



BCS ITQ

BCS Qualification 'Gap' Evidence Guide

(September 2006)



Further considerations for task evidence





Using ECDL Version 4 Syllabus Modules / BCS Level 1 & Level 2 Certificate for IT Users Units as Contributory Qualifications (APA)


The table below lists the ITQ units that candidates may have chosen for their Optional Units. Candidates may have taken **ECDL** tests for these and wish to use them as APA towards their ITQ. If they have chosen any of these ECDL units, there may be some additional skills which need to be evidenced as they are not currently in the ECDL syllabus V4.

These skills **MUST** either be included in the Mandatory Unit (if they can be demonstrated using evidence arising from the workplace) or as supplementary Optional Unit 'GAP' evidence carried out in a realistic working environment (for Units where the evidence cannot be demonstrated using evidence arising from the workplace). Simulation can be accepted for supplementary Optional Unit 'GAP' evidence. **Mandatory Unit evidence cannot be simulated.**

Candidates should **ensure** they proof read all their documents for presentation and accuracy, and provide witness testimony / evidence that the document meets the requirements of the originator / Expert Witness.

Unit/Module	Requirements
Operate a computer ECDL module 2 (level 1)	 <p>If you select operating a computer, you MUST:</p> <ul style="list-style-type: none"> • Describe health and safety risks to self in using IT • Describe health and safety risks to others from common hardware • Describe what health and safety laws and guidelines affect the use of IT <p>You should also ensure that your evidence covers a <i>representative sample</i> of level 1 Operate a computer skills such as:</p> <ul style="list-style-type: none"> • Demonstrate how you have set up your folders and files • Use basic tools and techniques, such as open, close, save and print files in folders.
Internets and intranets ECDL module 7 (level 1)	 <p>The Internet aspects of this ECDL Module fully map against ITQ Level 1 Internet and Intranets NOS.</p> <p>If you select Internet/Intranets, you should also ensure that your evidence covers a <i>representative sample</i> of level 1 Internet/Intranet skills/techniques such as.</p> <ul style="list-style-type: none"> • Choosing the source that is most likely to provide the information needed. • Locating information from various sources. • Choosing information that is appropriate for what is needed. • Use a search engine to find and select appropriate information. • Using suitable techniques to make it easier to find useful information again (eg bookmarks or favourites) and to pass it on to others (eg sending web pages and web links via email)

Unit/Module	Requirements
Email ECDL module 7 (level 1)	 <p>If you select Email, you MUST:</p> <ul style="list-style-type: none"> • Format your messages, such as by changing font (typeface), type size and colour. • Format paragraphs using alignment, bullets, numbering and indents. • Describe why some computer users may have difficulty in sending and receiving emails with attachments. <p>You should also ensure that your evidence covers a <i>representative sample</i> of level 1 Email skills such as:</p> <ul style="list-style-type: none"> • Sending emails with attachments • Using an email address book
Word processing ECDL module 3 (level 2)	 <p>Module fully maps against ITQ Level 2 NOS.</p> <p>If you select Word Processing, you should also ensure that your evidence covers a <i>representative sample</i> of level 2 Word Processing skills/techniques such as:</p> <ul style="list-style-type: none"> • Mail merge • Tabs • Headers and footers • Tables • Styles
Spreadsheets ECDL module 4 (level 2)	 <p>Module fully maps against ITQ Level 2 NOS.</p> <p>If you select Spreadsheets, you should also ensure that your evidence covers a <i>representative sample</i> of level 2 Spreadsheet skills/techniques such as:</p> <ul style="list-style-type: none"> • MIN and MAX Functions • Absolute and relative cell references • SUM and AVERAGE Function • Charts • COUNT and IF Functions
Databases ECDL module 5 (level 2)	 <p>Module fully maps against ITQ Level 2 NOS.</p> <p>If you select Databases, you should also ensure that your evidence covers a <i>representative sample</i> of level 2 Database skills/techniques such as:</p> <ul style="list-style-type: none"> • Multiple criterion queries • Reports • Forms

