ICT
OCR Level 3 Cambridge Technical Introductory Diploma in IT

Examination Board: OCR

Course content:
The Cambridge Technical qualifications offer opportunities to develop the skills demanded by employers in the UK today. These vocationally-related diplomas are included in the Qualifications and Credit Framework. Learners will have the opportunity to acquire essential knowledge and tools for the world of work, developing transferable skills such as planning, research and analysis, working with others and effective communication.

The OCR Cambridge Technical Diploma provides candidates with high quality, industry-relevant skills geared to the specific requirements of key sectors. The structure enables learners to study at their own pace whilst providing valuable opportunities to develop skills, knowledge and understanding which will support entry into work or progression to further studies through Further or Higher Education. The Cambridge Technicals are practical qualifications intended to stimulate and interest candidates. They support achievement in Key Skills and relate to national occupational standards, thereby providing an ideal progression to National Vocational Qualifications (NVQs) once individuals are in suitable employment.

All learners will study the following two mandatory units; Fundamentals of IT and Global Information. These units provide learners with an insight into the IT sector, as they investigate the pace of technological change, IT infrastructure, and the flow of information on a global scale, as well as the important legal and security considerations. Three optional units must be completed to obtain the Introductory Diploma.

Unit 1 - Communication and Employability Skills for IT (Compulsory)
Communication is a vital skill for any individual. The effective use of communication and flexibility of styles are highly desirable attributes to employers. This unit identifies the principles for effective communication, introducing learners to the interpersonal skills and attributes required within a workplace, and how different combinations of approaches are required for a range of job roles. It also identifies the IT tools available for safe and secure communication and exchange of information within an organisation. Learners will consider approaches and adapt the way they communicate, depending on their audience. This unit will prepare learners to effectively use various communication channels within a working environment, to understand what an employer expects of an individual, and how to communicate effectively whilst developing their own personal style.
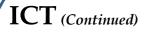
Unit 2 - Information Systems (Compulsory)
The purpose of this unit is to demonstrate the information organisations hold and how this is valuable to those organisations. This unit will help the learner understand the legislation governing information which flows into and out of an organisation and the constraints and limitations that apply to it. The learner will discover that if systems are in place, and information held is correct then the communication within the organisation is a powerful tool which can provide a competitive edge. This will provide the learner with a greater understanding of how organisations use information internally and externally and the types of information they will encounter. The skills gained in completing this unit will give the learner knowledge of the functionality of information and how to produce management information systems.

Optional units:
OCR Cambridge Technicals offer a wide range of optional units including Computer Networks, Cyber Security, Application Design, Games Design and Prototyping, Computer Systems (Hardware), Computer Systems (Software), Mobile Technology and Web Design.

ICT *(Continued)*

Aims:

The aims of the OCR Cambridge Technicals are to widen participation in vocational or work-related learning with a view to equipping learners with skills they will need in the workplace or in Further Education and training. They will also allow students to experience vocationally related learning to see if it is suitable for them.

Possible careers:

These qualifications are designed to enable learners to enter employment at an operative or trainee level within a wide range of Information and Communication Technology environments. Such learners would normally enter employment through a work-related training programme. The OCR Cambridge Technicals in ICT have been designed to provide a broad educational basis for Further Education or for moving into employment within the ICT sector. Students will develop the general skills, knowledge and understanding needed within the sector.

Grading:

Units 1 and 2 in the Cambridge Technicals in IT are 90 GLH; all other units are 60 GLH.
The table below shows the number of points issued for each grade.

Unit GLH	Points table for units based on GLH			
	pass	merit	distinction	unclassified
60	14	16	18	0
90	21	24	27	0

The overall grade for the Introductory Diploma is calculated from the total points from all the units. The table is shown below:

Points range	Grade	
104 and above	Distinction*	D*
100 – 103	Distinction	D
92 – 99	Merit	M
84 – 91	Pass	P
Below 84	Unclassified	U