

Certificate/Diploma for IT Users (CLAiT Plus)

Level 2

Integrated e-Document Production
Manipulating Spreadsheets and Graphs
Creating and Using a Database
e-Publication Design
Design an e-Presentation
e-Image Manipulation
Website Creation
Electronic Communication

Introduction

The OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus) is a qualification designed to recognise the skills, knowledge and understanding of IT users in employment, education or training. Courses leading to the CLAiT Plus qualification will equip learners with the broad range of transferable skills necessary to meet the demands of the modern workplace, and will prepare learners for progression to training in IT User skills at Level 3. The qualification recognises complex and specialist skills in the use of IT in vocational contexts.

CLAiT Plus has been redeveloped to produce a qualification that forms a far more coherent part of a suite of 3 CLAiT qualifications covering 3 levels. There is now a clearer progression route from Level 1 to Level 2 and from Level 2 to Level 3 at both unit level and whole qualification level. The new qualification aims to reflect and build on the strengths of the previous version, incorporating revised content, which now maps, where appropriate, to 100% of the National Occupational Standards. This takes account of recent software developments and provides greater flexibility, ease-of-use and relevance. Over 2 million people in the UK now hold CLAiT certificates, making CLAiT the benchmark qualification in IT.

The qualification is approved by QCA as the OCR Level 1 Certificate/Diploma for IT Users, at Level 1 of the National Qualifications Framework. It has been developed to recognise the skills, knowledge and understanding of IT users whether in employment, education or training.

Approval and funding

The OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus) is accredited at level 2 of the National Qualifications Framework and is eligible for funding from 1 September 2005 under the Learning and Skills Council's Section 96 and 97 arrangements for learners of all ages.

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Assessment and marking

A candidate taking the revised CLAiT Plus qualification is allowed to incur a maximum of six accuracy errors before failing to achieve a unit. Critical errors still apply in the same way as previously, i.e. any critical errors incurred, instantly mean that the candidate has failed to achieve that particular unit.

Computer Based Assessment (CBA) is now available for Unit 1, Integrated e-Document Production, Unit 2, Manipulating Spreadsheets and Graphs, and Unit 3, Creating and Using a Database. Centres submitting work for these units via CBA will now receive automatic certification without the need to make a further claim, where the unit has been successfully achieved. Centres will continue to receive feedback on candidates' performance.

An **e-portfolio facility** will be available from September 2005 for centres wishing to submit work electronically for moderation. This facility will allow centres to claim certification for any of the eight units available.

Centres are able to utilise successful achievement for the following Microsoft Office Specialist (MOS) tests as evidence of achievement towards the following CLAiT Plus units:

Microsoft Office Specialist Unit	OCR CLAiT Plus Unit
Word Core	Integrated e-Document Production
Excel Core	Manipulating Spreadsheets and Graphs
PowerPoint Core	Design an e-Presentation
Outlook Core	Electronic Communication
Access Core	Creating and Using a Database

A CLAiT Plus Certificate and/or Diploma can now be achieved purely through electronic testing; either with OCR's CBA facility and/or by using Microsoft Office Specialist Tests.

Qualification structure

From 1 September 2005, **unnamed unit entry** is now the only available registration option for CLAiT Plus.

Each unit is certificated separately, but for a candidate to achieve the overall Level 2 Certificate, they must complete Unit 1 plus any other 2 units. For a candidate to achieve the Level 2 Diploma, they must achieve Unit 1 plus any other 4 units.

Form of assessment

For Units 1 to 8, candidates are assessed by means of OCR-set practical assignments. The assignments are set in realistic scenarios and are designed to allow the candidates to use their knowledge and understanding to demonstrate skill in each assessment objective in a logical and realistic way.

Work produced by the candidates is centre assessed and externally moderated by the OCR Examiner-moderator, except when centres chose to submit work for Units 1 to 3 via Computer Based Assessment (CBA).

Alternatively, candidates/centres can choose to devise their own scenario and candidates can produce a related solution. It is the responsibility of the centre and the candidates to ensure that work produced meets all the evidence requirements as specified in the Evidence Checklist which accompanies the unit.

Units 1 to 3 are now assessable via Computer Based Assessment (CBA), with automatic certification on successful completion of the unit.

Progression routes

Candidates who successfully complete CLAiT Plus may wish to progress to Level 3 with CLAiT Advanced. Those candidates choosing to follow a work based route can progress to the Level 2 or Level 3 iTQ qualification, where CLAiT units can be counted towards the overall appropriate level of iTQ.

Qualification support

OCR provides first class support for all its qualifications.

The Tutor's Handbook is designed to provide 100% of the resources needed to deliver and mark the candidates' assignments, complete with examples of errors and descriptions of penalties. Centres receive a free copy on centre approval, although a downloadable copy is available from OCR's website.

Our website, **www.ocr.org.uk**, contains an area dedicated to the support of CLAiT Plus, complete with Frequently Asked Questions (FAQs), additional support materials, free downloads, news and updates for Centres and additional administrative information.

OCR runs a regular programme of training workshops for tutors and centre assessors. These are held throughout the country on a continuous basis. For more details contact the OCR Training and Customer Support Team on **0121 628 2950**.

A wide range of tutor and candidate resources has been published for OCR qualifications. OCR is working with leading publishers to bring you a choice of tutor and candidate resource material for CLAiT Plus.

If in any doubt over any aspect of the syllabus, assessment or administration of this qualification, please feel free to contact OCR's Customer Contact Centre on **024 7685 1509**, where staff will endeavour to answer your queries or redirect your call as necessary.

For a list of fees associated with the CLAiT Plus qualification please refer to the OCR Fees List.

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **vocational.qualifications@ocr.org.uk**; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ**.

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **www.ocr.org.uk**

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

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