

ICT Levels 1, 2 & 3



OCR
Nationals

Individual Talent
National Success

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OCR Nationals are exam-free, vocationally related qualifications that take an engaging, practical approach to learning and assessment.

They're industry-relevant, geared to key sector requirements and very popular with schools and colleges because they suit such a broad range of learning styles and abilities.



Why choose OCR Nationals?

3,000 UK centres currently deliver OCR Nationals to candidates of all abilities. They're popular with candidates and teachers alike. In fact more than 750,000 students have studied and enjoyed OCR Nationals over the past 6 years.

There are many good reasons for choosing OCR Nationals...

- candidates develop the vital practical and applicable skills needed by today's employers
- they suit a very wide range of learning styles because they focus on ongoing assessment
- centres enjoy free support, advice, guidance and twice yearly moderation visits
- there's a broad range of different sized qualifications and unit options to choose
- they attract DfE School and College Achievement and Attainment Table recognition
- they attract UCAS points at Level 3, helping candidates enter higher education.

Relevant, flexible qualifications

OCR Nationals are flexible and enable teachers to set assignments that keep up with technological advances and changes in industry. That means they're highly relevant to today's employment market.

OCR Nationals candidates practise and develop strong skills vital for the modern workplace, gaining genuine insight into a variety of exciting sectors and industries.

Dedicated ongoing support

Two annual visits from OCR Visiting Moderators gives teachers solid support and guidance for Levels 1 and 2. There are a further two visits if you are doing Level 3.

Your Moderator will check your internal marking and assessment for you, make sure grades are valid and consistent and share best practice on an ongoing basis.

A means of measuring success

Some candidates respond better to continual assessment than exams. OCR Nationals let candidates of every ability gain qualifications that represent their true understanding and ability.

Continual assessment and learning support gives candidates clear ongoing indications of their progress, which helps them achieve real success.

Flexible start dates, no entry deadlines

Candidates can start their OCR Nationals qualifications at any time of year, either individually or as part of a group. Because there are no entry deadlines, teachers can mark course units at any time and in any order to suit their workload.



OCR Level 1 Nationals in ICT

Level 1 ICT offers schools and colleges an alternative route for their students as well as progression towards the highly popular OCR Level 2 Nationals in ICT. Level 1 content and structure mirrors Level 2.

Qualification structure

All three qualifications at Level 1 draw from the same pool of 14 exciting units.

OCR Level 1 Nationals	Total Guided Learning Hours (glh)	Number of mandatory units	Optional units		Qualifications at same level and of similar size
		60 glh (Units 1 & 2)	60 glh (Units 3–10)	30 glh (Units 11–14)	
First Award	120	2	–	–	1 GCSE grade D–G
Award	240	2	2 1	– 2	3 GCSEs grades D–G
Certificate	360	2	4 3 2	– 2 4	4 GCSEs grades D–G

Internal assessment and external moderation

Units are first internally assessed and standardised then an OCR Visiting Moderator will externally moderate a sample during a visit. There are no external tests or exams, and ongoing assessments and moderations can take place at any time.

Common sense certification

Units are graded Pass, Merit or Distinction. Awards and Certificates are graded in the same way. Each unit is certificated individually and full award certificates are issued automatically when candidates complete the prerequisite number of units.



Level 1 – unit by unit

Mandatory units

Unit 1 – ICT skills for business

- creating and storing files using different packages including word processing, spreadsheet, database and presentation software
- communicating effectively using email
- searching the internet efficiently for information.

Unit 2 – Web page creation

- developing key knowledge about planning and creating multimedia websites
- developing the skills to plan, design and implement a simple website using appropriate software
- understanding common concepts and features relating to the creation of web pages, web page formatting and website structure
- formatting pages and creating hyperlinks.

Optional units

60 guided learning hours (Group B)

- Unit 3 Digital imaging – plan and produce computer graphics
- Unit 4 Design and produce multimedia products
- Unit 5 Desktop publishing
- Unit 6 Spreadsheet skills
- Unit 7 Databases – modify and use
- Unit 8 E-commerce and digital technology
- Unit 9 ICT hardware, software and support
- Unit 10 ICT systems and installation of applications

30 guided learning hours (Group C)

- Unit 11 Modifying an animation for the internet using ICT
- Unit 12 Creating web computer graphics
- Unit 13 Editing sound using ICT
- Unit 14 Modifying video



OCR Level 2 Nationals in ICT

ICT skills are essential for success in employment and higher education. OCR Nationals deliver these skills across the whole group, effectively engaging and inspiring students of every ability to achieve great things.

Qualification structure

All five qualifications at Level 2 draw from the same pool of 23 exciting units.

