

# Certificate/Diploma for IT Users (CLAiT Advanced)

Level 3

## Creating an IT Solution

### Analysing Spreadsheets and Graphs

### Relational Databases

### e-Publication Production

### Professional e-Presentation

### e-Image Production

### Website Authoring

## Introduction

The OCR Level 3 Certificate/Diploma for IT Users (CLAiT Advanced) is a qualification designed to recognise the skills, knowledge and understanding of those who use advanced IT skills. The qualification recognises complex and specialist skills in the use of IT in vocational contexts.

CLAiT Advanced has been redeveloped to produce a qualification that provides a far clearer progression route from New CLAiT and CLAiT Plus 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. Over 2 million people in the UK now hold CLAiT certificates, making CLAiT the benchmark qualification in IT.

The qualification is approved by QCDA as the OCR Level 3 Certificate/Diploma for IT Users, at Level 3 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 3 Certificate/Diploma for IT Users (CLAiT Advanced) is accredited at level 3 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.

## Assessment and marking

A candidate taking the revised CLAiT Advanced qualification is allowed to incur a maximum of nine 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.

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 seven units available.

datasheet

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

Microsoft Office Specialist Unit	OCR CLAiT Advanced Unit
Word Expert	Creating an IT Solution
Excel Expert	Analysing Spreadsheets and Graphs

## Qualification structure

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

**Each unit is certificated separately**, but for a candidate to achieve the overall Level 3 Certificate, they must complete Unit 1 plus any other 2 units. For a candidate to achieve the Level 3 Diploma, they must achieve Unit 1 plus any other 4 units.

## Form of assessment

All units are centre assessed and externally moderated by an OCR examiner moderator. Assessment takes the form of a practical task.

Candidates/centres devise their own scenario and tasks. It is the responsibility of the centre and the candidates to ensure that the evidence produced meets all the evidence requirements as specified in the Evidence Checklist which accompanies the unit.

There is no time limit for candidates who complete the assessment by means of a scenario and tasks, however, in between assessment sessions candidate work must be locked in a secure place. No teaching sessions /tutorials are to be held in between assessment sessions.

## Progression routes

Candidates who successfully complete CLAiT Advanced may wish to progress to a practitioner qualification and choose from one of the many qualifications within OCR's iPRO suite. Those candidates choosing to follow a work based route can progress to the 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](http://www.ocr.org.uk), contains an area dedicated to the support of CLAiT Advanced, 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 Advanced.

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 76 851509**, where staff will endeavour to answer your queries or redirect your call as necessary.

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

## Getting started

Simply complete the Centre Approval Form A344 and return to OCR Operations in Coventry. There is no fee for Centre Approval and in return you will receive the full specification and Tutor's Handbook.

[www.ocr.org.uk](http://www.ocr.org.uk)

OCR customer contact centre

### Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

### General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

### OCR

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