

Qualification Specification

BIIAB IT User Qualifications

BIIAB Level 1 Award in IT User Skills 601/6503/0 BIIAB Level 1 Certificate in IT User Skills 601/6493/1 BIIAB Level 1 Diploma in IT User Skills 601/6514/5 BIIAB Level 2 Award in IT User Skills 601/6490/6 BIIAB Level 2 Certificate in IT User Skills 601/6494/3 BIIAB Level 2 Diploma in IT User Skills 601/6515/7 BIIAB Level 3 Award in IT User Skills 601/6500/5 BIIAB Level 3 Certificate in IT User Skills 601/6502/9 BIIAB Level 3 Diploma in IT User Skills 601/6492/X

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1. About the BIIAB IT User qualifications

BIIAB has obtained accreditation to deliver these by Ofqual. The qualifications have a unique Qualification Number (QN) which is shown below.

Each unit within the qualifications will also have a unit regulation number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification title	Qualification Number (QN)
BIIAB Level 1 Award in IT User Skills	601/6503/0
BIIAB Level 1 Certificate in IT User Skills	601/6493/1
BIIAB Level 1 Diploma in IT User Skills	601/6514/5
BIIAB Level 2 Award in IT User Skills	601/6490/6
BIIAB Level 2 Certificate in IT User Skills	601/6494/3
BIIAB Level 2 Diploma in IT User Skills	601/6515/7
BIIAB Level 3 Award in IT User Skills	601/6500/5
BIIAB Level 3 Certificate in IT User Skills	601/6502/9
BIIAB Level 3 Diploma in IT User Skills	601/6492/X

The IT User qualifications have been designed to allow learners to obtain and then demonstrate the knowledge and skills to work effectively and flexibly with IT.

2. About this pack

This support pack has been developed to provide guidance for learners, assessors and verifiers undertaking, delivering, or quality assuring this qualification.

The purpose of the support pack is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place. If this pack is updated, centres will be notified via the BIIAB monthly newsletter which goes to approved centres.



3. BIIAB Customer Service

BIIAB is committed to giving the highest possible levels of customer service.

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Service Contact Details: 01276 684449

Email: customersupport@bii.org

Our Customer Service team will be happy to assist with any administration-related enquiries you may have. For example:

- □ registration and certification enquiries
- □ re-certification issues
- □ Centres available in the local area
- appeals
- □ whistleblowing.

4. What are Rules of Combination (ROC)?

Under the Regulatory Framework qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- □ The total credit value of the qualification
- The amount of credit that must be achieved within specific groupings of units (e.g. Mandatory, Optional Unit, and Optional groups)
- □ The minimum credit which must be achieved at the level or above the level of the qualification
- □ The Total Qualification Time (TQT)
- □ The title, Unit Regulation Number and BIIAB Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- □ Any barred units (units that cannot be taken together as part of the qualification).

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.



5. BIIAB Level 1 Award in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 1 Award in IT User Skills learners **must** gain a total of **9 credits**. This consists of:

- Minimum total credit: 9
- A **minimum** of **6 credits must** be achieved through the completion of units at Level 1 and above
- Units with the same title at different levels are barred
- GLH: 60
- TQT: 90

Listed below are the qualification units.

Optional Group AS: Audio Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT4	К/502/4389	Audio Software	2	1	15	Portfolio		
IT5	D/502/4390	Audio Software	3	2	20	Portfolio		
IT6	H/502/4391	Audio Software	4	3	30	Portfolio		
Optional Group BS: Bespoke Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment		
						method		
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio		
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio		
CFAQ29	J/502/4397	Bespoke Software	4	3	30	Portfolio		
Optional Gro	up CA: Comput	er Accounting Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment		
						method		
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio		
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio		
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio		
Optional Gro	up DM: Data M	anagement Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio		
IT22	F/502/4558	Data Management Software	2	1	15			

Data Management Software

J/502/4559

CFAQ20

3

3

2

Portfolio



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IT21	A/502/4560	Data Management Software	4	3	30	Portfolio
Optional Gro Unit no	up DP: Desktop URN	Publishing Software Unit Title	Credit	Level	GLH	Assessment method
			4	2	30	Portfolio
IT24	D/502/4566	Desktop Publishing Software	5	3	40	Portfolio
IT25	H/502/4567	Desktop Publishing Software	3	1	20	Portfolio
IT26	Y/502/4565	Desktop Publishing Software				
Optional Gro	up DPS: Drawin	ng and Planning Software	Credit	Level	GLH	Assessment
Unit no	URN	Unit Title				method
			2	1	5	Portfolio
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio
IT27	A/502/4610	Drawing and Planning Software	4	3	30	Portfolio
IT28	F/502/4611	Drawing and Planning Software				
Optional Gro	up DS: Databas	e Software	Credit	Level	GLH	Assessment
Unit no	URN	Unit Title				method
			3	1	20	Portfolio
IT18	H/502/4553	Database Software	4	2	30	Portfolio
IT19	M/502/4555	Database Software	6	3	45	Portfolio
CFAQ35	T/502/4556	Database Software				
Optional Gro	up DS1: Design	Software	Credit	Level	GLH	Assessment
Unit no	URN	Unit Title				method
			5	3	40	Portfolio
IT30	A/502/4574	Design Software	3	1	20	Portfolio
IT31	M/502/4572	Design Software	4	2	30	Portfolio
IT32						



Optional Group E3: Entry 3 Units

Optional Gro	oup E3: Entry 3 C	Jnits				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT84	Y/502/0189	Computer Basics	1	E3	5	Portfolio
IT85	Y/502/0192	Computer Security and Privacy	1	E3	5	Portfolio
IT86	R/502/2216	Data management software	2	E3	15	Portfolio
IT87	J/502/0169	Database software	2	E3	15	Portfolio
IT88	L/502/0173	Design and imaging software	2	E3	15	Portfolio
IT89	D/502/0193	Digital Lifestyle	1	E3	5	Portfolio
IT90	T/502/0166	IT User fundamentals	2	E3	15	Portfolio
IT91	J/502/2214	Personal information management software	1	E3	10	Portfolio
IT92	A/502/0170	Presentation software	2	E3	15	Portfolio
IT93	R/502/0191	Productivity Programmes	1	E3	5	Portfolio
IT94	L/502/2215	Specialist/bespoke software	2	E3	15	Portfolio
IT95	F/502/0168	Spreadsheet software	2	E3	15	Portfolio
IT96	L/502/0190	The Internet and World Wide Web	1	E3	5	Portfolio
IT97	J/502/0172	Using email	1	E3	10	Portfolio
IT98	D/502/0176	Using mobile IT devices	1	E3	10	Portfolio
IT99	F/502/0171	Using the Internet	1	E3	10	Portfolio
IT100	A/502/0167	Word processing software	2	E3	15	Portfolio
Optional Gro	un IC: IT Comm	unication Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio
IT14	Y/502/4291	IT Communication Fundamentals	2	1	15	Portfolio
Optional Gro	up IP: Improvin	g Productivity Using IT				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT101	T/502/4153	Improving Productivity Using IT	3	1	20	Portfolio
IT102	J/502/4156	Improving Productivity Using IT	4	2	30	Portfolio
IT81	L/502/4157	Improving Productivity Using IT	5	3	40	Portfolio
Optional Gro	oup IS: Imaging S	oftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio



Optional Group ISF: IT Software Fundamentals

Unit noURNUnit TitleCreditLevelGLHAssessment methodIT62L/502/4384IT Software Fundamentals3120PortfolioIT63R/502/4385IT Software Fundamentals3220PortfolioOptional Group ISU: IT Security for UsersUnit TitleCreditLevelGLHAssessment methodUnit noURNUnit TitleCreditLevelGLHAssessment method
IT63 R/502/4385 IT Software Fundamentals 3 2 20 Portfolio Optional Group ISU: IT Security for Users Unit no URN Unit Title Credit Level GLH Assessment method
Optional Group ISU: IT Security for Users Unit no URN Unit Title Credit Level GLH Assessment method
Unit no URN Unit Title Credit Level GLH Assessment method
Unit no URN Unit Title Credit Level GLH Assessment method
Unit no URN Unit Title Credit Level GLH Assessment method
IT43 R/502/4256 IT Security for Users 1 1 10 Portfolio
IT44 Y/502/4257 IT Security for Users 2 2 15 Portfolio
IT42 D/502/4258 IT Security for Users 3 3 20 Portfolio
Optional Group IU: IT User Fundamentals
Unit no URN Unit Title Credit Level GLH Assessment
method
IT73 J/502/4206 IT User Fundamentals 3 1 20 Portfolio
IT74 L/502/4207 IT User Fundamentals 3 2 20 Portfolio
Optional Group MS: Multimedia Software
Unit no URN Unit Title Credit Level GLH Assessment
method
IT49 Y/502/4615 Multimedia Software 3 1 20 Portfolio
IT49Y/502/4615Multimedia Software3120PortfolioIT47D/502/4616Multimedia Software4230Portfolio
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345Portfolio
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System Performance
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345Portfolio
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceUnit TitleCreditLevelGLHAssessment
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceUnit TitleCreditLevelGLHAssessment method
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceLevelGLHAssessment methodUnit noURNUnit TitleCreditLevelGLHAssessment methodIT50D/502/4244Optimise IT System Performance2115Portfolio
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceUnit TitleCreditLevelGLHAssessment methodIT50D/502/4244Optimise IT System Performance2115PortfolioIT51H/502/4245Optimise IT System Performance4230PortfolioIT52K/502/4246Optimise IT System Performance5340Portfolio
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceImage: Credit Rows and the second s
IT47 IT48D/502/4616 H/502/4617Multimedia Software4230PortfolioOptional Group OP: Optimise IT System Performance Unit noOptimise IT System PerformanceCreditLevelGLHAssessment methodIT50D/502/4244Optimise IT System Performance2115PortfolioIT51H/502/4245Optimise IT System Performance4230PortfolioIT52K/502/4246Optimise IT System Performance4230PortfolioOptional Group Optimise IT System Performance5340Portfolio
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceUnit noURNUnit TitleCreditLevelGLHAssessment methodIT50D/502/4244Optimise IT System Performance2115PortfolioIT51H/502/4245Optimise IT System Performance4230PortfolioIT52K/502/4246Optimise IT System Performance5340PortfolioOptional Group PI: Personal Unit TitleCreditLevelGLHAssessmentOptional Group VI: Personal Unit TitleCreditLevelGLHAssessment
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Group OP: Optimise IT System PerformanceLevelGLHAssessment methodIT50D/502/4244Optimise IT System Performance2115PortfolioIT51H/502/4245Optimise IT System Performance2115PortfolioIT52K/502/4246Optimise IT System Performance4230PortfolioOptional Group PI: Personal Information Management SoftwareCreditLevelGLHAssessment methodOptional Group PI: Personal Information Management SoftwareCreditLevelGLHAssessment method
IT47D/502/4616Multimedia Software4230PortfolioIT48H/502/4617Multimedia Software6345PortfolioOptional Grupper Optimise IT System PerformanceLevelGLHAssessment methodUnit noURNUnit TitleCreditLevelGLHAssessment methodIT50D/502/4244Optimise IT System Performance2115PortfolioIT51H/502/4245Optimise IT System Performance4230PortfolioIT52K/502/4246Optimise IT System Performance5340PortfolioOptional Grupper PI: Personal Information ManagementCreditLevelGLHAssessment methodIT54Y/502/4369Personal Information Management2115Portfolio



Optional Group PM: Project Management Software

•		Management Software					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio	
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio	
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio	
Optional Group PS: Presentation Software							
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio	
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio	
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio	
•	up SPS: Spreads					. .	
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio	
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio	
CFAQ33	J/502/4626	Spreadsheet Software	6	3	45	Portfolio	
Uptional Gro	up SP: Specialist	Unit Title	Credit	Laval	C 111	A	
Onit no	URN	Shit file	Credit	Level	GLH	Assessment method	
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio	
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio	
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio	
	, ,						
Optional Gro	up SU: Set Up a	n IT System					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio	
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio	
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio	
Optional Gro	up UC: Using Co	ollaborative Technologies					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio	
CFAQ66	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio	
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio	



