2 Control The Conclusion Of Information Technology Use 302.2 Update Installed Software 327.4 Retrieve Electronically Stored Information Effectively
042 Word processing	1 1 2 2, 3, 4 5	Using IT NVQ Level 2: 201.1 Prepare For the Use of Information Technology Using IT NVQ Level 3: 305.1 Design the Layout and Presentation of Documents 305.2 Create the Required Documents 305.3 Contribute to Improving Design and Production 305.4 Output Document to the Required Destination
043 Spreadsheets	1 1 2, 3, 5, 6 7	Using IT NVQ Level 2: 201.1 Prepare For the Use of Information Technology Using IT NVQ Level 3: 306.1 Design the Layout and Presentation of Spreadsheets 306.2 Create the Required Spreadsheet 306.4 Output Spreadsheet to the Required Destination
044 Desk top publishing	1 2 1 2 3	Using IT NVQ Level 2: 201.1 Prepare For the Use of Information Technology 207.1 Identify and Retrieve Graphical Images Using IT NVQ Level 3: 312.1 Design the Layout and Presentation of Graphical Documents 312.2 Create the Required Graphical Documents 312.3 Output Graphical Document to the Required Destination
045 Integrated applications	1,2,3,4,5 1 1 2 3 3	Using IT NVQ Level 2: 201.1 Prepare For the Use of Information Technology Using IT NVQ Level 3: 305.2 Create the Required Documents 305.4 Output Document to the Required Destination 306.2 Create the Required Spreadsheet 311.2 Extract Information by Interrogating the Database 311.3 Present the Database Information
309 Website design	1,2 4 4 5 3	Using IT NVQ Level 2: 201.1 Prepare For the Use of Information Technology 207.1 Identify and Retrieve Graphical Images 207.2 Produce the Required Graphical Images by Manipulating Image 207.3 Output the Graphical Images to the Required Destination Using IT NVQ Level 3: 327.4 Retrieve Electronically Stored Information Effectively

311 Relational Databases	1 1, 2 3 4 9	Developing IT Systems NVQ Level 3: 321.1 Prepare plans for analyses and designs 321.2 Construct logical data models from given information system descriptions 321.3 Create normalised data models 321.4 Design data structures to represent normalised data models 325.1 Create user reference materials and procedures
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Identification of Key Skills summary relationship table

Unit No and Title	Communication	Application of Number	Information Technology	Working With Others	Improving own learning and performance	Problem Solving
041 IT Principles	C3.2, C2.3	N3.1	IT3.1, IT3.2, IT3.3			PS2.1
042 Word processing	C2.2, C2.3		IT2.3			PS2.1 PS2.2 PS2.3
043 Spreadsheets	C2.2, C3.3	N3.2, N3.3	IT3.2, IT3.3			PS2.1 PS2.2 PS2.3
044 Desk top publishing	C2.2, C2.3		IT3.2, IT3.3			PS2.1 PS2.2 PS2.3
045 Integrated applications	C2.2, C2.3		IT3.1, IT3.2, IT3.3			PS2.1
309 Website design	C2.2, C2.3		IT3.1, IT3.2, IT3.3			PS2.1 PS2.2 PS2.3
311 Relational Databases	C3.2				LP3.1 LP3.2 LP3.3	PS3.1 PS3.2 PS3.3