

Qualification Handbook

BIIAB IT User Qualifications Handbook

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

Version 2



Table of Contents

1. About the BIIAB IT User qualifications1
2. About this pack1
3. BIIAB Customer Service2
4. What are Rules of Combination (ROC)?2
5. BIIAB Level 1 Award in IT User Skills Rules of Combination (ROC)
and Structure
6. BIIAB Level 1 Certificate in IT User Skills Rules of Combination
(ROC) and Structure9
7. BIIAB Level 1 Diploma in IT User Skills Rules of Combination
(ROC) and Structure15
8. BIIAB Level 2 Award in IT User Skills Rules of Combination (ROC)
and Structure
9. BIIAB Level 2 Certificate in IT User Skills Rules of Combination
(ROC) and Structure27
10. BIIAB Level 2 Diploma in IT User Skills Rules of Combination
(ROC) and Structure
11. BIIAB Level 3 Award in IT User Skills Rules of Combination (ROC)
and Structure
12. BIIAB Level 3 Certificate in IT User Skills Rules of Combination
(ROC) and Structure45
13. BIIAB Level 3 Diploma in IT User Skills Rules of Combination
(ROC) and Structure51
14. Age Restriction
15. Entry Requirements and Progression57
16. Assessment
17. Initial Assessment and Induction63
18. Delivery64
19. Resources
20. Design and delivery66
21. Format of Units67
22. Initial Registration68
23. Mandatory Units69



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. The BIIAB's Service Level Agreement is available via <u>www.biiab.org</u>.

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	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
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
		-				

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IT21 Optional Grou	A/502/4560 up DP: Desktop	Data Management Software Publishing Software	4	3	30	Portfolio
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT24	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT25	H/502/4567	Desktop Publishing Software	5	3	40	Portfolio
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
Optional Gro	up DPS: Drawing	and Planning Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT29	J/502/4609	Drawing and Planning Software	2	1	5	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	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 S U		.			
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
ІТ99	F/502/0171	Using the Internet	1	E3	10	Portfolio
IT100	A/502/0167	Word processing software	2	E3	15	Portfolio
Optional Gro	oup 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	1	15	Portfolio
Optional Gro	up IP: Improving	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



•	•	are Fundamentals	Cuedit	Laural	C 111	A	
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 Securi	ty 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 Fu	indamentals					
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	dia 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: Optimise	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 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 Grou	ıp PM: Project N	lanagement 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: Presentai		a 10			. .
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
Ontional Cro	un CD. Crasialist	Cofficient				
Unit no	up SP: Specialist URN	Unit Title	Credit	Level	GLH	Assessment
Onit no	URN	Ond The	Credit	Levei	GLH	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 ai	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
-	-	Ilaborative 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	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 Grou	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 Grou	up UTI: Using th	e 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 Grou	up VS: Video Sof	tware				
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

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:

ivialiaatory a	inc.									
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method				
IT101	T/502/4153	Improving Productivity Using IT	3	1	20	Portfolio				
Optional Gro	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 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: Compute	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				
	1/ 502/ 4402		J	2		hijah org				

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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 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

Credit Level

1

2

3

2

3

4

GLH

5

20

30

GLH

20

30

45

Assessment method

Portfolio

Portfolio

Portfolio

Assessment

method

Portfolio Portfolio

Portfolio

Optional Group DPS: Drawing and Planning Software

Unit no	URN	Unit Title
IT29	J/502/4609	Drawing and Planning Software
IT27	A/502/4610	Drawing and Planning Software
IT28	F/502/4611	Drawing and Planning Software

Optional Group DS: Database Software

Unit no	URN	Unit Title	Credit	Level
IT18	H/502/4553	Database Software	3	1
IT19	M/502/4555	Database Software	4	2
CFAQ35	T/502/4556	Database Software	6	3

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 E5. 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
IT99	F/502/0171	Using the Internet	1	3	10	Portfolio
IT100	A/502/0167	Word processing software	2	3	15	Portfolio
Optional Gro	un IC: IT Commi	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	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 Securi							
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 Fu	indamentals						
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	dia 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	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 Gro	up PI: Personal I	nformation 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 N	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	oup 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	oup 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
Ontional 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
Ontional Gro	oup 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
Ontional Gro	un LIC· Elsing Co	Ilaborative Technologies				
Unit no		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
•	up UE: Using En					
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	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 Gro	up UTI: Using th	e 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 So	ftware					
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 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



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	nit:					
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	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	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

Ontional	Group	CAV	Computor	Accounting	Software
Optional	Group	CA.	Computer	ACCOUNTING	Sollware

Optional Gro	oup CA: Compute	er Accounting Software	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 Gro	oup 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	oup 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 Cra										
Unit no	URN	g and Planning Software Unit Title	Credit	Level	GLH	Assessment				
Unit no	URN	Shit Hite	Credit	Levei	GLH	method				
IT29	J/502/4609	Drawing and Planning Software	2	1	5	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	oup 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	oup 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/F02/4F72	Design Software	4	2	30	Portfolio				
1152	T/502/4573	Design Software	4	Z	50	PULIUIU				



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
		and the second second				
•	•	unication Fundamentals	Cara dia		C 111	A
Unit no	URN	Unit Title	Credit		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	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



Optional Gro	up ISU: IT Securi	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 Fu	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	dia 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: Optimise	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 I	nformation 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



Optional Grou	ıp PM: Project M	Management Software

•			Cuadit	امتنعا	<u> </u>	A
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 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 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



	up UE: Using Em		Core all'h		<u></u>	
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
•	up UM: Using M					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio
IT46	К/502/4375	Using Mobile IT Devices	2	2	15	Portfolio
Optional Grou	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
CFAQ62	T/502/4296	Using the Internet	3	1	20	Portfolio
Optional Grou	up VS: Video Sof	tware				
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



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	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

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



	•	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	un 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	5	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 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
IT31	T/502/4573	Design Software	4	2	30	Portfolio
1152	1/302/4373		4	2	30	
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	1	15	Portfolio