Optional Group UE: Using Email Unit no URN **Unit Title** Credit GLH Assessment Level method CFAQ42 J/502/4299 Using Email 2 1 15 Portfolio 2 CFAQ15 M/502/4300 Using Email 3 20 Portfolio CFAQ30 T/502/4301 Using Email 3 3 20 Portfolio **Optional Group UM: Using Mobile IT Devices Unit Title** Unit no URN Credit GLH Level Assessment method IT45 H/502/4374 Using Mobile IT Devices 2 1 15 Portfolio IT46 2 2 K/502/4375 Using Mobile IT Devices 15 Portfolio Optional Group UTI: Using the Internet Unit no URN **Unit Title** Credit Level GLH Assessment method CFAQ61 A/502/4297 Using the Internet 4 2 30 Portfolio IT40 F/502/4298 Using the Internet 5 3 40 Portfolio CFAQ62 T/502/4296 Using the Internet 3 1 20 Portfolio **Optional Group VS: Video Software** URN Unit no **Unit Title** Credit Level GLH Assessment method IT103 K/502/4392 Video Software 2 1 15 Portfolio 3 2 IT104 M/502/4393 Video Software 20 Portfolio IT105 T/502/4394 Video Software 4 3 Portfolio 30 **Optional Group WP: Word Processing Software** Unit no URN **Unit Title** GLH Credit Level Assessment method CFAQ41 L/502/4627 Word Processing Software 3 1 20 Portfolio R/502/4628 Word Processing Software 4 2 30 Portfolio CFAQ16 Y/502/4629 Word Processing Software 6 3 45 Portfolio CFAQ31 **Optional Group WS: Website Software** Unit no Unit Title URN Credit Level GLH Assessment

onicho	UNIT	onit neic	cicuit	Level	0111	Assessment
						method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio
CFAQ32	Y/502/4632	Website Software	5	3	40	Portfolio



6. BIIAB Level 1 Certificate in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 1 Certificate in IT User Skills learners **must** gain a total of **13 credits**. This consists of:

- Minimum total credit: 13
- A **minimum** of **8 credits must** be achieved through the completion of units at Level 1 and above
- A maximum of 5 credits can be obtained at Entry 3
- Units with the same title at different levels are **barred**
- GLH: 90
- TQT: 130

Listed below are the qualification units.

Mandatory	unit:
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Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT101	T/502/4153	Improving Productivity Using IT	3	1	20	Portfolio	
Optional Group AS: Audio Software							
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT4	K/502/4389	Audio Software	2	1	15	Portfolio	
IT5	D/502/4390	Audio Software	3	2	20	Portfolio	
IT6	H/502/4391	Audio Software	4	3	30	Portfolio	
Optional Gro	up BS: Bespoke	Software					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment	
						method	
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio	
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio	
CFAQ29	J/502/4397	Bespoke Software	4	3	30	Portfolio	
Optional Gro	up CA: Compute	er Accounting Software					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio	
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio	



GLH Assessment method

Portfolio

Portfolio

Portfolio

15

20

30

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IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio
Optional Gro	up DM: Data Ma	anagement Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio

Optional Group DP: Desktop Publishing Software

Unit no	URN	Unit Title	Credit	: Level	GLH	Assessment method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio

Optional Group DPS: Drawing and Planning Software

Unit no	URN	Unit Title	Credi	t Level
IT29	J/502/4609	Drawing and Planning Software	2	1
IT27	A/502/4610	Drawing and Planning Software	3	2
IT28	F/502/4611	Drawing and Planning Software	4	3

Optional Group DS: Database Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT18	H/502/4553	Database Software	3	1	20	Portfolio
IT19	M/502/4555	Database Software	4	2	30	Portfolio
CFAQ35	T/502/4556	Database Software	6	3	45	Portfolio

Optional Group DS1: Design Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT30	A/502/4574	Design Software	5	3	40	Portfolio
IT31	M/502/4572	Design Software	3	1	20	Portfolio
IT32	T/502/4573	Design Software	4	2	30	Portfolio



Optional Group E3: Entry 3 Units

•	up ES. Entry 5 0			_		_
Unit no	URN	Unit Title	Credit	Entry Level	GLH	Assessment method
IT84	Y/502/0189	Computer Basics	1	3	5	Portfolio
IT85	Y/502/0192	Computer Security and Privacy	1	3	5	Portfolio
IT86	R/502/2216	Data management software	2	3	15	Portfolio
IT87	J/502/0169	Database software	2	3	15	Portfolio
IT88	L/502/0173	Design and imaging software	2	3	15	Portfolio
IT89	D/502/0193	Digital Lifestyle	1	3	5	Portfolio
IT90	T/502/0166	IT User fundamentals	2	3	15	Portfolio
IT91	J/502/2214	Personal information management software	1	3	10	Portfolio
IT92	A/502/0170	Presentation software	2	3	15	Portfolio
IT93	R/502/0191	Productivity Programmes	1	3	5	Portfolio
IT94	L/502/2215	Specialist/bespoke software	2	3	15	Portfolio
IT95	F/502/0168	Spreadsheet software	2	3	15	Portfolio
IT96	L/502/0190	The Internet and World Wide Web	1	3	5	Portfolio
IT97	J/502/0172	Using email	1	3	10	Portfolio
IT98	D/502/0176	Using mobile IT devices	1	3	10	Portfolio
ІТ99	F/502/0171	Using the Internet	1	3	10	Portfolio
IT100	A/502/0167	Word processing software	2	3	15	Portfolio
Optional Gro	up IC: IT Commu	unication Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio
IT14	Y/502/4291	IT Communication Fundamentals	2	-	15	Portfolio
1114	1/502/4251	In communication rundamentals	2	T	15	FOLIOIO
Optional Gro	up IS: Imaging S	oftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio
Optional Gro	up ISF: IT Softwa	are Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH /	Assessment method
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio



	up ISU: IT Secu	·				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT43	R/502/4256	IT Security for Users	1	1	10	Portfolio
IT44	Y/502/4257	IT Security for Users	2	2	15	Portfolio
IT42	D/502/4258	IT Security for Users	3	3	20	Portfolio
Optional Grou	up IU: IT User F	undamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT73	J/502/4206	IT User Fundamentals	3	1	20	Portfolio
IT74	L/502/4207	IT User Fundamentals	3	2	20	Portfolio
Optional Grou	up MS: Multim	edia Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT49	Y/502/4615	Multimedia Software	3	1	20	Portfolio
IT47	D/502/4616	Multimedia Software	4	2	30	Portfolio
IT48	H/502/4617	Multimedia Software	6	3	45	Portfolio
Optional Group OP: Optimise IT System Performance						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
Optional Grou	up PI: Personal	Information Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT54	Y/502/4369	Personal Information Management Software	2	1	15	Portfolio
IT53	L/502/4370	Personal Information Management	2	2	15	Portfolio
		Software				
Optional Grou	up PM: Project	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio



Ontional Grou	p PS: Presentatio	n Software
	pro. riesentatio	JULIVALE

	oup PS: Presenta					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio
-	oup SPS: Spreads					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio
CFAQ33	J/502/4626	Spreadsheet Software	6	3	45	Portfolio
Optional Gro	oup SP: Specialist	t Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio
-	oup SU: Set Up a	•		_		
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
IT66	Y/502/4209	Set Up an IT System	3	1	20	method Portfolio
IT64	L/502/4209				20 30	Portfolio
IT64 IT65	R/502/4210	Set Up an IT System	4 5	2 3	30 40	Portfolio
1105	R/302/4211	Set Up an IT System	5	5	40	POLITOIIO
Optional Gro	oup UC: Using Cc	llaborative Technologies				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio
Optional Gro	oup UE: Using En	nail				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ42	J/502/4299	Using Email	2	1	15	Portfolio
CFAQ15	M/502/4300	Using Email	3	2	20	Portfolio
CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio

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Optional Gro	up UM: Using N	Nobile IT Devices				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio
IT46	K/502/4375	Using Mobile IT Devices	2	2	15	Portfolio
Optional Gro	up UTI: Using tl	ne Internet				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ61	A/502/4297	Using the Internet	4	2	30	Portfolio
IT40	F/502/4298	Using the Internet	5	3	40	Portfolio
CFAQ62	T/502/4296	Using the Internet	3	1	20	Portfolio
Optional Gro	up VS: Video Sc	oftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT103	K/502/4392	Video Software	2	1	15	Portfolio
IT104	M/502/4393	Video Software	3	2	20	Portfolio
IT105	T/502/4394	Video Software	4	3	30	Portfolio

Optional Group WP: Word Processing Software

Unit no	URN	Unit Title	Credi	t Level	GLH	Assessment
						method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio

Optional Group WS: Website Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio
CFAQ32	Y/502/4632	Website Software	5	3	40	Portfolio



7. BIIAB Level 1 Diploma in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 1 Diploma in IT User Skills learners **must** gain a total of **37** credits. This consists of:

- Minimum total credit: 37
- Mandatory unit minimum credit: 3
- Optional Groups minimum credit: 34 from any group
- A minimum of **32 credits must** be achieved through the completion of units at Level 1 and above
- □ Units with the same title at different levels are **barred**
- GLH: 300
- TQT: 370

Listed below are the qualification units.

Mandatory u						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT101	T/502/4153	Improving Productivity Using IT	3	1	20	Portfolio
Optional Gro	up AS: Audio So	oftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT4	K/502/4389	Audio Software	2	1	15	Portfolio
IT5	D/502/4390	Audio Software	3	2	20	Portfolio
IT6	H/502/4391	Audio Software	4	3	30	Portfolio
Optional Group BS: Bespoke Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio
CFAQ29	J/502/4397	Bespoke Software	4	3	30	Portfolio



Optional Group CA: Computer Accounting Software

Optional 010	up CA. Comput					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio
Optional Gro	up DM: Data M	anagement Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		·	0		
Optional Gro	up DP: Desktop	Publishing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio
Optional Gro	up DPS: Drawin	g and Planning Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio
IT27	A/502/4610	Drawing and Planning Software	3	2	20	Portfolio
IT28	F/502/4611	Drawing and Planning Software	4	3	30	Portfolio
Outienel Cue		- C-thurson				
•	up DS: Databas		Cue dit	Laural	C 111	A
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT18	H/502/4553	Database Software	3	1	20	Portfolio
IT19	M/502/4555	Database Software	4	2	30	Portfolio
CFAQ35	T/502/4556	Database Software	6	3	45	Portfolio
•	up DS1: Design					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT30	A/502/4574	Design Software	5	3	40	Portfolio
IT31	M/502/4572	Design Software	3	1	20	Portfolio
IT32	T/502/4573	Design Software	4	2	30	Portfolio



Optional Group E3: Entry 3 Units

Unit no	URN	Unit Title	Credit	Entry	GLH	Assessment
				Level		method
IT84	Y/502/0189	Computer Basics	1	3	5	Portfolio
IT85	Y/502/0192	Computer Security and Privacy	1	3	5	Portfolio
IT86	R/502/2216	Data management software	2	3	15	Portfolio
IT87	J/502/0169	Database software	2	3	15	Portfolio
IT88	L/502/0173	Design and imaging software	2	3	15	Portfolio
IT89	D/502/0193	Digital Lifestyle	1	3	5	Portfolio
IT90	T/502/0166	IT User fundamentals	2	3	15	Portfolio
IT91	J/502/2214	Personal information management software	1	3	10	Portfolio
IT92	A/502/0170	Presentation software	2	3	15	Portfolio
IT93	R/502/0191	Productivity Programmes	1	3	5	Portfolio
IT94	L/502/2215	Specialist/bespoke software	2	3	15	Portfolio
IT95	F/502/0168	Spreadsheet software	2	3	15	Portfolio
IT96	L/502/0190	The Internet and World Wide Web	1	3	5	Portfolio
IT97	J/502/0172	Using email	1	3	10	Portfolio
IT98	D/502/0176	Using mobile IT devices	1	3	10	Portfolio
IT99	F/502/0171	Using the Internet	1	3	10	Portfolio
IT100	A/502/0167	Word processing software	2	3	15	Portfolio
•	•	unication Fundamentals	Cuadia	Laural	C 111	A
Unit no	URN	Unit Title	Credit	: Level	GLH	Assessment method
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio
IT14	Y/502/4291	IT Communication Fundamentals	2	1	15	Portfolio
Optional Gro	up IS: Imaging S	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio
Optional Gro	up ISF: IT Softw	vare Fundamentals				
Unit no	URN	Unit Title	Credit	: Level	GLH	Assessment method
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio



