



**AIM**QUALIFICATIONS

## Entry Level 3 Award in Information Technology

Qualification Number: 601/4978/4



## Qualification Overview

<b>Title:</b>	AIM Qualifications Entry Level 3 Award in Information Technology
<b>Qualification Number:</b>	601/4978/4
<b>Level:</b>	Entry 3
<b>Credit Value:</b>	6 credits
<b>Guided Learning Hours:</b>	60 hours
<b>Total Qualification Time:</b>	60 hours
<b>Qualification Objective:</b>	<p>This qualification is designed to meet the needs of learners who wish to develop their skills and increase their understanding of information technology. It will allow learners to gain confidence in using a computer and other electronic devices. It will enable learners to use digital technology as part of a job role and will support the safe use of the internet and digital applications.</p>
<b>Progression Routes:</b>	<p>This qualification can be used flexibly to meet learner needs. Depending on the context of the learning and the needs of each individual learner, the qualification can:</p> <ul style="list-style-type: none"><li>● prepare individuals to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding;</li><li>● prepare learners for employment;</li><li>● support a role in the workplace;</li><li>● encourage engagement in learning.</li></ul>
<b>Entry requirements:</b>	There are no entry requirements for this qualification.
<b>Assessment method(s):</b>	Assessment is through a Portfolio of Evidence/Workbook.

## How is the qualification assessed?

The assessment process is as follows:

### Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with Aim Qualifications.

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

### Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the AIM Qualifications [Reasonable Adjustments and Special Considerations Policy](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

## Qualification size

### About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

### Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

### Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

## Rules of Combination and level for this qualification

To achieve the AIM Qualifications Entry Level 3 Award in Information Technology, learners must achieve the **6** credits from the Mandatory unit group.

There are no **Optional** units for this qualification.

### Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Computer Security and Privacy	E3	2	20	20	CQ6/E3/NQ/011	D/505/6367
Information Technology	E3	3	30	30	CP4/E3/NQ/005	M/505/5644
Online Basics	E3	1	10	10	CR1/E3/NQ/002	A/506/8171
Using Mobile IT Devices	E3	1	10	10	CQ6/E3/NQ/015	L/505/6378
Using Social Media	E3	1	10	10	CR1/E3/NQ/003	F/506/8172
Using Software	E3	1	10	10	CN1/E3/NQ/004	J/506/8173

### Level Descriptors

Units are assigned a level based on current RQF guidance issued by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Entry 3</b>	Has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and Knows and understands the steps needed to complete structured tasks and activities in familiar contexts.	Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.

Extracted from 'After the QCF A New Qualification Framework' October 2015

## Requirements to deliver the qualification

Centres wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

## Support for centres

AIM Qualifications provide all of our centres with on-going support and advice on the use of AIM Qualifications units and qualifications, including the requirements for assessment.

## Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the AIM Qualifications requirements for centre recognition and adheres to all [policies and procedures](#)
- AIM Qualifications provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant AIM Qualifications documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

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*The information provided in this qualification specification is accurate at the time of publication but is subject to change. AIM Qualifications will occasionally update qualification information, so please refer to the 'AIM Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification specifications.*

**AIM Qualifications and Assessment Group**

**Registered Office:**

3 Pride Point Drive  
Pride Park  
Derby  
DE24 8BX

Aldersley House  
Overstrand  
Pendeford Business Park  
Wolverhampton  
WV9 5HA

**Office Hours:**

Monday to Thursday - 9.00 am to 5.00 pm  
Friday - 9.00 am to 4.00 pm

**Tel: 0 8 4 4 2 2 5 3 3 7 7**