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 Gro	oup 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	- /					De utfelte
	R/502/4256	IT Security for Users	1	1	10	Portfolio
IT44	R/502/4256 Y/502/4257	IT Security for Users IT Security for Users	1 2	1 2	10 15	Portfolio Portfolio
IT44 IT42		•				
IT42	Y/502/4257	IT Security for Users IT Security for Users	2	2	15	Portfolio
IT42	Y/502/4257 D/502/4258	IT Security for Users IT Security for Users	2	2	15	Portfolio
IT42 Optional Gro	Y/502/4257 D/502/4258 pup IU: IT User Fi	IT Security for Users IT Security for Users undamentals	2 3	2 3	15 20	Portfolio Portfolio Assessment
IT42 Optional Gro Unit no	Y/502/4257 D/502/4258 oup IU: IT User Fr URN	IT Security for Users IT Security for Users undamentals Unit Title	2 3 Credit	2 3 Level	15 20 GLH	Portfolio Portfolio Assessment method
IT42 Optional Gro Unit no IT73 IT74	Y/502/4257 D/502/4258 oup IU: IT User Fr URN J/502/4206	IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	2 3 Credit 3	2 3 Level	15 20 GLH 20	Portfolio Portfolio Assessment method Portfolio
IT42 Optional Gro Unit no IT73 IT74	Y/502/4257 D/502/4258 oup IU: IT User Fr URN J/502/4206 L/502/4207	IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals	2 3 Credit 3	2 3 Level	15 20 GLH 20	Portfolio Portfolio Assessment method Portfolio
IT42 Optional Gro Unit no IT73 IT74 Optional Gro	Y/502/4257 D/502/4258 Dup IU: IT User Fr URN J/502/4206 L/502/4207 Dup MS: Multime	IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals edia Software	2 3 Credit 3 3	2 3 Level 1 2	15 20 GLH 20 20	Portfolio Portfolio Assessment method Portfolio Portfolio Assessment
IT42 Optional Gro Unit no IT73 IT74 Optional Gro Unit no	Y/502/4257 D/502/4258 Dup IU: IT User Fr URN J/502/4206 L/502/4207 Dup MS: Multime URN	IT Security for Users IT Security for Users undamentals Unit Title IT User Fundamentals IT User Fundamentals edia Software Unit Title	2 3 Credit 3 3 Credit	2 3 Level 1 2 Level	15 20 GLH 20 20 GLH	Portfolio Portfolio Assessment method 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
IT50 IT51	H/502/4245	Optimise IT System Performance	4	2	30	Portfolio
IT51	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
1132	17 302/ 4240	optimise it system i chomanee	5	5	40	
Optional Gro	up PI: Personal I	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
1155	2,302,4370	Software	2	2	15	
Outienel Cue		1				
Unit no	up PIT: Potentia URN	Unit Title	Credit	Level	GLH	Assessment
Unit no	URN	Unit Title	Credit	Level	GLH	method
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio
Optional Gro	up PM: Project 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: Presentat	tion 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
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	F/502/4625 J/502/4626	Spreadsheet Software Spreadsheet Software	4 6	2 3	30 45	Portfolio Portfolio



Optional Gro	up 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
Ontional Gro	up SU: Set Up ai	a IT Suctom				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
	onn		cicuit	Lever	GEII	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
Ontional Gro	un LIC· Lising 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 Gro	up UE: Using Em	nail				
Unit no		Unit Title	Credit	Level	GLH	Assessment
	0111		ercuit	1010.		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
Ontional Gro	un LIM: Licing M	lobile IT Devices				
Unit no		Unit Title	Credit	Level	GLH	Assessment
	UNIV		creat	Level	GEII	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
	up UTI: Using th		C	1.00.1	<u> </u>	A
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

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

Credit Level

1

2

3

3

4

6

GLH

20

30

45

Assessment method

Portfolio

Portfolio

Portfolio

Optional Group WP: Word Processing Software Unit no URN Unit Title

CFAQ41	L/502/4627	Word Processing Software
CFAQ16	R/502/4628	Word Processing Software
CFAQ31	Y/502/4629	Word Processing Software

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



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.

Mandatory unit:

, Unit no URN Unit Title	Credit	Level	GLH	Assessment method
IT102 J/502/4156 Improving Productivity Using IT	4	2	30	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 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 Gro	oup 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
	•	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
-		Publishing Software				. .
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT20	D/502/4566	Desktop Publishing Software	4	2	30	Portfolio
IT24	H/502/4567	Desktop Publishing Software	5	2	40	Portfolio
1125	11/302/4307	Desktop i ubisining software	5	5	40	
Optional Gro	oup 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	5	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
-	oup DS: Database					. .
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
Ontional Gra	Nun DS1: Docign	Softwara				
	oup DS1: Design		Cradit	Loval	CI H	Assassment
Optional Gro Unit no	oup DS1: Design URN	Software Unit Title	Credit	Level	GLH	Assessment method
			Credit 5	Level 3	GLH 40	
Unit no	URN	Unit Title				method
Unit no IT30	URN A/502/4574	Unit Title Design Software	5	3	40	method Portfolio



Optional Group IC: IT Com Unit no URN	munication 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: Imagin	Software				
Unit no URN	Unit Title	Credit	Level	GLH	Assessment
		cicuit	LEVEI	0LII	method
IT36 J/502/4612	Imaging Software	3	1	20	Portfolio
IT37 L/502/4613		4	2	30	Portfolio
IT38 R/502/4614		5	3	40	Portfolio
Optional Group ISF: IT Soft	ware 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		3	2	20	Portfolio
		C	-		
Optional Group ISU: IT Sec	urity 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	-	2	2	15	Portfolio
IT42 D/502/4258	,	3	3	20	Portfolio
	in occurry for occurry	0	5	20	
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
Ontional Craws NAC: NAULE	modio Coftuero				
Optional Group MS: Multi	negla Soltware				
Linit no LIRN		Cradi+	امريما	GLH	Assessment
Unit no URN	Unit Title	Credit	Level	GLH	Assessment method
	Unit Title	Credit 3	Level 1	GLH 20	Assessment method Portfolio
	Unit Title Multimedia Software				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 Gro	up PI: Personal I	nformation 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 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
Optional Gro	up PM: Project I	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	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		Coreadebaat Caftwara	3	1	20	Portfolio
1170	A/502/4624	Spreadsheet Software	5	T	20	101110110
CFAQ18	A/502/4624 F/502/4625	Spreadsheet Software	3 4	2	20 30	Portfolio