Optional Gro	up ISU: IT Secu	rity for Users				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT43	R/502/4256	IT Security for Users	1	1	10	Portfolio
IT44	Y/502/4257	IT Security for Users	2	2	15	Portfolio
IT42	D/502/4258	IT Security for Users	3	3	20	Portfolio
Optional Gro	up IU: IT User F	undamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT73	J/502/4206	IT User Fundamentals	3	1	20	Portfolio
IT74	L/502/4207	IT User Fundamentals	3	2	20	Portfolio
Optional Gro	up MS: Multim	edia Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT49	Y/502/4615	Multimedia Software	3	1	20	Portfolio
IT47	D/502/4616	Multimedia Software	4	2	30	Portfolio
IT48	H/502/4617	Multimedia Software	6	3	45	Portfolio
Optional Gro	up OP: Optimis	e IT System Performance				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
Optional Gro	up PI: Personal	Information Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT54	Y/502/4369	Personal Information Management Software	2	1	15	Portfolio
IT53	L/502/4370	Personal Information Management Software	2	2	15	Portfolio
Optional Gro	up PIT: Potenti	als of IT				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio



Optional Group PM: Project Management Software

-						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio
Ontional Gro	up PS: Presenta	tion Software				
	•		Credit	Level	GLH	Assessment
Unit no	URN	Unit Title	Credit	Levei	GLH	method
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio
Optional Gro	up SPS: Spreads	heet Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio
CFAQ33	J/502/4626	Spreadsheet Software	6	3	45	Portfolio
Optional Gro	up SS: Spreadsh	leet Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio
Optional Gro	up SU: Set Up a	n IT System				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio
Optional Gro	up UC: Using Co	Ilaborative Technologies				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio



Optional Gro	up UE: Using En	nail				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ42	J/502/4299	Using Email	2	1	15	Portfolio
CFAQ15	M/502/4300	Using Email	3	2	20	Portfolio
CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio
Optional Gro	up UM: Using N	1obile IT Devices				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio
IT46	K/502/4375	Using Mobile IT Devices	2	2	15	Portfolio
Optional Gro						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
onit no	ONN		creat	Level	ULII	method
CFAQ61	A/502/4297	Using the Internet	4	2	30	Portfolio
IT40	F/502/4298	Using the Internet	5	3	40	Portfolio
CFAQ62	T/502/4296	Using the Internet	3	1	20	Portfolio
Optional Gro	up VS: Video So	ftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT103	K/502/4392	Video Software	2	1	15	Portfolio
IT104	M/502/4393	Video Software	3	2	20	Portfolio
IT105	T/502/4394	Video Software	4	3	30	Portfolio
•	•	rocessing Software	Currentite			A
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio
Ontional Cro		Softwara				
Unit no	up WS: Website URN	Unit Title	Credit	Level	GLH	Assessment
			Creuit	LEVEI		method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio
CFAQ32	Y/502/4632	Website Software	5	3	40	Portfolio



8. BIIAB Level 2 Award in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Award in IT User Skills learners **must** gain a total of **10 credits**. This consists of:

- Minimum total credit: **10**
- A minimum of **7 credits must** be achieved through the completion of units at Level 2 and above
- Units with the same title at different levels are barred
- GLH: 70
- TQT: **100**

Listed below are the qualification units.

Optional Group AS: Audio Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT4	К/502/4389	Audio Software	2	1	15	Portfolio
IT5	D/502/4390	Audio Software	3	2	20	Portfolio
IT6	H/502/4391	Audio Software	4	3	30	Portfolio

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio
CFAQ29	J/502/4397	Bespoke Software	4	3	30	Portfolio

Optional Group CA: Computer Accounting Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio



Optional Group DM: Data Management Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio
Optional Gro	up DP: Desktop	Publishing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
			_			method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio
Ontional Cro		a and Dianning Coffware				
Unit no	URN	g and Planning Software Unit Title	Credit	Level	GLH	Assessment
Onicho	UNN	Unit fille	creuit	Levei	GLII	method
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio
IT27	A/502/4610	Drawing and Planning Software	3	2	20	Portfolio
IT28	F/502/4611	Drawing and Planning Software	4	3	30	Portfolio
Optional Gro	up DS: Database	e Software				
Optional Gro Unit no	up DS: Database URN	e Software Unit Title	Credit	Level	GLH	Assessment method
	•		Credit 3	Level	GLH 20	
Unit no	URN	Unit Title				method
Unit no IT18	URN H/502/4553	Unit Title Database Software	3	1	20	method Portfolio
Unit no IT18 IT19	URN H/502/4553 M/502/4555	Unit Title Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35	URN H/502/4553 M/502/4555	Unit Title Database Software Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35	URN H/502/4553 M/502/4555 T/502/4556	Unit Title Database Software Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design	Unit Title Database Software Database Software Database Software Software	3 4 6	1 2 3	20 30 45	method Portfolio Portfolio Portfolio Assessment
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN	Unit Title Database Software Database Software Database Software Software Unit Title	3 4 6 Credit	1 2 3 Level	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574	Unit Title Database Software Database Software Database Software Software Unit Title Design Software	3 4 6 Credit 5	1 2 3 Level 3	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software	3 4 6 Credit 5 3	1 2 3 Level 3 1	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software	3 4 6 Credit 5 3	1 2 3 Level 3 1	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software Design Software	3 4 6 Credit 5 3	1 2 3 Level 3 1	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573 up IC: IT Commu	Unit Title Database Software Database Software Database Software Database Software Database Software Unit Title Design Software Design Software Design Software Unication Fundamentals	3 4 6 Credit 5 3 4	1 2 3 Level 3 1 2	20 30 45 GLH 40 20 30	method Portfolio Portfolio Portfolio Assessment Method Portfolio Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32 Optional Gro Unit no	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573 up IC: IT Commu URN	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software Design Software Unication Fundamentals Unit Title	3 4 6 Credit 5 3 4 Credit	1 2 3 Level 3 1 2 Level	20 30 45 GLH 20 30 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio



Optional Group IP: Improving Productivity Using IT

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
	••••					method
IT101	T/502/4153	Improving Productivity Using IT	3	1	20	Portfolio
IT102	J/502/4156	Improving Productivity Using IT	4	2	30	Portfolio
IT81	L/502/4157	Improving Productivity Using IT	5	3	40	Portfolio
-	up IS: Imaging S		o		<u></u>	. .
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio
	•	are Fundamentals	.			
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio
Outinnal Cra		ity for Lloon				
	up ISU: IT Secur	-	Cuadit	Loval	C 111	Accessment
Optional Gro Unit no	up ISU: IT Secur URN	ity for Users Unit Title	Credit	Level	GLH	Assessment method
	•	Unit Title IT Security for Users	Credit 1	Level 1	GLH 10	
Unit no	URN	Unit Title				method
Unit no IT43	URN R/502/4256	Unit Title IT Security for Users	1	1	10	method Portfolio
Unit no IT43 IT44 IT42	URN R/502/4256 Y/502/4257 D/502/4258	Unit Title IT Security for Users IT Security for Users IT Security for Users	1 2	1 2	10 15	method Portfolio Portfolio
Unit no IT43 IT44 IT42	URN R/502/4256 Y/502/4257	Unit Title IT Security for Users IT Security for Users IT Security for Users	1 2	1 2	10 15	method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User F	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals	1 2 3	1 2 3	10 15 20	method Portfolio Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User F	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals	1 2 3	1 2 3	10 15 20	method Portfolio Portfolio Portfolio Assessment
Unit no IT43 IT44 IT42 Optional Gro Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User F URN	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title	1 2 3 Credit	1 2 3 Level	10 15 20 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User F URN J/502/4206 L/502/4207	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 Pup IU: IT User F URN J/502/4206 L/502/4207 Pup MS: Multime	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3 3	1 2 3 Level 1 2	10 15 20 GLH 20 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User F URN J/502/4206 L/502/4207	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 UP IU: IT User F URN J/502/4206 L/502/4207 UP MS: Multime URN Y/502/4615	Unit Title IT Security for Users IT Security for Users IT Security for Users Undamentals Unit Title IT User Fundamentals IT User Fundamentals edia Software Unit Title Multimedia Software	1 2 3 Credit 3 3	1 2 3 Level 1 2	10 15 20 GLH 20 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74 Optional Gro Unit no	URN R/502/4256 Y/502/4257 D/502/4258 UP IU: IT User F URN J/502/4206 L/502/4207 UP MS: Multime URN	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals edia Software Unit Title	1 2 3 Credit 3 3 Credit	1 2 3 Level 1 2 Level	10 15 20 GLH 20 20 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
			erealt	1010	01.1	method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
	•	Information Management Software	Curral H		C 111	•
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT54	Y/502/4369	Personal Information Management	2	1	15	Portfolio
		Software				
IT53	L/502/4370	Personal Information Management	2	2	15	Portfolio
		Software				
-	up PIT: Potentia					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
172	NA (502 /0400		0	2	70	method
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio
Optional Gro	up PM: Project	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio
	up PS: Presenta					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio
•	up SPS: Spreads		.		 .	
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio
CFAQ33						



Optional Group SP: Specialist Softwar	re
	-

Optional Gr						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio
	oup SU: Set Up a					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio
•		ollaborative Technologies				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio
	oup UE: Using Em					
Optional Gro Unit no	oup UE: Using En URN	nail Unit Title	Credit	Level	GLH	Assessment method
			Credit 2	Level	GLH 15	
Unit no	URN	Unit Title				method
Unit no CFAQ42	URN J/502/4299	Unit Title Using Email	2	1	15	method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30	URN J/502/4299 M/502/4300	Unit Title Using Email Using Email Using Email	2 3	1 2	15 20	method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30	URN J/502/4299 M/502/4300 T/502/4301	Unit Title Using Email Using Email Using Email	2 3	1 2	15 20	method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gre	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using M URN	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title	2 3 3	1 2 3	15 20 20	method Portfolio Portfolio Portfolio Assessment
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using M URN	Unit Title Using Email Using Email Using Email 10bile IT Devices	2 3 3 Credit	1 2 3 Level	15 20 20 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no IT45	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using M URN H/502/4374	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title Using Mobile IT Devices	2 3 3 Credit 2	1 2 3 Level	15 20 20 GLH 15	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no IT45 IT46	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using M URN H/502/4374	Unit Title Using Email Using Email Using Email Obile IT Devices Unit Title Using Mobile IT Devices Using Mobile IT Devices	2 3 3 Credit 2	1 2 3 Level	15 20 20 GLH 15	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no IT45 IT46	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using N URN H/502/4374 K/502/4375	Unit Title Using Email Using Email Using Email Obile IT Devices Unit Title Using Mobile IT Devices Using Mobile IT Devices	2 3 3 Credit 2	1 2 3 Level	15 20 20 GLH 15	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no IT45 IT46 Optional Gro	URN J/502/4299 M/502/4300 T/502/4301 DUD UM: Using N URN H/502/4374 K/502/4375 DUD UTI: Using th	Unit Title Using Email Using Email Using Email Using Email Using Email Using Mobile IT Devices Using Mobile IT Devices Using Mobile IT Devices	2 3 3 Credit 2 2	1 2 3 Level 1 2	15 20 20 GLH 15 15	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no IT45 IT46 Optional Gro Unit no	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using N URN H/502/4374 K/502/4375 Dup UTI: Using th URN	Unit Title Using Email Using Email Using Email Obile IT Devices Unit Title Using Mobile IT Devices Using Mobile IT Devices using Mobile IT Devices	2 3 Credit 2 2 Credit	1 2 3 Level 1 2 Level	15 20 20 GLH 15 15 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gro Unit no IT45 IT46 Optional Gro Unit no CFAQ61	URN J/502/4299 M/502/4300 T/502/4301 Dup UM: Using N URN H/502/4374 K/502/4375 Dup UTI: Using th URN A/502/4297	Unit Title Using Email Using Email Using Email Using Email Using Email Using Mobile IT Devices Using the Internet Using the Internet	2 3 3 Credit 2 2 Credit 4	1 2 3 Level 2 2	15 20 20 GLH 15 15 GLH 30	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Assessment method Portfolio