OCR Level 2 Nationals	Total Guided Learning Hours (glh)	Number of mandatory units	Optional units			Qualifications at same level and of similar size
		Group A 40 glh (Unit 1)	Group B 40 glh (Units 2–18)	Group C 20 glh (Units 19–23)		
Short Course Award	60	1	–	1	1 Short Course GCSE grade A*–C	
First Award	100	1 1	1 –	1 3	1 GCSE grade A*–C	
Award	180	1 1 1	3 2 1	1 3 5	2 GCSEs grades A*–C	
First Certificate	280	1 1 1	6 5 4	– 2 4	3 GCSEs grades A*–C	
Certificate	360	1 1 1	8 7 6	– 2 4	4 GCSEs grades A*–C	

Internal assessment and external moderation

Units are first internally assessed and standardised then an OCR Visiting Moderator will externally moderate a sample during a visit. There are no external tests or exams, and ongoing assessments and moderations can take place at any time.

Common sense certification

Units are graded Pass, Merit or Distinction. Awards and Certificates are graded in the same way. Each unit is certificated individually and full award certificates are issued automatically when candidates complete the prerequisite number of units.

OCR Level 3 Nationals in ICT

Level 3 gives students a more in-depth understanding of ICT in the modern workplace, giving insights into ICT's role in specialist careers. As an alternative to an Applied GCE, or similar exam-based course, they provide ongoing learning and assessment of the practical skills and knowledge required to succeed in ICT-related careers.

Qualification structure

All three qualifications at Level 3 draw from the same pool of 29 units.

OCR Level 3 Nationals	Total Guided Learning Hours (glh)	Number of mandatory units	Optional units		Qualifications at same level and of similar size
		60 glh (Units 1–4)	Non-specialist 60 glh (Units 5–9)	Specialist 60 glh (Units 10–29)	
Certificate	360	4	2		1 A Level
Diploma	720	4	8 (Maximum 5 non-specialist units)		2 A Levels
Extended Diploma	1080	4	14 (Maximum 5 non-specialist units)		3 A Levels

Specialist pathways for endorsement of the National Diploma

Candidates can gain a double endorsement of their National Diploma by completing four units from one specialist pathway and four units from one other specialist pathway.

Specialist Pathway Endorsement	Choice of 4 Specialist Units
Creative	Units 10–19
Website	Units 20–25
Business Enterprise	Units 26–29

Internal assessment and external moderation

Units are first internally assessed and standardised then an OCR Visiting Moderator will externally moderate a sample during a visit. There are no external tests or exams, and ongoing assessments and moderations can take place at any time.

Common sense certification

Units are graded Pass, Merit or Distinction. Certificates and Diplomas are graded in the same way. Each unit is certificated individually and full award certificates are issued automatically when candidates complete the prerequisite number of units.

Level 3 – unit by unit

Mandatory units

Unit 1 – Digital business communication

- developing a thorough knowledge and understanding of communication in a business context
- learning how to use ICT in effective business communications
- understanding document and computer security in the workplace
- understanding the role and contribution of communication technology to business
- applying a presentation style to documents

Unit 2 – Collaborative working

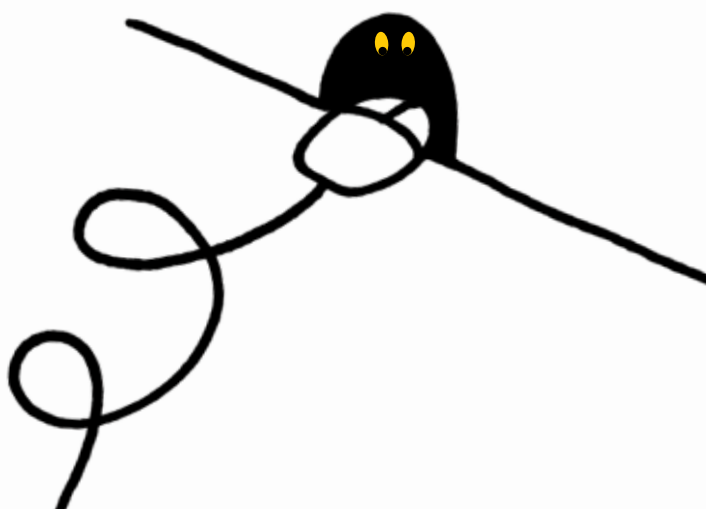
- understanding how collaboration is used in ICT related projects
- planning as part of a group
- investigating the use of ICT tools to support collaborative working
- carrying out research for a group project

Unit 3 – Problem solving

- using various techniques to analyse and interpret numerical data
- defining statistical problems, collecting data, using spreadsheets to store and analyse data, presenting data

Unit 4 – Creating a digital showcase

- developing an interactive media product to showcase an event or situation
- demonstrating how to specify requirements, design solutions and write an interactive media product.