Assessment method

Portfolio

Portfolio

Portfolio

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

Optional Group UC: Using Collaborative Technologies Unit Title Unit no URN Credit Level GLH A/502/4378 Using Collaborative Technologies 3 1 20 CFAQ65 Using Collaborative Technologies 2 IT16 F/502/4379 4 30 IT17 T/502/4380 Using Collaborative Technologies 6 3 45

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 Title

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

						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

Assessment

GLH

Credit Level



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 So	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 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

Ontional	Groun	CA	Computer	Accounting	Software
Optionui	ULUUD.	ω .	Comparer	/ CCOunting	JUILWUIL

Optional Gro	oup 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 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
-		Publishing Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT26	Y/502/4565	Desktop Publishing Software	3	1	20	Portfolio
IT20	D/502/4505	Desktop Publishing Software	4	2	30	Portfolio
IT24 IT25	H/502/4567	Desktop Publishing Software	5	2	30 40	Portfolio
1125	17502/4507	Desktop i ublishing software	5	J	40	
Optional Group DPS: Drawing and Planning Software						
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
						method
IT29	J/502/4609	Drawing and Planning Software	2	1	5	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	oup 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
		_				
	oup DS1: Design					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT30	A/502/4574	Design Software	5	3	40	Portfolio
IT31						
IT32	M/502/4572 T/502/4573	Design Software Design Software	3 4	1 2	20 30	Portfolio Portfolio



Optional Gro Unit no	up IC: IT Commu 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 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
•	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
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
Ontional Cro		un de un entre le				
Unit no	up IU: IT User Fu URN	Unit Title	Credit	Level	GLH	Assessment
onicho	ONN		creat	LEVEI	GLII	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	dia 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



Optional Group OP: Optimise IT System Performance

Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
IT50	D/F02/4244	Ontimica IT System Darformance	n	1	15	method Portfolio
	D/502/4244	Optimise IT System Performance	2	1	15 30	Portfolio
IT51	H/502/4245	Optimise IT System Performance	4	2		
IT52	K/502/4246	Optimise IT System Performance	5	3	40	Portfolio
Optional Gro	up PI: Personal I	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	_	_		
Ontional Cro						
Unit no	up PIT: Potentia		Credit	امريما	<u> </u>	Access
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT2	M/503/0498	Understanding the potential of IT	8	2	70	Portfolio
Ontinenal Car						
-		Management Software	Cuadit	Laural	C 111	A
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	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
Optional Gro						
	up SPS: Spreads	heet Software				
Unit no	up SPS: Spreads URN		Credit	Level	GLH	Assessment
Unit no	up SPS: Spreads URN	heet Software Unit Title	Credit	Level	GLH	Assessment method
	URN	Unit Title				Assessment method Portfolio
IT70	URN A/502/4624	Unit Title Spreadsheet Software	3	1	20	method Portfolio
	URN	Unit Title				method



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 Gro	up SU: Set Up ar	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	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	ail				
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
CFAQ62	T/502/4296	Using the Internet	3	1	20	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

Credit Level

1

2

3

3

4

6

GLH

20

30

45

Assessment method

Portfolio

Portfolio

Portfolio

Optional Group WP: Word Processing Software Unit no URN Unit Title

CFAQ41	L/502/4627	Word Processing Software
CFAQ16	R/502/4628	Word Processing Software
CFAQ31	Y/502/4629	Word Processing Software

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



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	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	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
	_,,	een paren see need until 6 bortmare	-	-		



Optional Gro Unit no	up DM: Data Ma URN	anagement Software Unit Title	Credit	Level	GLH	Assessment
	UNIT		cicuit		GEII	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	5	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	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 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
Optional Gro	up IC: IT Commu	inication Fundamentals				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT13	D/502/4292	IT Communication Fundamentals	2	2	15	Portfolio
			-			D (C)

IT14

Portfolio

15

2

1

Y/502/4291 IT Communication Fundamentals



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
Ontional Cro	un ICi Imaging C	oftwara				
Unit no	up IS: Imaging S URN	Unit Title	Credit	Level	GLH	Assessment
	ORN	Shit Hile	creat	Levei	GLH	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
Ontional Gro		ity for Llears				
Optional 010	up ISU: IT Secur	ity for users				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
•	•	-	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 Optional Gro	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fi	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 up IU: IT User Fi	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 Fr 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	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fi URN J/502/4206	Unit Title IT Security for Users IT Security for Users IT Security for Users undamentals 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 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 up 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	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	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 up IU: IT User Fr URN J/502/4206 L/502/4207 up 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 edia Software	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 Gro Unit no IT73 IT74 Optional Gro Unit no	URN R/502/4256 Y/502/4257 D/502/4258 up IU: IT User Fo 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