Optional Group VS: Video Software

CFAQ32

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT103	к/502/4392	Video Software	2	1	15	Portfolio	
IT104	M/502/4393	Video Software	3	2	20	Portfolio	
IT105	T/502/4394	Video Software	4	3	30	Portfolio	
Optional Gro	up WP: Word Pr	rocessing Software					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio	
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio	
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio	
Optional Gro	Optional Group WS: Website Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method	
IT78	L/502/4630	Website Software	3	1	20	Portfolio	
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio	

Y/502/4632 Website Software

5 3 40

Portfolio



9. BIIAB Level 2 Certificate in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Certificate in IT User Skills learners **must** gain a total of **16 credits**. This consists of:

- Minimum total credit: 16
- Mandatory unit minimum credit: 4
- Optional Groups minimum credit: 12 from any group
- A **minimum** of **credits must** be achieved through the completion of units at Level 2 or above
- Units with the same title at different levels are barred
- GLH: 115
- TQT: 160

Listed below are the qualification units.

nit:					
URN	Unit Title	Credit	Level	GLH	Assessment method
J/502/4156	Improving Productivity Using IT	4	2	30	Portfolio
up AS: Audio So	ftware				
URN	Unit Title	Credit	Level	GLH	Assessment method
K/502/4389	Audio Software	2	1	15	Portfolio
D/502/4390	Audio Software	3	2	20	Portfolio
H/502/4391	Audio Software	4	3	30	Portfolio
up BS: Bespoke	Software				
URN	Unit Title	Credit	Level	GLH	Assessment method
A/502/4395	Bespoke Software	2	1	15	Portfolio
F/502/4396	Bespoke Software	3	2	20	Portfolio
J/502/4397	Bespoke Software	4	3	30	Portfolio
	URN J/502/4156 up AS: Audio So URN K/502/4389 D/502/4390 H/502/4391 up BS: Bespoke URN A/502/4395 F/502/4396	URNUnit TitleJ/502/4156Improving Productivity Using ITup AS: Audio SoftwareUnit TitleURNUnit TitleK/502/4390Audio SoftwareD/502/4391Audio SoftwareH/502/4391Audio Softwareup BS: Bespoke SoftwareUnit TitleA/502/4395Bespoke SoftwareF/502/4396Bespoke Software	URNUnit TitleCreditJ/502/4156Improving Productivity Using IT4up AS: Audio Software URNUnit TitleCreditK/502/4389Audio Software Audio Software H/502/43912 Audio Software 4BS: Bespoke Software URN2 Unit Title2 CreditA/502/4395Bespoke Software Bespoke Software2 3A/502/4395Bespoke Software Bespoke Software2 3	URNUnit TitleCreditLevelJ/502/4156Improving Productivity Using IT42AS: Audio Software URNUnit TitleCreditLevelK/502/4389Audio Software Audio Software H/502/439121BS: Bespoke Software 	URNUnit TitleCreditLevelGLHJ/502/4156Improving Productivity Using IT4230WRNUnit TitleCreditLevelGLHK/502/4390Audio Software Audio Software Audio Software2115D/502/4390Audio Software Audio Software2130WRNUnit TitleCreditLevel15Monto Software Moto SoftwareCreditLevel6LHA/502/4390Mulio Software Audio Software2115A/502/4395Bespoke Software Bespoke Software2115A/502/4396Bespoke Software Bespoke Software2115JJJJJ15JJJJJJJJJJJJ



Optional Group CA: Computer Accounting Software

-		Accounting Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio
Optional Gro	up DM: Data Ma	anagement Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio
Optional Gro	up DP: Desktop	Publishing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio
Optional Gro	up DPS: Drawing	g and Planning Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio
IT27	A/502/4610	Drawing and Planning Software	3	2	20	Portfolio
IT28	F/502/4611	Drawing and Planning Software	4	3	30	Portfolio
Optional Gro	up DS: Database	e Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT18	H/502/4553	Database Software	3	1	20	Portfolio
IT19	M/502/4555	Database Software	4	2	30	Portfolio
CFAQ35	T/502/4556	Database Software	6	3	45	Portfolio
Optional Gro	up DS1: Design	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT30	A/502/4574	Design Software	5	3	40	Portfolio
IT31	M/502/4572	Design Software	3	1	20	Portfolio
		-		•		D . ();
IT32	T/502/4573	Design Software	4	2	30	Portfolio



•	•	unication Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio
IT14	Y/502/4291	IT Communication Fundamentals	2	1	15	Portfolio
Optional Gro	up IS: Imaging S	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio
Optional Gro	up ISF: IT Softw	vare Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio
Optional Gro	up ISU: IT Secu	rity for Users				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT43	R/502/4256	IT Security for Users	1	1	10	Portfolio
IT44	Y/502/4257	IT Security for Users	2	2	15	Portfolio
IT42	D/502/4258	IT Security for Users	3	3	20	Portfolio
Optional Gro	up IU: IT User F	undamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT73	J/502/4206	IT User Fundamentals	3	1	20	Portfolio
IT74	L/502/4207	IT User Fundamentals	3	2	20	Portfolio
Optional Gro	up MS: Multim	edia Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT49	Y/502/4615	Multimedia Software	3	1	20	Portfolio
IT47	D/502/4616	Multimedia Software	4	2	30	Portfolio
IT48	H/502/4617	Multimedia Software	6	3	45	Portfolio



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
			create	1010	01.1	method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
Ontional Gro	un DI: Dersonal	Information Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
onit no	ONN	Sint Hile	cicuit	Level	GEN	method
IT54	Y/502/4369	Personal Information Management	2	1	15	Portfolio
		Software				
IT53	L/502/4370	Personal Information Management	2	2	15	Portfolio
		Software				
-	up PIT: Potentia		o			. .
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio
112	1017 5057 0450	onderstanding the potential of th	0	2	70	
Optional Gro	up PM: Project	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio
Optional Gro	up PS: Presenta	tion Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio
Optional Gro	up SPS: Spreads	sheet Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT70			2	4	20	
1170	A/502/4624	Spreadsheet Software	3	1	20	Portfolio
CFAQ18	A/502/4624 F/502/4625	Spreadsheet Software Spreadsheet Software	3 4	1 2	20 30	Portfolio Portfolio
		•				

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Optional Group SP: Specialist Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio

Optional Group SU: Set Up an IT System

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio

Credit Level

1

2

3

20

30

45

3

4

6

GLH Assessment method

Portfolio

Portfolio

Portfolio

Optional Group UC: Using Collaborative Technologies Unit no URN Unit Title

CFAQ65	A/502/4378	Using Collaborative Technologies
IT16	F/502/4379	Using Collaborative Technologies
IT17	T/502/4380	Using Collaborative Technologies

Optional Group UE: Using Email

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ42	J/502/4299	Using Email	2	1	15	Portfolio
CFAQ15	M/502/4300	Using Email	3	2	20	Portfolio
CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio

Optional Group UM: Using Mobile IT Devices

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio
IT46	K/502/4375	Using Mobile IT Devices	2	2	15	Portfolio

Optional Group UTI:

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ61	A/502/4297	Using the Internet	4	2	30	Portfolio
IT40	F/502/4298	Using the Internet	5	3	40	Portfolio
CFAQ62	T/502/4296	Using the Internet	3	1	20	Portfolio

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Optional Group VS: Video Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT103	K/502/4392	Video Software	2	1	15	Portfolio
IT104	M/502/4393	Video Software	3	2	20	Portfolio
IT105	T/502/4394	Video Software	4	3	30	Portfolio

Optional Group WP: Word Processing Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio

Optional Group WS: Website Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio
CFAQ32	Y/502/4632	Website Software	5	3	40	Portfolio



10. BIIAB Level 2 Diploma in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Diploma in IT User Skills learners **must** gain a total of **38 credits**. This consists of:

- Minimum total credit: 38
- Mandatory unit minimum credit: 4
- Optional Groups minimum credit: 34 from any group
- A **minimum** of **17 credits must** be achieved through the completion of units at Level 2 or above
- Units with the same title at different levels are barred
- GLH: 280
- TQT: 380

Listed below are the qualification units.

Mandatory u	nit:					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT102	J/502/4156	Improving Productivity Using IT	4	2	30	Portfolio
Optional Gro	up AS: Audio Sc	ftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT4	K/502/4389	Audio Software	2	1	15	Portfolio
IT5	D/502/4390	Audio Software	3	2	20	Portfolio
IT6	H/502/4391	Audio Software	4	3	30	Portfolio
Optional Gro						

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio
CFAQ29	J/502/4397	Bespoke Software	4	3	30	Portfolio



Optional Group CA: Computer Accounting Software

Optional 010	up CA. Compute	er Accounting Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio
Optional Gro	up DM: Data Ma	anagement Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio
Optional Gro	up DP: Desktop	Publishing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio
Optional Gro	up DPS: Drawing	g and Planning Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
IT29	J/502/4609	Drawing and Planning Software	2	1	15	method Portfolio
IT23	A/502/4009	Drawing and Planning Software	2	2	20	Portfolio
IT27	F/502/4611	Drawing and Planning Software	4	2	30	Portfolio
1128	F/302/4011	Drawing and Flamming Software	4	5	30	POLIDIIO
Optional Gro	up DS: Database	e Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
1710	H/502/4553	Database Software	3	1	20	Portfolio
IT18 IT19	M/502/4555	Database Software	5 4	2	20 30	Portfolio
CFAQ35	T/502/4556	Database Software	4 6	2	50 45	Portfolio
CFAQ55	1/502/4550	Database software	0	5	45	PORTIONO
Optional Gro	up DS1: Design S	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT30	A/502/4574	Design Software	5	3	40	Portfolio
IT31	M/502/4572	Design Software	3	1	20	Portfolio
IT32	T/502/4573	Design Software	4	2	30	Portfolio
1132	1/302/43/3	Design Jultware	-	2	50	FULTUIU



Optional Group IC:	T Communication	Eundomontals
		Fundamentais

Unit no	URN	Unication Fundamentals Unit Title	Credit	Level	GLH	Assessment method		
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio		
IT14	Y/502/4291	IT Communication Fundamentals	2	1	15	Portfolio		
Optional Group IS: Imaging Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio		
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio		
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio		
Optional Gro	up ISF: IT Softw	are Fundamentals						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio		
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio		
Optional Gro	up ISU: IT Secur	ity for Users						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT43	R/502/4256	IT Security for Users	1	1	10	Portfolio		
IT44	Y/502/4257	IT Security for Users	2	2	15	Portfolio		
IT42	D/502/4258	IT Security for Users	3	3	20	Portfolio		
Optional Gro	up IU: IT User F	undamentals						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT73	J/502/4206	IT User Fundamentals	3	1	20	Portfolio		
IT74	L/502/4207	IT User Fundamentals	3	2	20	Portfolio		
Optional Gro	up MS: Multime	edia Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT49	Y/502/4615	Multimedia Software	3	1	20	Portfolio		
IT47	D/502/4616	Multimedia Software	4	2	30	Portfolio		
IT48	H/502/4617	Multimedia Software	6	3	45	Portfolio		



