

Entry Level

Adult Literacy

Adult Numeracy

ICT Skills for Life

Introduction

Basic skills are the skills that underpin everyday activities and are needed to function effectively in society and at work. It is recognised that many adults do not have the necessary literacy, numeracy and ICT skills when they leave school. This means they find it difficult to make the most of the opportunities in their adult life.

OCR offers a full suite of accredited basic skills qualifications that are based on and referenced to the national standards for adults. These qualifications are available from Entry 1 to Level 2, this enables candidates to progress from level to level. Getting a qualification will not just improve people's skills – it will help others judge how good they are and what they can do.

Basic skills qualifications

OCR offers the full range of basic skill qualifications at Entry Level and Level 1 and Level 2. At Entry level the following qualifications are available at Entry 1, Entry 2 and Entry 3:

- **OCR Entry Level Certificate in Adult Literacy**
- **OCR Entry Level Certificate in Adult Numeracy**
- **OCR Entry Level Certificate in ICT Skills for Life**

A profile of each of the above qualifications is provided in this datasheet.

OCR also offers the **Level 1 and Level 2 Adult Literacy and Adult Numeracy national tests**. Details of these can be found on the OCR website.

Approval and funding

All the above qualifications are accredited on the National Qualifications Framework (NQF) and are therefore eligible for public funding. For further information on funding please contact the Learning and Skills Council (LSC) quoting the qualification accreditation number (QAN) provided in the qualification profile.

Candidate profile

These qualifications are suitable for learners who want to develop their skills and confidence in using language, number and ICT. There are no barriers to entry, candidates can be entered at the level appropriate to their skill level.

The qualifications are approved for all post-16 learners and 14-16 Key Stage 4 learners who require access to a wider curriculum for English, Mathematics and ICT.

Fees

Centre approval is free. Centres can purchase entries for either the full qualification or individual units. The fees for these qualifications can be found in the OCR fees booklet or in the Basic Skills Administrative Guide (A851).

Entry requirements

There are no formal entry requirements for these qualifications. Entries can be either named or unnamed and can be made at any time. Full details on how to enter for these qualifications can be found in the Basic Skills Administrative Guide (A851).

Qualification structure

The Entry Level Certificates in Adult Literacy, Numeracy and ICT Skills for Life are all available at Entry 1, Entry 2 and Entry 3. Candidates can be entered for either individual units or the full award. Unit and full award certification is available. Further information is provided in the qualification profiles in this leaflet and in the Tutor's Handbooks.

Form of assessment

Candidate assessment can take place at any time. OCR provides the assessment material and evidence requirements. The evidence is assessed in the centre by the tutor/assessor. Work that has been assessed as meeting the evidence requirements is sent to OCR for moderation.

Qualification support

OCR offers the following support for these qualifications:

- **Tutor's Handbooks** provide a comprehensive guide to the structure and assessment of the qualifications.
- **Sample assessment material** provides practice material for candidates.
- **Candidate Evidence Sheets** enable tutors to record and track candidate evidence
- **Basic Skills Administrative Guide (A851)** provides comprehensive guidance on how to administer the OCR suite of basic skills qualifications.
- **OCR website www.ocr.org.uk** contains the most up to date and relevant information about these qualifications.

- **OCR Training** offer a regular programme of training events to help tutors maintain best practice in the delivery and administration of the these qualifications.
- **Centre Advisors** are available to visit centres and give advice on OCR qualifications.

What other OCR basic skills qualifications are available?

OCR offers the national tests for **Level 1 and Level 2 Adult Literacy and Adult Numeracy**. These tests can be delivered at any time and are available either on paper or on screen using e-tests. Further information on e-testing can be found on the OCR website.

OCR also offers qualifications for basic skill tutors and support staff.

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**

OCR Entry Level Certificate in Adult Literacy

OCR code 03392	QCA code (QAN) 100/1493/7
Qualification structure	<p>The Adult Literacy qualification contains three units at each of the three levels of Entry level (Entry 1, Entry 2 and Entry 3).</p> <ul style="list-style-type: none">• Speaking and Listening (unit QAN H/101/0045)• Reading (unit QAN K/101/0046)• Writing (unit QAN M/101/0047) <p>Candidates must achieve three units (one from each skill area) to be awarded the full qualification. Candidates do not need to achieve all of the skills at the same level. Full and unit certification is awarded.</p>
Assessment	<p>Assessment can take place at any time. All units are assessed in the centre by the tutor/assessor and externally moderated by OCR. To facilitate evidence collection, model assignments and Candidate Evidence Sheets are provided for all units. The model assignments fully cover all the assessment requirements for the unit. The assignments can be either used as given, adapted in full or in part, or where appropriate, evidence can be gathered through naturally occurring situations. Only work that meets all the assessment requirements is submitted to OCR for moderation.</p>
Certification	<p>Candidates who achieve three units (one from each skill area) will be awarded the full OCR Entry Level Certificate in Adult Literacy. Unit certificates will be awarded for each unit achieved. The unit certificate will include the level achieved.</p>

OCR Entry Level Certificate in Adult Numeracy

OCR code 03393	QCA code (QAN) 100/2231/4
Qualification structure	<p>The Adult Numeracy qualification contains two units at each of the three levels of Entry Level.</p> <ul style="list-style-type: none">• Using Number (unit QAN L/101/4042)• Using Common Measures, Shape and Space and Data (unit QAN R/101/4043) <p>Candidates must achieve the two units to be awarded the qualification.</p>
Assessment	<p>Assessment can take place at any time. All units are assessed in the centre by the tutor/assessor and externally moderated by OCR. The Using Number units are assessed by OCR-set tasks. The Using Common Measures, Shape and Space and Data units are assessed by practical activities set in the centre. Candidate Evidence Sheets are available to aid the recording and tracking of evidence. Only work that meets all the assessment requirements is submitted to OCR for moderation.</p>
Certification	<p>Candidates who achieve two units (one from each skill area) will be awarded the full Entry Level Certificate in Adult Numeracy. Unit certificates will be awarded for each unit achieved. The unit certificate will include the level achieved.</p>

OCR Entry Level Certificate in ICT Skills for Life

OCR code 05556	QCA code (QAN) 100/5273/2
Qualification structure	<p>The ICT Skills for Life qualification is available at each of the three levels of Entry Level. The qualification has one unit at Entry 1, three units at Entry 2 and three units at Entry 3. The unit titles and unit QANs are listed below.</p> <p>Entry 1 Using ICT systems K/103/2323</p> <p>Entry 2 Displaying information using ICT M/103/2324</p> <p>Entry 2 Using ICT to find information T/103/2325</p> <p>Entry 2 Communicating information using ICT A/103/2326</p> <p>Entry 3 Displaying information using ICT F/103/2327</p> <p>Entry 3 Using ICT to find information J/103/2328</p> <p>Entry 3 Communicating information using ICT L/103/2329</p>
Assessment	<p>Assessment can take place at any time. All units are assessed in the centre by the tutor/assessor and externally moderated by OCR. OCR-set assignment templates are provided for all units. The templates enable tutors to customise the assignments by providing a context or topic for each task in the unit. Only candidate work that meets all of the evidence requirements is submitted to OCR for moderation.</p>
Certification	<p>Candidates who achieve the required number of units (1 unit at Entry 1, or 3 units at Entry 2 or Entry 3) will be awarded the full OCR Entry Level Certificate in ICT Skills for Life. Unit certificates will be awarded for each unit achieved. The certificates will include the level achieved.</p>

www.ocr.org.uk

OCR customer contact centre

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