Optional Gro		-				
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	К/502/4246	Optimise IT System Performance	5	3	40	Portfolio
Optional Gro	up PI: Personal I	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 Gro	up PM: Project I	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				
Optional Gro Unit no	up PS: Presenta URN	tion Software Unit Title	Credit	Level	GLH	Assessment method
•			Credit 3	Level	GLH 20	
Unit no	URN	Unit Title				method
Unit no IT58	URN K/502/4621	Unit Title Presentation Software	3	1	20	method Portfolio
Unit no IT58 CFAQ19 CFAQ34	URN K/502/4621 M/502/4622 T/502/4623	Unit Title Presentation Software Presentation Software Presentation Software	3 4	1 2	20 30	method Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Gro	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads	Unit Title Presentation Software Presentation Software Presentation Software heet Software	3 4 6	1 2 3	20 30 45	method Portfolio Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN	Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title	3 4 6 Credit	1 2 3 Level	20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624	Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title Spreadsheet Software	3 4 6 Credit 3	1 2 3 Level	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no IT70 CFAQ18	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624 F/502/4625	Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title Spreadsheet Software Spreadsheet Software	3 4 6 Credit 3 4	1 2 3 Level 1 2	20 30 45 GLH 20 30	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624	Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title Spreadsheet Software	3 4 6 Credit 3	1 2 3 Level	20 30 45 GLH 20	method Portfolio Portfolio Portfolio Assessment method Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no IT70 CFAQ18 CFAQ33	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624 F/502/4625	Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title Spreadsheet Software Spreadsheet Software Spreadsheet Software	3 4 6 Credit 3 4	1 2 3 Level 1 2	20 30 45 GLH 20 30	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no IT70 CFAQ18 CFAQ33	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624 F/502/4625 J/502/4626	Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title Spreadsheet Software Spreadsheet Software Spreadsheet Software	3 4 6 Credit 3 4	1 2 3 Level 1 2	20 30 45 GLH 20 30	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no IT70 CFAQ18 CFAQ33 Optional Grou Unit no	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624 F/502/4625 J/502/4626 up SP: Specialist URN	Unit Title Presentation Software Presentation Software Presentation Software Unit Title Spreadsheet Software Spreadsheet Software Spreadsheet Software Content Software Spreadsheet Software Spreadsheet Software Spreadsheet Software	3 4 6 Credit 3 4 6	1 2 3 Level 1 2 3	20 30 45 GLH 20 30 45	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no IT70 CFAQ18 CFAQ33 Optional Grou Unit no	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624 F/502/4625 J/502/4626 up SP: Specialist URN L/502/4398	Unit Title Presentation Software Presentation Software Presentation Software Unit Title Spreadsheet Software	3 4 6 Credit 3 4 6 Credit 2	1 2 3 Level 1 2 3 Level 1	20 30 45 GLH 20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio
Unit no IT58 CFAQ19 CFAQ34 Optional Grou Unit no IT70 CFAQ18 CFAQ33 Optional Grou Unit no	URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624 F/502/4625 J/502/4626 up SP: Specialist URN	Unit Title Presentation Software Presentation Software Presentation Software Unit Title Spreadsheet Software Spreadsheet Software Spreadsheet Software Content Software Spreadsheet Software Spreadsheet Software Spreadsheet Software	3 6 Credit 3 4 6 Credit	1 2 3 Level 1 2 3 Level	20 30 45 GLH 20 30 45 GLH	method Portfolio Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio Portfolio



Optional Gro	oup 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	oup 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	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
Optional Gro	oup 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	oup UTI: Using th	e 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	oup VS: Video So					
Optional Gro Unit no	oup VS: Video So URN	ftware Unit Title	Credit	Level	GLH	Assessment method
•	•		Credit 2	Level	GLH 15	
Unit no	URN	Unit Title				method



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	



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 Gro	up AS: Audio So	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	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			

J/502/4397

CFAQ29

4

3

30

Bespoke Software

Portfolio



Assessment method

Portfolio

Portfolio

Portfolio

BIIAB IT User Qualifications Handbook

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

Credit Level

1

2

3

2

3

4

GLH

15

20

30

Optional Group DM: Data Management Software

URN

Unit no

IT22	F/502/4558	Data Management Software
CFAQ20	J/502/4559	Data Management Software
IT21	A/502/4560	Data Management Software

Unit Title

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	Credit	Level	GLH	Assessment method
IT29	J/502/4609	Drawing and Planning Software	2	1	5	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 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 Gro Unit no	up IC: IT Commu URN	inication 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	-	15	Portfolio
	.,,		-	-		
Optional Gro	up IS: Imaging So	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
•	•	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 Securi	ty 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
	up IU: IT User Fu					
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
1772	1/502/4206	IT Head Friday and a state	2	1	20	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	dia 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
11-10	17 302/401/		U	5	Ъ	



Optional Gro	oup OP: Optimise	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 I	nformation 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
Optional Gro	up PM: Project I	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 Gra	up PS: Presenta	tion Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
onicho	ONIT	one nee	cicuit	Level	GEII	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