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
			create		GEN	method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
	•	Information Management Software	Cura dit		C 111	•
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT54	Y/502/4369	Personal Information Management	2	1	15	Portfolio
		Software				
IT53	L/502/4370	Personal Information Management	2	2	15	Portfolio
		Software				
-	up PIT: Potentia					_
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
IT2	M/503/0498	Understanding the netential of IT	8	2	70	method Portfolio
112	101/505/0498	Understanding the potential of IT	0	2	70	POLIDIO
Optional Gro	up PM: Project	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio
Ontional Gro	up PS: Presenta	tion Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
						methou
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19		Presentation Software Presentation Software	3 4	1 2	20 30	
						Portfolio
CFAQ19 CFAQ34	M/502/4622 T/502/4623	Presentation Software Presentation Software	4	2	30	Portfolio Portfolio
CFAQ19 CFAQ34 Optional Gro	M/502/4622 T/502/4623 up SPS: Spreads	Presentation Software Presentation Software sheet Software	4 6	2 3	30 45	Portfolio Portfolio
CFAQ19 CFAQ34	M/502/4622 T/502/4623	Presentation Software Presentation Software	4	2	30	Portfolio Portfolio
CFAQ19 CFAQ34 Optional Gro	M/502/4622 T/502/4623 up SPS: Spreads	Presentation Software Presentation Software sheet Software	4 6	2 3	30 45	Portfolio Portfolio Portfolio Assessment
CFAQ19 CFAQ34 Optional Gro Unit no	M/502/4622 T/502/4623 up SPS: Spreads URN	Presentation Software Presentation Software sheet Software Unit Title	4 6 Credit	2 3 Level	30 45 GLH	Portfolio Portfolio Portfolio Assessment method
CFAQ19 CFAQ34 Optional Gro Unit no	M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624	Presentation Software Presentation Software sheet Software Unit Title Spreadsheet Software	4 6 Credit 3	2 3 Level	30 45 GLH 20	Portfolio Portfolio Portfolio Assessment method Portfolio



Optional Gro	up SS: Spreadsh	eet Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio		
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio		
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio		
Optional Group SU: Set Up an IT System								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio		
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio		
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio		
Optional Gro	up UC: Using Co	llaborative Technologies						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio		
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio		
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio		
Optional Gro	up UE: Using Em	nail						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
CFAQ42	J/502/4299	Using Email	2	1	15	Portfolio		
CFAQ15	M/502/4300	Using Email	3	2	20	Portfolio		
CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio		
Optional Gro	up UM: Using M	obile IT Devices						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio		
IT46	K/502/4375	Using Mobile IT Devices	2	2	15	Portfolio		
Optional Gro	up UTI:							
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method		
CFAQ61	A/502/4297	Using the Internet	4	2	30	Portfolio		
IT40	F/502/4298	Using the Internet	5	3	40	Portfolio		

T/502/4296 Using the Internet

CFAQ62

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Portfolio



Optional Group VS: Video Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT103	К/502/4392	Video Software	2	1	15	Portfolio
IT104	M/502/4393	Video Software	3	2	20	Portfolio
IT105	T/502/4394	Video Software	4	3	30	Portfolio
Optional Gro	up WP: Word Pr	ocessing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio
Optional Gro	up WS: Website	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio
CFAQ32	Y/502/4632	Website Software	5	3	40	Portfolio



11. BIIAB Level 3 Award in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 3 Award in IT User Skills learners **must** gain a total of **12 credits**. This consists of:

- Minimum total credit: 12
- A **minimum** of **8 credits must** be achieved through the completion of units at Level 3 or above
- Units with the same title at different levels are barred
- GLH: 85
- TQT: **120**

Listed below are the qualification units.

Optional Gro	up AS: Audio Sol	ftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT4	К/502/4389	Audio Software	2	1	15	Portfolio
IT5	D/502/4390	Audio Software	3	2	20	Portfolio
IT6	H/502/4391	Audio Software	4	3	30	Portfolio
Optional Gro	up BS: Bespoke S	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio
CFAQ29	J/502/4397	Bespoke Software	4	3	30	Portfolio
•		r Accounting Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio



Optional Group DM: Data Management Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
onic no	Unit		cicuit		GLII	method
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio
		Publishing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
1726			2		20	method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio
Optional Gro	up DPS: Drawin	g and Planning Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio
IT27	A/502/4610	Drawing and Planning Software	3	2	20	Portfolio
IT28	F/502/4611	Drawing and Planning Software	4	3	30	Portfolio
	up DS: Databas					
Optional Gro Unit no	up DS: Databas URN	e Software Unit Title	Credit	Level	GLH	Assessment method
	•		Credit 3	Level 1	GLH 20	
Unit no	URN	Unit Title				method
Unit no IT18	URN H/502/4553	Unit Title Database Software	3	1	20	method Portfolio
Unit no IT18 IT19 CFAQ35	URN H/502/4553 M/502/4555 T/502/4556	Unit Title Database Software Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design	Unit Title Database Software Database Software Database Software Software	3 4 6	1 2 3	20 30 45	method Portfolio Portfolio Portfolio
Unit no IT18 IT19 CFAQ35	URN H/502/4553 M/502/4555 T/502/4556	Unit Title Database Software Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design	Unit Title Database Software Database Software Database Software Software	3 4 6	1 2 3	20 30 45	method Portfolio Portfolio Portfolio Assessment
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN	Unit Title Database Software Database Software Database Software Software Unit Title	3 4 6 Credit	1 2 3 Level	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574	Unit Title Database Software Database Software Database Software Software Unit Title Design Software	3 4 6 Credit 5	1 2 3 Level 3	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573	Unit Title Database Software Database Software Database Software Software Unit Title Design Software Design Software Design Software	3 4 6 Credit 5 3	1 2 3 Level 3 1	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573 up IC: IT Comm	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software Design Software Unication Fundamentals	3 4 6 Credit 5 3 4	1 2 3 Level 3 1 2	20 30 45 GLH 40 20 30	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573	Unit Title Database Software Database Software Database Software Software Unit Title Design Software Design Software Design Software	3 4 6 Credit 5 3	1 2 3 Level 3 1	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573 up IC: IT Comm	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software Design Software Unication Fundamentals	3 4 6 Credit 5 3 4	1 2 3 Level 3 1 2	20 30 45 GLH 40 20 30	method Portfolio Portfolio Portfolio Assessment Portfolio Portfolio Portfolio
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30 IT31 IT32 Optional Gro Unit no	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574 M/502/4572 T/502/4573 up IC: IT Comm URN	Unit Title Database Software Database Software Database Software Database Software Unit Title Design Software Design Software Design Software Unication Fundamentals Unit Title	3 4 6 Credit 5 3 4 Credit	1 2 3 Level 3 1 2 Level	20 30 45 GLH 20 30 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio



Optional Group IP: Improving Productivity Using IT

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT101	T/502/4153	Improving Productivity Using IT	3	1	20	Portfolio
IT102	J/502/4156	Improving Productivity Using IT	4	2	30	Portfolio
IT81	L/502/4157	Improving Productivity Using IT	5	3	40	Portfolio
-	up IS: Imaging S					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio
	, , -					
Optional Gro	up ISF: IT Softw	are Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio
<u> </u>						
	up ISU: IT Secur		Cuadit	Level		A
Optional Gro Unit no	up ISU: IT Secur URN	ity for Users Unit Title	Credit	Level	GLH	Assessment method
	•		Credit	Level	GLH 10	
Unit no	URN	Unit Title				method
Unit no IT43	URN R/502/4256	Unit Title IT Security for Users	1	1	10	method Portfolio
Unit no IT43 IT44 IT42	URN R/502/4256 Y/502/4257 D/502/4258	Unit Title IT Security for Users IT Security for Users IT Security for Users	1 2	1 2	10 15	method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 rup IU: IT User F	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals	1 2 3	1 2 3	10 15 20	method Portfolio Portfolio Portfolio
Unit no IT43 IT44 IT42	URN R/502/4256 Y/502/4257 D/502/4258	Unit Title IT Security for Users IT Security for Users IT Security for Users	1 2	1 2	10 15	method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 rup IU: IT User F	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals	1 2 3	1 2 3	10 15 20	method Portfolio Portfolio Portfolio Assessment
Unit no IT43 IT44 IT42 Optional Gro Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fi URN	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title	1 2 3 Credit	1 2 3 Level	10 15 20 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fr URN J/502/4206 L/502/4207	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 Pup IU: IT User Fr URN J/502/4206 L/502/4207 Pup MS: Multime	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3 3	1 2 3 Level 1 2	10 15 20 GLH 20 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fr URN J/502/4206 L/502/4207	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 Pup IU: IT User Fr URN J/502/4206 L/502/4207 Pup MS: Multime	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3 3	1 2 3 Level 1 2	10 15 20 GLH 20 20	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT43 IT44 IT42 Optional Gro Unit no IT73 IT74 Optional Gro Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fr URN J/502/4206 L/502/4207 up MS: Multime URN	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals edia Software Unit Title	1 2 3 Credit 3 3 Credit	1 2 3 Level 1 2 Level	10 15 20 GLH 20 20 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
-	-	Information Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT54	Y/502/4369	Personal Information Management Software	2	1	15	Portfolio
IT53	L/502/4370	Personal Information Management Software	2	2	15	Portfolio
Optional Gro	up PM: Project	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio
Optional Gro	up PS: Presenta	tion Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio
Optional Gro	up SPS: Spreads	heet Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio
CFAQ33	J/502/4626	Spreadsheet Software	6	3	45	Portfolio
Optional Gro	up SP: Specialist	t Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio

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Optional Group SU: Set Up an IT System

Optional Gro	-	•				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio
Optional Gro	up UC: Using Co	llaborative Technologies				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio
Ontional Cra	un LIE: Licing Em	aail				
Unit no	up UE: Using Err URN	Unit Title	Credit	Level	GLH	Assessment
	ORIV	ome nee	creat	Level	ULII	method
CFAQ42	J/502/4299	Using Email	2	1	15	Portfolio
CFAQ15	M/502/4300	Using Email	3	2	20	Portfolio
CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio
Optional Gro	up UM: Using M	lobile IT Devices				
•		Iobile IT Devices	Credit	level	GLH	Assessment
Optional Gro Unit no	up UM: Using M URN	lobile IT Devices Unit Title	Credit	Level	GLH	Assessment method
•			Credit 2	Level 1	GLH 15	
Unit no	URN	Unit Title				method
Unit no IT45 IT46	URN H/502/4374 K/502/4375	Unit Title Using Mobile IT Devices Using Mobile IT Devices	2	1	15	method Portfolio
Unit no IT45 IT46 Optional Gro	URN H/502/4374 K/502/4375 up UTI: Using th	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet	2 2	1 2	15 15	method Portfolio Portfolio
Unit no IT45 IT46	URN H/502/4374 K/502/4375	Unit Title Using Mobile IT Devices Using Mobile IT Devices	2	1	15	method Portfolio
Unit no IT45 IT46 Optional Gro	URN H/502/4374 K/502/4375 up UTI: Using th	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet	2 2	1 2	15 15	method Portfolio Portfolio Assessment
Unit no IT45 IT46 Optional Grou Unit no	URN H/502/4374 K/502/4375 up UTI: Using th URN	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title	2 2 Credit	1 2 Level	15 15 GLH	method Portfolio Portfolio Assessment method
Unit no IT45 IT46 Optional Grou Unit no CFAQ61	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet	2 2 Credit 4	1 2 Level 2	15 15 GLH 30	method Portfolio Portfolio Assessment method Portfolio
Unit no IT45 IT46 Optional Grou Unit no CFAQ61 IT40	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297 F/502/4298	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet Using the Internet	2 2 Credit 4 5	1 2 Level 2 3	15 15 GLH 30 40	method Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT45 IT46 Optional Grou Unit no CFAQ61 IT40 CFAQ62	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297 F/502/4298	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet Using the Internet Using the Internet	2 2 Credit 4 5	1 2 Level 2 3	15 15 GLH 30 40	method Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT45 IT46 Optional Grou Unit no CFAQ61 IT40 CFAQ62	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297 F/502/4298 T/502/4296	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet Using the Internet Using the Internet	2 2 Credit 4 5	1 2 Level 2 3	15 15 GLH 30 40	method Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT45 IT46 Optional Grou Unit no CFAQ61 IT40 CFAQ62 Optional Grou	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297 F/502/4298 T/502/4296 up VS: Video So	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet Using the Internet Using the Internet	2 2 Credit 4 5 3	1 2 Level 2 3 1	15 15 GLH 30 40 20	method Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio
Unit no IT45 IT46 Optional Grou Unit no CFAQ61 IT40 CFAQ62 Optional Grou Unit no	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297 F/502/4298 T/502/4296 up VS: Video So URN	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet Using the Internet Using the Internet ftware Unit Title	2 2 Credit 4 5 3 Credit	1 2 Level 2 3 1 Level	15 15 GLH 30 40 20 GLH	method Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio
Unit no IT45 IT46 Optional Grou Unit no CFAQ61 IT40 CFAQ62 Optional Grou Unit no IT103	URN H/502/4374 K/502/4375 up UTI: Using th URN A/502/4297 F/502/4298 T/502/4296 up VS: Video So URN K/502/4392	Unit Title Using Mobile IT Devices Using Mobile IT Devices e Internet Unit Title Using the Internet Using the Internet Using the Internet Using the Internet Video Software	2 2 Credit 4 5 3 Credit 2	1 2 Level 2 3 1 Level	15 15 GLH 30 40 20 GLH 15	method Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio Portfolio