Optional units

Non-specialist units

- Unit 5 Advanced spreadsheets
- Unit 6 Advanced databases
- Unit 7 Desktop publishing
- Unit 8 Career planning for ICT*
- Unit 9 Work experience in ICT*

Creative specialist pathway

- Unit 10 Digital imaging and photography
- Unit 11 Digital video
- Unit 12 Digital audio
- Unit 13 Music technology
- Unit 14 Cartooning and animation
- Unit 15 Art and animation for computer games
- Unit 16 Programming for computer games
- Unit 17 Computer games production
- Unit 18 Computer games technology
- Unit 19 CAD/CAM

Website specialist pathway

- Unit 20 Web authoring
- Unit 21 Hosting and managing websites
- Unit 22 Databases for e-commerce
- Unit 23 Web security and regulations
- Unit 24 Internet past, present and future
- Unit 25 Scripting and coding for websites

Business enterprise specialist pathway

- Unit 26 Project management
- Unit 27 e-marketing
- Unit 28 e-commerce
- Unit 29 Producing a business plan

* Only one of units 8 and 9 will count towards a full award. If candidates choose to complete both, one will count towards the full certificate and the other will be recognised on a unit certificate.

Administration Overview

As with everything to do with OCR Nationals, we try to make your life easier. Follow the simple steps below to implement the qualification in your centre.

7 Steps to Achievement



CENTRE APPROVAL

Fill in the online form at www.ocrnationals.com/approval to get your Interchange account details and OCR Nationals Administration Guide.



ENTER YOUR CANDIDATES

Enter your candidates via Interchange or EDI. We'll assign an expert OCR Visiting Moderator when you enter your first candidate. They'll contact you to agree the date for their first visit. We provide two free Moderator visits per academic year for Levels 1 and 2, with an additional 2 visits if you are doing Level 3. Extra visits are available at a small cost.



ASSESSMENT

You internally assess and standardise your candidates' work before the Moderator visits.



SUBMIT YOUR CLAIM

Let the Moderator know which candidates and units are ready to be moderated using Interchange to submit the claim. No need to send candidates' work; all assessment and moderation occurs **within** your centre.



PREPARE YOUR SAMPLE

Your Moderator will let you know, via Interchange, which candidates' work will be moderated.



MODERATION VISIT

Your Moderator will confirm the grades achieved and provide feedback, advice, guidance and share best practice during their visit.



CERTIFICATES

We issue unit and full award certificates automatically after the visit. The results are sent by EDI every month and are also available in Interchange.

OCR Nationals in ICT

Adopting a new specification can appear daunting. There's a lot of information to weigh up; the demands of the course, the quality of support and the needs and expectations of teachers and candidates. Here's some sensible advice to help you make the best decision.

Preparing for first teaching



MAKE THE MOST OF THE OCR WEBSITE

We've provided a full list of units online. While the overall programme of study might be familiar, it's important to check each unit specification to make sure you're happy with the learning outcomes, knowledge, understanding and skills.



TAKE A TOUR OF OUR MODEL ASSIGNMENTS

They give a clear idea about the type of tasks you can set. They can be used directly, adapted or used as templates for completely new assignments.



MAKE GOOD GRADING DECISIONS

With the Centre Handbook and Admin Guide to cross reference, check our model assignments, which come complete with Moderators' commentary designed to guide your grading decisions.



GET SOCIAL

Visit our social media site (www.social.ocr.org.uk) By registering you will have FREE access to a dedicated platform where teachers can engage with each other – and OCR – to share best practice, offer guidance and access a range support materials produced by other teachers such as lesson plans, presentations, videos and links to other helpful sites.



ENJOY SUPPORT AND GUIDANCE

It's wise to review our Chief Coordinator's annual report for generic guidance and explore their summary of key issues from the previous academic year.



GET GREAT TRAINING

Check OCR's INSET training programme to see if there is a convenient course available. INSET training is an excellent way to get practical advice on the best ways to deliver OCR Nationals.



EXPLORE EXTERNAL WEBSITES

It's often worthwhile carrying out an internet search to see if there is any free or paid for resource material available. But please always check that whatever material you incorporate into your teaching it meets the qualification's assessment requirements.

Contact us!

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday. We're always delighted to answer questions and give advice.

t. 02476 851 509

e. ocrnationals@ocr.org.uk

www.ocrnationals.com

Please note, we sometimes record or monitor calls for staff training and quality assurance purposes.

“We value OCR Nationals immensely. They are ideal for teachers, and pupils gain a qualification that demonstrates practical, hands on experience. We couldn't ask for a better qualification.”

JB – Westbourne College, Ipswich

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