Unit no IFAQ IF	Optional Gro	up SP: Specialist					
IT69R/502/4399Specialist Software3220PortfolioIT67A/502/4400Specialist Software4330PortfolioOptional Grupper SU: Set Up and T System3120PortfolioIT66Y/502/4209Set Up and T System3120PortfolioIT64L/502/4210Set Up and T System3120PortfolioIT65R/502/4211Set Up and T System4230PortfolioIT65R/502/4211Set Up and T System4230PortfolioOptional Grupper UC: Using Collaborative Technologies3120PortfolioOptional Grupper UC: Using Collaborative Technologies3120PortfolioIT16F/502/4378Using Collaborative Technologies3120PortfolioIT17T/502/4380Using Collaborative Technologies34230PortfolioIT17T/502/4379Using Collaborative Technologies34230PortfolioIT17T/502/4380Using Enail2115PortfolioCFAQ42J/502/4370Using Email2115PortfolioCFAQ30T/502/4370Using Email3220PortfolioCFAQ30T/502/4374Using Mobile IT Devices2115PortfolioIT45H/502/4374Using Mobile IT Devices2115Portfolio	Unit no	URN	Unit Title	Credit	Level	GLH	
IT67A/S02/400Specialist Software4330PortfolioOptional Group SU: Set Up Joint TitleCreditLevelGLHAssessment methodIT66Y/S02/4209Set Up Joint T System3120PortfolioIT66Y/S02/4201Set Up Joint T System3120PortfolioIT65R/S02/4211Set Up Joint T System4230PortfolioIT65R/S02/4211Set Up Joint T System4230PortfolioIT65R/S02/4211Set Up Joint T System4230PortfolioOptional Group UI: Using Collaborative TechnologiesJint NoURNUnit TitleCreditLevelGLHAssessment methodIT16F/S02/4378Using Collaborative Technologies3120PortfolioIT17T/S02/4380Using Collaborative Technologies433PortfolioIT17T/S02/4380Using Collaborative Technologies43PortfolioIT17T/S02/4380Using Enail2115PortfolioCPAQ42J/S02/4390Using Email2115PortfolioCPAQ43J/S02/4300Using Email3220PortfolioCPAQ43J/S02/4374Using Mobile IT Devices2115PortfolioCPA010 Group UI: UI: USING Mobile IT Devices2115PortfolioCPA010 Group UI: UI: USING Mobile IT Devices<	IT68	L/502/4398	Specialist Software	2	1	15	Portfolio
Optional Group SU: Set Up an IT System Credit Level GLH Assessment method IT66 Y/S02/4209 Set Up an IT System 3 1 20 Portfolio IT64 L/S02/4210 Set Up an IT System 3 1 20 Portfolio IT65 R/S02/4211 Set Up an IT System 4 2 30 Portfolio IT65 R/S02/4211 Set Up an IT System 4 2 30 Portfolio IT65 R/S02/4211 Set Up an IT System 4 2 30 Portfolio Optional Group Cl: Using Collaborative Technologies Unit no URN Unit Title Credit Level GLH Assessment method IT16 F/S02/4378 Using Collaborative Technologies 3 1 20 Portfolio IT17 T/S02/4380 Using Collaborative Technologies 3 1 20 Portfolio IT17 T/S02/4380 Using Collaborative Technologies 3 1 5 Portfolio IT17	IT69	R/502/4399	Specialist Software	3	2	20	Portfolio
Unit noURNUnit TitleCreditLevelGLHAssessment method1766Y/502/4209Set Up an IT System3120Portfolio1764L/502/4210Set Up an IT System3120Portfolio1765R/502/4211Set Up an IT System5340Portfolio1765R/502/4211Set Up an IT System5340Portfolio0ptional GrupUSING Collaborative TechnologiesKevelGLHAssessment method0ptional GrupUSING Collaborative Technologies3120Portfolio1717T/502/4379Using Collaborative Technologies3120Portfolio1717T/502/4380Using Collaborative Technologies3120Portfolio1717T/502/4380Using Collaborative Technologies3120Portfolio1717T/502/4380Using Collaborative Technologies6345Portfolio0ptional GrupUSINUsing Collaborative Technologies15990ptional GrupUSINUsing Email2115Portfolio0ptional GrupUSINGUsing Email3220Portfolio0ptional GrupUSINGUsing Email3320Portfolio0ptional GrupUSINGUsing Mobile IT DevicesCreditLevelISPortfolio1745H/502/4375Using Mobile IT Devices </td <td>IT67</td> <td>A/502/4400</td> <td>Specialist Software</td> <td>4</td> <td>3</td> <td>30</td> <td>Portfolio</td>	IT67	A/502/4400	Specialist Software	4	3	30	Portfolio
IntegrationNySo2/4209 (XSO2/4210) (XSO2/4210) (XSO2/4211)Set Up an IT System3120PortfolioIntegrationNySo2/4211Set Up an IT System3120PortfolioIntegrationNySo2/4211Set Up an IT System53340PortfolioOptional GroupUsing Collaborative TechnologiesCreditLevelSetAssessment methodCPAQ65A/S02/4378 (XSO2/4379)Using Collaborative Technologies3120PortfolioIT17K502/4379 (XSO2/4308)Using Collaborative Technologies3120PortfolioIT17VENUsing Collaborative Technologies3120PortfolioOptional GroupVENUsing Collaborative Technologies3120PortfolioIT17VENUsing Collaborative Technologies3120PortfolioOptional GroupVENUsing Collaborative Technologies3120PortfolioIT17VENUsing EmailCreditLevelAssessment methodPortfolioCPAQ42J/S02/4299Using Email2115PortfolioCPAQ5J/S02/4301Using Email2115PortfolioCPA0105VENUsing Mobile IT DevicesI2115PortfolioIntaJ/S02/4376Using Mobile IT DevicesI2115PortfolioIT45HS02/4376<	Optional Gro	up SU: Set Up ar	•				
IT64 IT65US02/4210 R/S02/4211Set Up an IT System4230PortfolioOptional Grue Unit noWRSet Up an IT System5340PortfolioOptional Grue Unit noWRUnit TitleCreditLevelGLHAssessment methodCFAQ65A/S02/4378Using Collaborative Technologies3120PortfolioIT16F/S02/4379Using Collaborative Technologies3120PortfolioIT17T/S02/4380Using Collaborative Technologies6345PortfolioOptional Grue CFAQ15Using Collaborative Technologies6345PortfolioOptional Grue CFAQ15Using Collaborative Technologies6345PortfolioCFAQ24J/S02/4300Using Email2115PortfolioCFAQ30T/S02/4301Using Email3220PortfolioCFAQ30T/S02/4301Using Email3320PortfolioCPG10al Grue UTNUNINUnit TitleCreditLevelGLHAssessment methodCPtional Grue UTAUNINUsing Mobile IT Devices2115PortfolioCPtional Grue UTAUNINUsing Mobile IT Devices2115PortfolioCoptional Grue UTAUNINUnit TitleCreditLevelGLHAssessment methodCPtional Grue UTAUNINUnit TitleCredit<	Unit no	URN	Unit Title	Credit	Level	GLH	