Optional Group WP: Word Processing Software

Y/502/4632

CFAQ32

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio
•	up WS: Website					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio

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Portfolio

Website Software



12. BIIAB Level **3** Certificate in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 3 Certificate in IT User Skills learners **must** gain a total of **25 credits**. This consists of:

- Minimum total credit: 25
- Mandatory unit **minimum** credit: 5
- Optional Groups minimum credit: 20 from any group
- A **minimum** of **15 credits must** be achieved through the completion of units at Level 3 or above
- Units with the same title at different levels are **barred**
- GLH: 185
- TQT: 250

Listed below are the qualification units.

Mandatory u	nit:					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT81	L/502/4157	Improving Productivity Using IT	5	3	40	Portfolio
Optional Grou	up AS: Audio Sof	ftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT4	K/502/4389	Audio Software	2	1	15	Portfolio
IT5	D/502/4390	Audio Software	3	2	20	Portfolio
IT6	H/502/4391	Audio Software	4	3	30	Portfolio
Optional Grou	up BS: Bespoke S	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio

Bespoke Software

Bespoke Software

F/502/4396

J/502/4397

CFAQ9

CFAQ29

3

4

2

3

20

30

Portfolio

Portfolio



Optional Group CA: Computer Accounting Software

	up c/. comput	ci Accounting Software									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method					
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio					
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio					
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio					
Optional Group DM: Data Management Software											
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method					
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio					
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio					
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio					
Optional Gro	up DP: Desktop	Publishing Software									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment					
						method					
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio					
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio					
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio					
Optional Gro	up DPS: Drawin	g and Planning Software									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment					
						method					
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio					
IT27	A/502/4610	Drawing and Planning Software	3	2	20	Portfolio					
IT28	F/502/4611	Drawing and Planning Software	4	3	30	Portfolio					
Optional Gro											
	up DS: Databas	e Software									
Unit no	up DS: Databas URN	e Software Unit Title	Credit	Level	GLH	Assessment					
•	•		Credit	Level	GLH	Assessment method					
•	•		Credit 3	Level	GLH 20						
Unit no	URN	Unit Title				method					
Unit no	URN H/502/4553	Unit Title Database Software	3	1	20	method Portfolio					
Unit no IT18 IT19	URN H/502/4553 M/502/4555	Unit Title Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio					
Unit no IT18 IT19 CFAQ35	URN H/502/4553 M/502/4555 T/502/4556	Unit Title Database Software Database Software Database Software	3 4	1 2	20 30	method Portfolio Portfolio					
Unit no IT18 IT19 CFAQ35	URN H/502/4553 M/502/4555	Unit Title Database Software Database Software Database Software	3 4	1 2 3	20 30	method Portfolio Portfolio					
Unit no IT18 IT19 CFAQ35 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design	Unit Title Database Software Database Software Database Software Software	3 4 6	1 2 3	20 30 45	method Portfolio Portfolio Portfolio					
Unit no IT18 IT19 CFAQ35 Optional Gro	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design	Unit Title Database Software Database Software Database Software Software	3 4 6	1 2 3	20 30 45	method Portfolio Portfolio Portfolio Assessment					
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN	Unit Title Database Software Database Software Database Software Software Unit Title	3 4 6 Credit	1 2 3 Level	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method					
Unit no IT18 IT19 CFAQ35 Optional Gro Unit no IT30	URN H/502/4553 M/502/4555 T/502/4556 up DS1: Design URN A/502/4574	Unit Title Database Software Database Software Database Software Software Unit Title Design Software	3 4 6 Credit 5	1 2 3 Level	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio					



	up IC: IT Commu	nication Fundamentals								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio				
IT14	Y/502/4291	IT Communication Fundamentals	2	1	15	Portfolio				
Optional Group IS: Imaging Software										
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio				
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio				
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio				
Optional Grou	up ISF: IT Softwa	re Fundamentals								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio				
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio				
Optional Group ISU: IT Security for Users										
-	•		Credit	l evel	GLH	Assessment				
Optional Grou Unit no	up ISU: IT Securi URN	ty for Users Unit Title	Credit	Level	GLH	Assessment method				
-	•		Credit 1	Level	GLH 10					
Unit no	URN	Unit Title				method				
Unit no IT43	URN R/502/4256	Unit Title IT Security for Users	1	1	10	method Portfolio				
Unit no IT43 IT44 IT42	URN R/502/4256 Y/502/4257 D/502/4258	Unit Title IT Security for Users IT Security for Users IT Security for Users	1 2	1 2	10 15	method Portfolio Portfolio				
Unit no IT43 IT44 IT42 Optional Grou	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals	1 2 3	1 2 3	10 15 20	method Portfolio Portfolio Portfolio				
Unit no IT43 IT44 IT42 Optional Grou Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals Unit Title	1 2 3 Credit	1 2 3 Level	10 15 20 GLH	method Portfolio Portfolio Portfolio Assessment method				
Unit no IT43 IT44 IT42 Optional Grou Unit no IT73	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN J/502/4206	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals Unit Title IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio				
Unit no IT43 IT44 IT42 Optional Grou Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals Unit Title	1 2 3 Credit	1 2 3 Level	10 15 20 GLH	method Portfolio Portfolio Portfolio Assessment method				
Unit no IT43 IT44 IT42 Optional Grou Unit no IT73 IT74	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN J/502/4206	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio				
Unit no IT43 IT44 IT42 Optional Grou Unit no IT73 IT74	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN J/502/4206 L/502/4207	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals Unit Title IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3	1 2 3 Level 1 2	10 15 20 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio				
Unit no IT43 IT44 IT42 Optional Grou Unit no IT73 IT74 Optional Grou	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN J/502/4206 L/502/4207 up MS: Multime	Unit Title IT Security for Users IT Security for Users IT Security for Users Indamentals Unit Title IT User Fundamentals IT User Fundamentals IT User Fundamentals	1 2 3 Credit 3 3	1 2 3 Level 1 2	10 15 20 GLH 20 20	method Portfolio Portfolio Portfolio Assessment Portfolio Portfolio				
Unit no IT43 IT44 IT42 Optional Grou Unit no IT73 IT74 Optional Grou Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fu URN J/502/4206 L/502/4207 up MS: Multime URN	Unit Title IT Security for Users IT Security for Users IT Security for Users IT Security for Users IT User Fundamentals IT User Fundamentals IT User Fundamentals dia Software Unit Title	1 2 3 Credit 3 3 Credit	1 2 3 Level 1 2 Level	10 15 20 GLH 20 20 GLH	method Portfolio Portfolio Portfolio Assessment Portfolio Portfolio Assessment method				



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio				
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio				
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio				
Optional Group PI: Personal Information Management Software										
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT54	Y/502/4369	Personal Information Management Software	2	1	15	Portfolio				
IT53	L/502/4370	Personal Information Management Software	2	2	15	Portfolio				
Optional Gro	up PIT: Potentia	ls of IT								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio				
•		Management Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT56	K/502/4618	Project Management Software	3	1	20	Portfolio				
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio				
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio				
Optional Gro	up PS: Presentat	ion Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT58	К/502/4621	Presentation Software	3	1	20	Portfolio				
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio				
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio				
•	up SPS: Spreads									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio				
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio				
CFAQ33	J/502/4626	Spreadsheet Software	6	3	45	Portfolio				

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Optional Gr						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio
•	oup SU: Set Up a					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio
•		Ilaborative Technologies				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio
Optional Gr	oup UE: Using En	nail				
Optional Gr Unit no	oup UE: Using En URN	nail Unit Title	Credit	Level	GLH	Assessment method
•			Credit 2	Level 1	GLH 15	
Unit no	URN	Unit Title				method
Unit no CFAQ42	URN J/502/4299	Unit Title Using Email	2	1	15	method Portfolio
Unit no CFAQ42 CFAQ15	URN J/502/4299 M/502/4300	Unit Title Using Email Using Email	2 3	1 2	15 20	method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30	URN J/502/4299 M/502/4300	Unit Title Using Email Using Email Using Email	2 3	1 2	15 20	method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30	URN J/502/4299 M/502/4300 T/502/4301	Unit Title Using Email Using Email Using Email	2 3	1 2	15 20	method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N	Unit Title Using Email Using Email Using Email Iobile IT Devices	2 3 3	1 2 3	15 20 20	method Portfolio Portfolio Portfolio Assessment
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using M URN	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title	2 3 3 Credit	1 2 3 Level	15 20 20 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no IT45	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N URN H/502/4374	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title Using Mobile IT Devices	2 3 3 Credit 2	1 2 3 Level	15 20 20 GLH 15	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no IT45	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N URN H/502/4374 K/502/4375	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title Using Mobile IT Devices	2 3 3 Credit 2	1 2 3 Level	15 20 20 GLH 15	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no IT45 IT46	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N URN H/502/4374 K/502/4375	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title Using Mobile IT Devices	2 3 3 Credit 2	1 2 3 Level	15 20 20 GLH 15	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no IT45 IT46 Optional Gr	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N URN H/502/4374 K/502/4375 oup UTI: URN A/502/4297	Unit Title Using Email Using Email Using Email Iobile IT Devices Unit Title Using Mobile IT Devices Using Mobile IT Devices	2 3 3 Credit 2 2 Credit 4	1 2 3 Level 2 Level	15 20 20 GLH 15 15	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no IT45 IT46 Optional Gr Unit no	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N URN H/502/4374 K/502/4375 oup UTI: URN	Unit Title Using Email Using Email Using Email Using Email Using Email Using Mobile IT Devices Using Mobile IT Devices Using Mobile IT Devices Using Mobile IT Devices	2 3 Credit 2 Credit	1 2 3 Level 1 2 Level	15 20 20 GLH 15 15 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no CFAQ42 CFAQ15 CFAQ30 Optional Gr Unit no IT45 IT46 Optional Gr Unit no CFAQ61	URN J/502/4299 M/502/4300 T/502/4301 oup UM: Using N URN H/502/4374 K/502/4375 oup UTI: URN A/502/4297	Unit Title Using Email Using Email Using Email Using Email Using Email Using Mobile IT Devices Unit Title Using Mobile IT Devices Using Mobile IT Devices Using Mobile IT Devices	2 3 3 Credit 2 2 Credit 4	1 2 3 Level 2 Level	15 20 20 GLH 15 15 GLH 30	method Portfolio Portfolio Portfolio Assessment method Portfolio Assessment method Portfolio



Optional Group VS: Video Software

-	· · · · · · · · · · · · · · · · · · ·					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT103	K/502/4392	Video Software	2	1	15	Portfolio
IT104	M/502/4393	Video Software	3	2	20	Portfolio
IT105	T/502/4394	Video Software	4	3	30	Portfolio
Optional Grou	up WP: Word Pr	ocessing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio
Optional Grou	up WS: Website	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio

CFAQ32 Y/502/4632 Website Software

5 3 40

Portfolio



13. BIIAB Level **3** Diploma in IT User Skills Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 3 Diploma in IT User Skills learners **must** gain a total of **39 credits**. This consists of:

- Minimum total credit: 39
- Mandatory unit minimum credit: 5
- Optional Groups minimum credit: 34 from any group
- A **minimum** of **22 credits must** be achieved through the completion of units at Level 3 or above
- Units with the same title at different levels are barred

Bespoke Software

- GLH: 280
- TQT: 390

Listed below are the qualification units.