Unit/Module	Requirements
IT Presentations ECDL module 6 (level 2)	 <p>Module fully maps against ITQ Level 2 NOS.</p> <p>If you select Presentations, you should also ensure that your evidence covers a <i>representative sample</i> of level 2 Presentation skills/techniques such as:</p> <ul style="list-style-type: none"> • Apply design templates • Use animation effects • Transition

Further considerations for task evidence



Using ECDL Advanced Modules / BCS Level 3 Certificate for IT User Units as Contributory Qualifications (APA)





The table below lists the ITQ units that candidates may have chosen for their Optional Units, which they may have taken **ECDL Advanced** tests for and wish to use as APA towards their ITQ. If they have chosen any of these ECDL Advanced units, then there may be some additional skills which need to be evidenced, as they are not in the ECDL Advanced syllabus V1.0.

It is important to note that there are currently two syllabus version of ECDL Advanced Word Processing and ECDL Advanced Spreadsheets that can contribute towards ITQ. Syllabus V1.0 does not map fully to the NOS content and will therefore require additional evidence. Syllabus V1.5 does map full to NOS content and therefore may not require any additional evidence.

These skills **MUST** either be included in the Mandatory Unit (if they can be demonstrated using evidence arising from the workplace) or as supplementary Optional Unit 'GAP' evidence carried out in a realistic working environment (for Units where the evidence cannot be demonstrated using evidence arising from the workplace). Simulation can be accepted for supplementary Optional Unit 'GAP' evidence. **Mandatory Unit evidence cannot be simulated.**

Candidates should **ensure** they proof read all their documents for presentation and accuracy, and provide evidence that the document meets the requirements of the originator / Expert Witness.

Unit/Module	Requirements
Word processing ECDL Advanced module AM3 <u>Version 1.0</u> (level 3)	 <p>If you select word processing, you should ensure that your evidence covers the following level 3 skills/techniques:</p> <ul style="list-style-type: none"> • Convert files to another suitable format. • Create, modify and merge different versions. • Improve efficiency for users (eg hyperlinks) <p>You must also demonstrate your Knowledge/Understanding of the following:</p> <ul style="list-style-type: none"> • Produce information that communicates effectively, by structuring the content to take account of different contexts and audience needs. • Produce word processing documents that are complex in terms of content and meaning as well as the understanding, skills and techniques needed to produce them.
Word processing ECDL Advanced module AM3 <u>Version 1.5</u> (level 3)	 <p>Module fully maps against ITQ Level 3 NOS.</p> <p>If you select Word Processing, you should also ensure that your evidence covers a <i>representative sample</i> of level 3 Word Processing skills/techniques.</p>

Unit/Module	Requirements
<p>Spreadsheets</p> <p>ECDL Advanced module AM4 Version 1.0 (level 3)</p>	 <p>If you select spreadsheets, you should ensure that your evidence covers the following level 3 skills/techniques:</p> <ul style="list-style-type: none"> • Convert files to another suitable format. • Use advanced techniques for combining or merging versions of information from different users. <p>You must also demonstrate your Knowledge/Understanding of the following:</p> <ul style="list-style-type: none"> • Produce information that communicates effectively, by structuring the content to take account of different contexts and audience needs. • Produce spreadsheets that are technically complex in terms of content and analysis, as well as the understanding, skills and techniques needed to produce them. • What methods can be used for complex data, such as to compare related totals or predict trends.
<p>Spreadsheets</p> <p>ECDL Advanced module AM4 Version 1.5 (level 3)</p>	 <p>Module fully maps against ITQ Level 3 NOS.</p> <p>If you select Spreadsheets, you should also ensure that your evidence covers a <i>representative sample</i> of level 3 Spreadsheets skills/techniques.</p>
<p>Databases</p> <p>ECDL Advanced module AM5 Version 1.0 (level 3)</p>	 <p>Module fully maps against ITQ Level 3 NOS.</p> <p>If you select Databases, you should also ensure that your evidence covers a <i>representative sample</i> of level 3 Database skills/techniques.</p>
<p>Presentation Software</p> <p>ECDL Advanced Module AM6 Version 1.0 (level 3)</p>	 <p>Module fully maps against ITQ Level 3 NOS.</p> <p>If you select Presentations, you should also ensure that your evidence covers a <i>representative sample</i> of level 3 Presentation skills/techniques.</p>