ITG5R/502/4211Set Up an IT System5340PortfolioOptional Group UC: Using Collaborative TechnologiesGLHAssessment methodUnit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ65A/502/4379Using Collaborative Technologies3120PortfolioIT16F/502/4379Using Collaborative Technologies3120PortfolioIT17T/502/4380Using Collaborative Technologies6345PortfolioOptional Group UE: Using EmailCreditLevelGLHAssessment methodCFAQ42J/502/4299Using Email2115PortfolioCFAQ15M/502/4301Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30T/502/4301Using Mobile IT DevicesLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices2115PortfolioIT46VINUnit TitleCreditLevelGLHAssessm	IT66	Y/502/4209	Set Up an IT System	3	1	20	Portfolio
Optional Group UC: Using Collaborative TechnologiesCreditLevelGLHAssessment methodCFAQ65A/502/4378Using Collaborative Technologies3120PortfolioIT16F/502/4379Using Collaborative Technologies3120PortfolioIT16F/502/4379Using Collaborative Technologies3120PortfolioIT17T/502/4380Using Collaborative Technologies4230PortfolioOptional Group UE: Using EmilCreditLevelGLHAssessment methodOptional Group UE: Using EmilUnit TitleCreditLevelGLHAssessment methodCFAQ42J/502/4300Using Email2115PortfolioCFAQ30T/502/4301Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioOptional Group UM: Using Mobile IT DevicesUnit TitleCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices2115PortfolioOptional Group UT:Unit TitleCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices2115PortfolioOptional Group UT:Unit TitleCreditLevelGLHAssessment methodIT46<	IT64	L/502/4210	Set Up an IT System	4	2	30	Portfolio
Unit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ65A/502/4378Using Collaborative Technologies3120PortfolioIT16F/502/4379Using Collaborative Technologies3120PortfolioIT17T/502/4380Using Collaborative Technologies4230PortfolioOptional GroupUSINGCollaborative Technologies6345PortfolioCFAQ42J/502/4390Using Email2115PortfolioCFAQ15M/502/4300Using Email2115PortfolioCFAQ30T/502/4301Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioCPtional GroupUMIUnit TitleCreditLevelGLHAssessment methodDiptional GroupUMIUnit TitleCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT DevicesCreditLevelGLHAssessment methodIT45H/502/4375Using Mobile IT Devices2115PortfolioCptional GroupUTIUnit TitleCreditLevelGLHAssessment methodIT45H/502/4375Using Mobile IT Devices2115PortfolioIT46K/502/4375Using Mobile IT Devices21SPortfolioCFAQ61JRN	IT65	R/502/4211	Set Up an IT System	5	3	40	Portfolio
CFAQ65 IT16A/502/4378 F/502/4309 T/502/4309Using Collaborative Technologies Using Collaborative Technologies Using Collaborative Technologies3120PortfolioIT17T/502/4309Using Collaborative Technologies Using Collaborative Technologies3120PortfolioOptional SurveyUsing Collaborative Technologies634230PortfolioCP4040URNUnit TitleCredit15PortfolioAssessment methodCFAQ15M/502/4301Using Email320PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30USing Email2115PortfolioCFAQ30USing Email2320PortfolioCFAQ30USing Email2115PortfolioCreditH/502/4370Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices2115PortfolioCptional-Ever-Ever-Ever-Ever-Ever-Ever-Ever-Ever	Optional Gro	up UC: Using Co	llaborative Technologies				
IT16 IT17F/S02/4379 T/S02/4380Using Collaborative Technologies4230PortfolioOptional Group Unit noUsing Collaborative Technologies6345PortfolioOptional Group CFAQ42Using EmailCreditLevelGLHAssessment methodCFAQ42J/502/4299Using Email2115PortfolioCFAQ15M/502/4300Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioCPtional Group UM: Using EmailUnit TitleCreditLevelGLHAssessment methodOptional Group UM: Using EmailUsing Email2115PortfolioCptional Group UM: Using EmailUsing Email2115PortfolioCptional Group UM: Using EmailUsing Email2115PortfolioCptional Group UM: Using EmailUsing Email2115PortfolioCptional Group UT:USing Mobile IT DevicesCreditLevelGLHAssessment methodCptional Group UT:Using Mobile IT Devices2115PortfolioCptional Group UTUSing Mobile IT DevicesCreditLevelGLHAssessment methodCptional Group UTUsing Mobile IT Devices2115PortfolioCptional Group UTUSing Mobile IT DevicesCreditAssessment methodAssessment <b< td=""><td>Unit no</td><td>URN</td><td>Unit Title</td><td>Credit</td><td>Level</td><td>GLH</td><td></td></b<>	Unit no	URN	Unit Title	Credit	Level	GLH	
IT17T/502/4380Using Collaborative Technologies6345PortfolioOptional Group UE: USing EmailUnit TitleCreditLevelGLHAssessment methodCFAQ42J/502/4299Using Email2115PortfolioCFAQ30T/502/4300Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioCptional Group UM: Using TDevicesUnit TitleCreditLevelGLHAssessment methodOptional Group UM: Using TDevicesUnit TitleCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices2115PortfolioOptional Group UT:Unit TitleCreditLevelGLHAssessment methodIT46H/502/4375Using Mobile IT Devices2115PortfolioOptional Group UT:Unit TitleCreditLevelGLHAssessment methodIT40VGNUnit TitleCreditLevelGLHAssessment methodCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio	CFAQ65	A/502/4378	Using Collaborative Technologies	3	1	20	Portfolio