Mandatory unit:

CFAQ29

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT81	L/502/4157	Improving Productivity Using IT	5	3	40	Portfolio
Optional Gro	up AS: Audio Sof	ftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT4	к/502/4389	Audio Software	2	1	15	Portfolio
IT5	D/502/4390	Audio Software	3	2	20	Portfolio
IT6	H/502/4391	Audio Software	4	3	30	Portfolio
Optional Gro	up BS: Bespoke S	Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT7	A/502/4395	Bespoke Software	2	1	15	Portfolio
CFAQ9	F/502/4396	Bespoke Software	3	2	20	Portfolio

J/502/4397

4

3

30

Portfolio



Optional Group CA: Computer Accounting Software

Optional 010	up CA. Compute									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT10	F/502/4401	Computerised Accounting Software	2	1	15	Portfolio				
IT11	J/502/4402	Computerised Accounting Software	3	2	20	Portfolio				
IT12	L/502/4403	Computerised Accounting Software	5	3	35	Portfolio				
Optional Group DM: Data Management Software										
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT22	F/502/4558	Data Management Software	2	1	15	Portfolio				
CFAQ20	J/502/4559	Data Management Software	3	2	20	Portfolio				
IT21	A/502/4560	Data Management Software	4	3	30	Portfolio				
		-								
Optional Gro	up DP: Desktop	Publishing Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio				
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio				
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio				
Optional Gro	up DPS: Drawin	g and Planning Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment				
						method				
IT29	J/502/4609	Drawing and Planning Software	2	1	15	Portfolio				
IT27	A/502/4610	Drawing and Planning Software	3	2	20	Portfolio				
IT28	F/502/4611	Drawing and Planning Software	4	3	30	Portfolio				
Ontional Gro	up DS: Database	Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment				
						method				
IT18	H/502/4553	Database Software	3	1	20	Portfolio				
IT19	M/502/4555	Database Software	4	2	30	Portfolio				
CFAQ35	T/502/4556	Database Software	6	3	45	Portfolio				
Optional Gro	up DS1: Design	Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT30	A/502/4574	Design Software	5	3	40	Portfolio				
IT31	M/502/4572	Design Software	3	1	20	Portfolio				
IT32	T/502/4573	Design Software	4	2	30	Portfolio				
		2								



Optional Group IC: IT Communication Fundamentals	

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio
IT14	Y/502/4291	IT Communication Fundamentals	2	1	15	Portfolio
Optional Gro	oup IS: Imaging S	oftware				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT36	J/502/4612	Imaging Software	3	1	20	Portfolio
IT37	L/502/4613	Imaging Software	4	2	30	Portfolio
IT38	R/502/4614	Imaging Software	5	3	40	Portfolio
Optional Gro	up ISF: IT Softw	are Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT62	L/502/4384	IT Software Fundamentals	3	1	20	Portfolio
IT63	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio
Optional Gro	oup ISU: IT Secur	ity for Users				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT43	R/502/4256	IT Security for Users	1	1	10	Portfolio
IT44	Y/502/4257	IT Security for Users	2	2	15	Portfolio
IT42	D/502/4258	IT Security for Users	3	3	20	Portfolio
Optional Gro	up IU: IT User F	undamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT73	J/502/4206	IT User Fundamentals	3	1	20	Portfolio
IT74	L/502/4207	IT User Fundamentals	3	2	20	Portfolio
Optional Gro	up MS: Multime	edia Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT49	Y/502/4615	Multimedia Software	3	1	20	Portfolio
IT47	D/502/4616	Multimedia Software	4	2	30	Portfolio
IT48	H/502/4617	Multimedia Software	6	3	45	Portfolio



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT50	D/502/4244	Optimise IT System Performance	2	1	15	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
-	-	Information Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT54	Y/502/4369	Personal Information Management	2	1	15	Portfolio
		Software				
IT53	L/502/4370	Personal Information Management	2	2	15	Portfolio
		Software				
-	up PIT: Potentia		Cuadit	Laural	C 111	A
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio
Optional Gro	up PM: Proiect I	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT56	К/502/4618	Project Management Software	3	1	20	Portfolio
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT55	H/502/4620	Project Management Software	5	3	40	Portfolio
Optional Gro	up PS: Presenta	tion Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT58	K/502/4621	Presentation Software	3	1	20	Portfolio
CFAQ19	M/502/4622	Presentation Software	4	2	30	Portfolio
CFAQ34	T/502/4623	Presentation Software	6	3	45	Portfolio
Optional Gro	up SPS: Spreads	heet Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT70	A/502/4624	Spreadsheet Software	3	1	20	Portfolio
CFAQ18	F/502/4625	Spreadsheet Software	4	2	30	Portfolio
CFAQ33	J/502/4626	Spreadsheet Software	6	3	45	Portfolio



Optional Gro	up SS: Spreadsh	eet Software								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT68	L/502/4398	Specialist Software	2	1	15	Portfolio				
IT69	R/502/4399	Specialist Software	3	2	20	Portfolio				
IT67	A/502/4400	Specialist Software	4	3	30	Portfolio				
Optional Group SU: Set Up an IT System										
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio				
IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio				
IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio				
Optional Gro	up UC: Using Co	llaborative Technologies								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio				
IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio				
IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio				
Optional Gro	up UE: Using Em	nail								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
CFAQ42	J/502/4299	Using Email	2	1	15	Portfolio				
CFAQ15	M/502/4300	Using Email	3	2	20	Portfolio				
CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio				
Optional Gro	up UM: Using N	lobile IT Devices								
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio				
IT46	K/502/4375	Using Mobile IT Devices	2	2	15	Portfolio				
Optional Gro	up UTI:									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
CFAQ61	A/502/4297	Using the Internet	4	2	30	Portfolio				
IT40	F/502/4298	Using the Internet	5	3	40	Portfolio				

T/502/4296

CFAQ62

Using the Internet

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Portfolio



Optional Group VS: Video Software

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT103	K/502/4392	Video Software	2	1	15	Portfolio
IT104	M/502/4393	Video Software	3	2	20	Portfolio
IT105	T/502/4394	Video Software	4	3	30	Portfolio
Optional Group WP: Word Processing Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
CFAQ41	L/502/4627	Word Processing Software	3	1	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	4	2	30	Portfolio
CFAQ31	Y/502/4629	Word Processing Software	6	3	45	Portfolio
Optional Group WS: Website Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT78	L/502/4630	Website Software	3	1	20	Portfolio
CFAQ17	R/502/4631	Website Software	4	2	30	Portfolio
CFAQ32	Y/502/4632	Website Software	5	3	40	Portfolio



14. Age Restriction

The level 1 and 2 qualifications in this handbook are appropriate for use in the following age ranges:

D Pre-16

- 16-18
- □ 19+.

The level 3 qualifications in this handbook are appropriate for use in the following age ranges:

- 16-18
- □ 19+.

15. Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The qualification is designed to equip learners with the skills to work effectively within IT. It also will allow for a number of progression routes to employment and into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- □ Qualifications relating to Professional Competence for IT and Telecoms Professionals
- Qualifications relating to ICT Systems and Principles for IT Professionals
- □ Employment opportunities and career progression



16. Assessment

Overview of assessment strategy

The qualification contains competence units. Competence units are assessed following NVQ principles.

Assessments provided by BIIAB will ensure that effective learning has taken place and that learners have the opportunity to:

- □ Meet the assessment criteria
- □ Achieve the learning outcomes.

Assessment process

Assessment is the process used to judge the competence, of a learner, against set standards. The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will see review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will verify the assessment and internal verification decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

Assessment Strategy

Requirements of Assessors, Expert Witnesses, Internal and External Quality Assurers

Candidates may be assessed, moderated or verified at work either by one or several appointed individuals.



Assessors - The primary responsibility of an assessor is to assess candidates' performance in a range of tasks and to ensure the evidence submitted by the candidate meets the requirements of the assessment criteria. It is important that an assessor can recognise occupational competence as specified by the national standard. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing candidates. To be able to assess candidates, assessors **must:**

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to assess candidates undertaking competence-based units and qualifications. Assessors holding older qualifications **must** be able to demonstrate that they are assessing to the current standards;
- OR
- be working toAward an appropriate qualification, as specified by the appropriate regulatory authority. Any assessors working toAwards an appropriate qualification **must** ensure their decisions are countersigned by a suitably-qualified assessor/verifier and should be supported by a qualified assessor throughout their training period.
- be IT competent to a high level. Assessors must provide current evidence of competence, knowledge and understanding in the areas to be assessed. This will normally be achieved through demonstrating competence in the roles which are to be assessed, or demonstrated by relevant experience and continuing professional development (CPD) which may include the achievement of qualifications relevant to the areas being assessed.
- have a full and current understanding of the National Occupational Standards, units of competence and requirements of the qualifications being assessed, including the quality of assessment and the assessment process. It is the responsibility of approved centres to select and appoint assessors.

Expert Witnesses - Witnesses don't have to be "expert". They can be drawn from a wide range of people who can attest to the candidate's performance in the workplace, such as line managers, experiences workplace colleagues, customers or clients. They need to:

□ provide a written statement about the quality and authenticity of the candidate's work □ have first-hand experience of the candidate's performance and understanding.

As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Quality Assurer.

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Internal Quality Assurer (IQA) - A primary responsibility of IQAs is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally verifying. It will be the responsibility of the approved centre to select and appoint IQAs.

IQAs must:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to internally verify competence-based assessments and candidates. IQAs holding older qualifications **must** be able to demonstrate that they are verifying to the current standards
- OR
 - be working toAward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working toAwards an appropriate qualification, his/her decisions **must** be countersigned by a suitably qualified IQA and should be supported by a qualified IQA throughout the training period.
 - be IT competent to a high level. IQAs **must** demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in business.
 - □ demonstrate competent practice in internal verification of assessment, and demonstrate understanding of the principles and practices of internal verification of assessment, including the quality of assessment and the assessment process.



External Quality Assurer (EQA) - The primary responsibility of EQAs is to assure quality of internal verification and assessments across the centres for which they are responsible. EQAs **must** have a thorough understanding of quality assurance and assessment practices, as well as in-depth technical knowledge related to the qualifications that they are externally verifying. EQAs **must**:

- hold an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to verify competence-based assessments. EQAs holding older qualifications **must** be able to demonstrate that they are verifying to the current standards;
- OR
 - be working toAward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working toAwards an appropriate qualification, their decisions **must** be countersigned by a suitably qualified EQA and should be supported by a qualified EQA throughout their training period.
 - □ be IT competent to a high level. EQAs must demonstrate sufficient and current understanding of the qualifications to be verified, and know how they are applied in business.
 - demonstrate competent practice in external verification of assessment, and demonstrate understanding of the principles and practices of external verification of assessment, including the quality of assessment and the assessment process. It is the responsibility of the awarding organisation to select and appoint EQAs.