Optional Group UE: Using EmailCreditLevelGLHAssessment methodCFAQ42J/502/4299Using Email2115PortfolioCFAQ15M/502/4300Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioCFAQ30T/502/4301Using Email3320PortfolioOptional Group UM: Using EmailSing Email3320PortfolioCptional Group UM: Using UM: Using EmailCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices2115PortfolioOptional Group UTI:Unit TitleCreditLevelGLHAssessment methodCoptional Group UTI:Unit TitleCreditLevelGLHAssessment methodCoptional Group UTI:Unit TitleCreditLevelGLHAssessment methodCFAQ61A/502/4375Using the InternetA230PortfolioCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio	IT16	F/502/4379	Using Collaborative Technologies	4	2	30	Portfolio
Unit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ42J/502/4299Using Email2115PortfolioCFAQ15M/502/4300Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioOptional GruppeUsing EmailDisting Email11Assessment methodOptional GruppeUsing EmailDisting Email11Assessment methodIT45H/502/4374Using Mobile IT Devices Using Mobile IT Devices2115PortfolioIT45H/502/4375Using Mobile IT Devices Using Mobile IT Devices2115PortfolioOptional GruppeUsing Mobile IT Devices Using Mobile IT Devices2115PortfolioPottonioUsing Mobile IT Devices Using Mobile IT Devices2115PortfolioCptional GruppeUsing Mobile IT Devices Using Mobile IT Devices2115PortfolioCptional GruppeUsing Mobile IT DevicesZ215PortfolioUnit noURNUnit TitleCreating Assessment MethodAssessment MethodAssessment MethodCFAQ61A/502/4297Using the Internet4230PortfolioIf40Kigou AlegaUsing the Internet5340Portfolio	IT17	T/502/4380	Using Collaborative Technologies	6	3	45	Portfolio
CFAQ42 CFAQ15J/502/4299 M/502/4300Using Email Email2115Method PortfolioCFAQ30J/502/4300 T/502/4301Using Email2115PortfolioDottornal CFAQ30T/502/4301 Using EmailUsing Email2220PortfolioDottornal CFAQ30URNUnit TitleCreditLevelGLHAssessment methodIT45 IT46H/502/4374 K/502/4375Using Mobile IT Devices Using Mobile IT Devices2115PortfolioOptional CFAQ61 IT40URNUnit TitleCreditA215PortfolioCFAQ61 IT40A/502/4297 F/502/4288Using the Internet4230PortfolioCFAQ61 IT40A/502/4297 F/502/4288Using the Internet4230Portfolio	Optional Gro	up UE: Using Em	ail				
CFAQ42 CFAQ15J/502/4299 M/502/4300Using Email Using Email2115PortfolioCFAQ30T/502/4301Using Email3220PortfolioCFAQ30T/502/4301Using Email3320PortfolioOptional Gruppe UM: Using Wile IT Devices Unit noCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices Using Mobile IT Devices2115PortfolioIT45K/502/4375Using Mobile IT Devices Using Mobile IT Devices2115PortfolioCptional GruppeURNUsing Mobile IT Devices2115PortfolioDiag Mobile IT DevicesSZ30PortfolioCptional GruppeURNUsing Mobile IT Devices2115PortfolioCptional GruppeURNUsing Mobile IT Devices2315PortfolioCptional GruppeURNUsing Mobile IT Devices2315PortfolioCptional GruppeURNUsing Mobile IT DevicesCreditLevelGLHAssessment methodCptional GruppeURNUsing the InternetA230PortfolioIT40A/502/4297Using the Internet4230Portfolio	Unit no	URN	Unit Title	Credit	Level	GLH	
CFAQ15 CFAQ30M/502/4300 T/502/4301Using Email3220PortfolioOptional Group Unit noURNUnit TitleCreditLevelGLHAssessment methodIT45 IT46H/502/4374 K/502/4375Using Mobile IT Devices Using Mobile IT Devices2115PortfolioOptional Group Unit noURNUsing Mobile IT Devices Using Mobile IT Devices2115PortfolioIT45 IT46H/502/4375Using Mobile IT Devices Using Mobile IT Devices2115PortfolioOptional Group UTI:UTI:Unit TitleCreditLevelGLHAssessment methodOptional Group UTI:URNUnit TitleCreditLevelGLHAssessment methodOptional Group UTI:Using the Internet4230PortfolioIT40A/502/4297 F/502/4298Using the Internet4230Portfolio	CFAQ42	J/502/4299	Using Email	2	1	15	
CFAQ30T/502/4301Using Email3320PortfolioOptional GroupUN: Using Wobile IT DevicesLevelGLHAssessment methodUnit noURNUnit Title2115PortfolioIT45H/502/4374Using Mobile IT Devices Using Mobile IT Devices2115PortfolioIT46K/502/4375Using Mobile IT Devices Using Mobile IT Devices2115PortfolioOptional GroupUTI: Unit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio			-	3	2	20	Portfolio
Unit noURNUnit TitleCreditLevelGLHAssessment methodIT45H/502/4374Using Mobile IT Devices2115PortfolioIT46K/502/4375Using Mobile IT Devices2215PortfolioOptional GrupUTI:Unit TitleKorpKorpKorpKorpKorpOptional GrupUTI:Unit TitleKorpKorpKorpKorpKorpCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio	CFAQ30	T/502/4301	Using Email	3	3	20	Portfolio
IT45 IT46H/502/4374 X/502/4375Using Mobile IT Devices Using Mobile IT Devices2115 2Portfolio PortfolioOptional Gruin Unit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ61 IT40A/502/4297 K/502/4298Using the Internet Using the Internet4230 40Portfolio	Optional Gro	up UM: Using M	obile IT Devices				
IT46K/502/4375Using Mobile IT Devices2215PortfolioOptional Group UTI: Unit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio	Unit no	URN	Unit Title	Credit	Level	GLH	
Optional Group UTI:Unit TitleCreditLevelGLHAssessment methodUnit noURNUnit Title1230PortfolioCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio	IT45	H/502/4374	Using Mobile IT Devices	2	1	15	Portfolio
Unit noURNUnit TitleCreditLevelGLHAssessment methodCFAQ61A/502/4297Using the Internet4230PortfolioIT40F/502/4298Using the Internet5340Portfolio	IT46	K/502/4375	Using Mobile IT Devices	2	2	15	Portfolio
CFAQ61 A/502/4297 Using the Internet 4 2 30 Portfolio IT40 F/502/4298 Using the Internet 5 3 40 Portfolio	Optional Gro	up UTI:					
CFAQ61 A/502/4297 Using the Internet 4 2 30 Portfolio IT40 F/502/4298 Using the Internet 5 3 40 Portfolio	Unit no	URN	Unit Title	Credit	Level	GLH	
IT40 F/502/4298 Using the Internet 5 3 40 Portfolio	CFAQ61	A/502/4297	Using the Internet	4	2	30	Portfolio
	IT40	F/502/4298	-	5	3	40	Portfolio
	CFAQ62	T/502/4296	Using the Internet	3	1	20	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