Awarding Organisations require all assessors, moderators and verifiers to maintain current subject competence to deliver these functions and recognise this can be achieved in many ways. However, such information **must** be formally recorded in individual CPD records that are maintained in assessment centres.



Evidence from Workplace Performance

- Evidence of occupational competence of all competence units at any level, should be generated and collected through performance under workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.
- □ These conditions would be those typical to the candidate's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all candidates. However, assessors **must** ensure that, as far as possible, the conditions for assessment should be those under which the candidate usually works.

Knowledge tests and simulation

Employers can use knowledge tests to assess an employee's knowledge and understanding of, for example, an organisational procedure.

Knowledge components set out in the standards can also be assessed by knowledge tests. In this case, assessors and internal verifiers must make sure that:

- □ the use of knowledge tests has been agreed with the external verifier in advance
- □ the knowledge being tested matches that specified in the NOS
- □ a robust assessment methodology comparable to awarding body practices is used

Simulation of work tasks and activities must take place in a **realistic working environment**. A RWE is "an environment which replicates the key characteristics in which the skill to be assessed is normally employed". The RWE must provide conditions the same as the normal day-to-day working environment, with a similar range of demands, pressures and requirements for cost-effective working. Simulation can be used across all units, although it's preferable to use it in the mandatory unit.

Any simulation **must** be approved in advance by the External Quality Assurer, and clear reasons must be given for its intended use. If approval is given, all Awarding Organisation guidance and requirements must be observed.



Scenario-based assessment

Scenario-based assessment can be used for the unit IT1 Improving Productivity using IT (J/502/4156). In this type of assessment, the learner describes how IT can be used in response to a written situation.

Employers and providers can develop their own with approval from BIIAB. Where this occurs centres need to make sure that scenarios meet these criteria:

- □ the performance, knowledge and understanding assessed matches that specified in the relevant ITQ unit
- □ the level is sufficiently challenging
- □ the demands and constraints result in purposeful use of IT and, where relevant, reflect those that would arise in the real-world

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The main reasons for an appeal are likely to be:

- □ Learners do **not** understand why they are **not** yet regarded as competent, because of unsatisfactory feedback from the assessor
- □ Learners believe they are competent and that the assessor has misjudged them, or has failed to utilise some vital evidence.

BIIAB expects most appeals from candidates to be resolved within the centre. BIIAB will only consider a candidate's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIAB's appeals procedure please refer to:-

https://www.biiab.org/useful-information/biiab-policies/

17. Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

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18. Delivery

Centres **must** refer to the units that form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that form part of the delivery.



19. Resources

BIIAB provides the following additional resources for this qualification:

- Evidence matrixes for the competence / NVQ units, including a Summative Reflective account template
- □ Access to the units.

All of these resources are available for download via The Hub on <u>centrezone.bii.org</u>.

The Hub is a secure area within CentreZone which centres approved for the qualification can access. The Hub contains documents relevant to the qualification. Centres will find The Hub on the list of tabs in CentreZone.

Evidence matrixes

BIIAB provide a matrix that supports each competence unit. These are also identified within each of the unit information sections identified below. It is not essential that these resources are used to support the delivery of the content of the qualification; however they have been mapped against the learning outcomes and assessment criteria.

The evidence matrix is designed to help the learner and assessor with evidence collection. It is a mapping activity to ensure that all the 'Assessment Criteria' contained in the learning outcomes and covered, and is intended to help to keep the volume of evidence to a minimum. One matrix (or appropriate equivalent recording device) **must** be completed for each unit.

It is expected that a selection of various types of evidence is used as appropriate; columns in the matrix enable the assessor to enter the evidence type, e.g. Report, Log, Written Statement, and also the assessment method, e.g. Obs (= Observation), as shown in the assessment method key. By inserting portfolio reference numbers in the box provided, it will enable the assessor, IQA and EQA quickly to locate the evidence which is being submitted to demonstrate competence.



Examples of types of evidence learners could provide to prove competence:

- □ Record of observation of performance in the workplace
- □ Professional discussion
- □ Reflective account
- □ Product evidence (e.g. implementation plans, correspondence, work records)
- □ Testimony from senior colleagues/clients
- Personal report of actions and circumstances
- □ Recognition of Prior Achievement (RPA)
- □ Records of questioning
- Other.

Access to the units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB includes the mandatory units within this pack, and makes all units available via <u>centrezone.bii.org</u>

Summative Reflective Account

In order to claim the unit(s) for the qualification, the learner will need to complete a summative reflective account, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.

20. Design and delivery

Each unit within this qualification has been allocated a number of guided learning hours (GLH). GLH are defined as the times when a tutor, trainer, mentor or line manager is giving specific advice relating to a learning outcome of the unit. This can include activities such as training sessions, tutorials, supervised study or 'on-the-job' learning. It could also include time spent by managers or mentors assessing learner's achievements. When planning how to deliver the qualification it is important to refer to this definition.

BIIAB will not prescribe how the qualification is delivered, but centres must ensure the delivery chosen meets their learner's needs.



21. Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this specification will be in the format below:

Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (<u>http://register.ofqual.gov.uk</u>).

Unit Number / Unique Reference Number (URN)

The Unique Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within. BIIAB also assign their own unique unit numbers which will in most instances be the same number when the unit is used in multiple BIIAB qualifications.

Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to either National Occupational Standards or the level descriptors.

Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours learning time it will take an average learner to complete the unit including the assessment.

Guided Learning Hours (GLH)

The time required by the unit for specific guidance to be provided by a tutor, mentor or expert in the subject area, for example in a training session or a one-to-one.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

□ The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and



An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.

Learning Outcomes and Assessment Criteria

Learning Outcomes are what is expected that the learner will know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved.

22. Initial Registration

Registration and certification

Learners should be registered and certificated via BIIAB's On-line Registration and Certification Service (ORCS) <u>www.orcs.biiab.org.</u> Please refer to BIIAB's Centre Guidance for using ORCS.

Equal Opportunities and Diversity Policy

BIIAB has in place an equal opportunities policy, a copy can be found at http://centrezone.bii.org/thehub/apprenticeships/qadocuments.

BIIAB is committed to ensure that:

- □ Approved centres operate an equal opportunities policy
- $\hfill\square$ Approved centres communicate the policy to staff and learners
- □ Approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- Approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements.

Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments must inform their assessor at the beginning of their course of their requirements. BIIAB has a reasonable adjustment policy in place, a copy of which is provided to all BIIAB approved centres and can be found at http://centrezone.bii.org/thehub/apprenticeships/qadocuments.



23. Mandatory Units

The following units are mandatory for these qualifications. For access to all optional units please visit <u>centrezone.bii.org</u>.

Unit Title	Improving Productivity Using IT		
BIIAB Reference	IT81		
Level	3		
Credit Value	5		
GLH	40		
Unit Reference No.	L/502/4157		
Learning Outcome - The learner will:	Assessment Criterion - The learner can:		
 Plan, select and use appropriate Π systems and software for different 1.2 purposes 	 Explain the purpose for using IT Analyse the methods, skills and resources required to complete the task successfully Analyse any factors that may affect the task Critically compare alternative methods to produce the intended outcome Develop plans for using IT for different tasks and purposes, including contingencies Select and use appropriate IT systems and software applications to produce effective outcomes Explain why different tasks, purposes and outcomes Explain any legal or local guidelines or constraints which apply 		
	to the task or activity		
2 Evaluate the selection and use of I tools to make sure that activities are successful	 2.1 Critically compare the strengths and weaknesses of own and other people's final work 2.2 Review on going use of IT tools and techniques and change the approach as needed 		
	2.3 Evaluate and test solutions to make sure they match requirements and are fit for purpose2.4 Be prepared to give feedback on other people's selection and		
	use of IT tools 2.5 Explain different ways to make further improvements to work		
of IT tools and systems for self and	3.1 Evaluate the productivity and efficiency of IT systems and procedures used by self and others		
others	 3.2 Research and advise on ways to improve productivity and efficiency 3.3 Develop solutions that make a demonstrable improvement to the use of IT tools and systems 3.4 Test solutions to make sure that they work as intended 2.5 Desembed improvements to IT systems and procedures that 		
	3.5 Recommend improvements to IT systems and procedures that increase productivity		

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Unit Title	Improving Productivity Using IT		
BIIAB Reference	IT101		
Level	1		
Credit Value	3		
GLH	20		
Unit Reference No.	T/502/4153		
Learning Outcome - The learner will:	Assessment Criterion - The learner can:		
	 1.1 Identify the purpose for using IT 1.2 Identify the methods, skills and resources required to complete the task successfully 1.3 Plan how to carry out the task using IT to achieve the required purpose and outcome 1.4 Identify reasons for choosing particular IT systems and software applications for the task 1.5 Select IT systems and software applications as appropriate for the purpose 1.6 Identify any legal or local guidelines or constraints that may affect the task or activity 		
2 Use IT systems and software efficiently to complete planned tasks	 2.1 Identify automated routines to improve productivity 2.2 Use automated routines that aid efficient processing or presentation 2.3 Complete planned tasks using IT 		
3 Review the selection and use of IT tools to make sure that work activities are successful	 8.1 Review outcomes to make sure they meet the requirements of the task and are fit for purpose 3.2 Decide whether the IT tools selected were appropriate for the task and purpose 3.3 Identify the strengths and weaknesses of the completed task 3.4 Identify ways to make further improvements to work 		

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Unit Title	Improving Productivity Using IT		
BIIAB Reference	IT102		
	2		
Level	2		
Credit Value	4		
GLH	30		
Unit Reference No.	J/502/4156		
Learning Outcome - The learner will:	Assessment Criterion - The learner can:		
1 Plan, select and use appropriate IT systems and software for different purposes	 1.1 Describe the purpose for using IT 1.2 Describe the methods, skills and resources required to complete the task successfully 1.3 Plan how to carry out tasks using IT to achieve the required purpose and outcome 1.4 Describe any factors that may affect the task 1.5 Select and use IT systems and software applications to complete planned tasks and produce effective outcomes 1.6 Describe how the purpose and outcomes have been met by the chosen IT systems and software applications 1.7 Describe any legal or local guidelines or constraints that may apply to the task or activity 		
2 Review and adapt the on-going use of IT tools and systems to make sure that activities are successful	 2.1 Review on-going use of IT tools and techniques and change the approach as needed 2.2 Describe whether the IT tools selected were appropriate for the task and purpose 2.3 Assess strengths and weaknesses of final work 2.4 Describe ways to make further improvements to work 2.5 Review outcomes to make sure they match requirements and are fit for purpose 		
3 Develop and test solutions to improve the on-going use of IT tools and systems	 3.1 Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency 3.2 Describe ways to improve productivity and efficiency 3.3 Develop solutions to improve own productivity in using IT 3.4 Test solutions to ensure that they work as intended 		

Learner Summative Reflection



The purpose of this summative reflection is to enable you, the learner, to reflect on your qualification, what you have learnt and how you have been able to apply this within your work role.

You will need to complete your statement in the space provided below and sign and date the document. Alternatively you and your assessor may wish to record your reflection on a voice recorder.

Learner Name: _____

Qualification Unit Summary

Unit No.	Completion Date	Assessor Signature	Unit No.	Completion Date	Assessor Signature

Learner Reflection

Learner Signature:	Date:	
Assessor Signature:		
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This book does not purport to contain an authoritative or definitive statement of the law or practice on any subject and the publishers supply the information on the strict understanding that no legal or other liability attaches to them in respect of it. References to sources of further guidance or information have been made where appropriate.

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