Credit Level

1

2

3

3

4

6

GLH

20

30

45

Assessment method

Portfolio

Portfolio

Portfolio

Optional Group WP: Word Processing Software Unit no URN Unit Title

CFAQ41	L/502/4627	Word Processing Software
CFAQ16	R/502/4628	Word Processing Software
CFAQ31	Y/502/4629	Word Processing Software

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



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
- GLH: 280
- TQT: **390**

Listed below are the qualification units.

Mandatory unit: Unit no Unit Title URN Credit Level GLH Assessment method 3 Portfolio Improving Productivity Using IT 5 40 IT81 L/502/4157 **Optional Group AS: Audio Software** Unit no URN Unit Title Credit Level GLH Assessment method Portfolio IT4 K/502/4389 Audio Software 15 2 1 D/502/4390 Audio Software 3 2 20 Portfolio IT5 4 3 Portfolio IT6 H/502/4391 Audio Software 30 **Optional Group BS: Bespoke Software** URN **Unit Title** Unit no Credit Level GLH Assessment method A/502/4395 **Bespoke Software** 15 Portfolio IT7 2 1 CFAQ9 F/502/4396 **Bespoke Software** 3 2 20 Portfolio 4 3 CFAQ29 J/502/4397 **Bespoke Software** 30 Portfolio

Ontional	Groun	CA	Computer	Accounting	Software
Optionui	ULUUD.	ω .	Comparer	/ CCOunting	Juitware

Optional Gro	oup 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	oup 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	oup 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 Cra		a and Diagning Coffmont				
	•	g and Planning Software Unit Title	Credit	Laval	~~~	Accordent
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT29	J/502/4609	Drawing and Planning Software	2	1	5	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	oup DS: Database	a 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	oup 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 Gro Unit no	up IC: IT Commu 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
Ontional Gro	up IS: Imaging S	oftwara				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
onicho	ONN		cicuit		GEN	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
IT62	R/502/4385	IT Software Fundamentals	3	2	20	Portfolio
1105	1,502,1505		3	-	20	
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
Ontional Gro	up IU: IT User Fi	Indamentals				
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



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 Gro	up PI: Personal I	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				
Ontional 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
	, ,					
Optional Gro	up PM: Project l	Management Software				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment method
IT56	K/502/4618	Project Management Software	2	1	20	Portfolio
1150			≺			
1757			3 1	1 2		
IT57	M/502/4619	Project Management Software	4	2	30	Portfolio
IT57 IT55						
IT55	M/502/4619	Project Management Software Project Management Software	4	2	30	Portfolio
IT55	M/502/4619 H/502/4620	Project Management Software Project Management Software	4	2	30	Portfolio Portfolio Assessment
IT55 Optional Gro Unit no	M/502/4619 H/502/4620 up PS: Presenta URN	Project Management Software Project Management Software tion Software Unit Title	4 5 Credit	2 3	30 40 GLH	Portfolio Portfolio Assessment method
IT55 Optional Gro	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621	Project Management Software Project Management Software tion Software Unit Title Presentation Software	4 5	2 3 Level	30 40 GLH 20	Portfolio Portfolio Assessment method Portfolio
IT55 Optional Gro Unit no	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621 M/502/4622	Project Management Software Project Management Software tion Software Unit Title	4 5 Credit	2 3 Level 1 2	30 40 GLH	Portfolio Portfolio Assessment method Portfolio Portfolio
IT55 Optional Gro Unit no IT58	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621	Project Management Software Project Management Software tion Software Unit Title Presentation Software	4 5 Credit 3	2 3 Level	30 40 GLH 20	Portfolio Portfolio Assessment method Portfolio
IT55 Optional Gro Unit no IT58 CFAQ19 CFAQ34	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621 M/502/4622	Project Management Software Project Management Software tion Software Unit Title Presentation Software Presentation Software Presentation Software	4 5 Credit 3 4	2 3 Level 1 2	30 40 GLH 20 30	Portfolio Portfolio Assessment method Portfolio Portfolio
IT55 Optional Gro Unit no IT58 CFAQ19 CFAQ34	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621 M/502/4622 T/502/4623	Project Management Software Project Management Software tion Software Unit Title Presentation Software Presentation Software Presentation Software	4 5 Credit 3 4	2 3 Level 1 2	30 40 GLH 20 30	Portfolio Portfolio Assessment method Portfolio Portfolio
IT55 Optional Gro Unit no IT58 CFAQ19 CFAQ34 Optional Gro	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads	Project Management Software Project Management Software tion Software Unit Title Presentation Software Presentation Software Presentation Software	4 5 Credit 3 4 6	2 3 Level 1 2 3	30 40 GLH 20 30 45	Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio Assessment
IT55 Optional Gro Unit no IT58 CFAQ19 CFAQ34 Optional Gro Unit no	M/502/4619 H/502/4620 up PS: Presentar URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN	Project Management Software Project Management Software tion Software Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title	4 5 Credit 3 4 6 Credit	2 3 Level 1 2 3 Level	30 40 GLH 20 30 45 GLH	Portfolio Portfolio Assessment method Portfolio Portfolio Portfolio Assessment method
IT55 Optional Gro Unit no IT58 CFAQ19 CFAQ34 Optional Gro Unit no	M/502/4619 H/502/4620 up PS: Presenta URN K/502/4621 M/502/4622 T/502/4623 up SPS: Spreads URN A/502/4624	Project Management Software Project Management Software tion Software Unit Title Presentation Software Presentation Software Presentation Software heet Software Unit Title Spreadsheet Software	4 5 Credit 3 4 6 Credit 3	2 3 Level 1 2 3 Level	30 40 GLH 20 30 45 GLH 20	Portfolio Portfolio Assessment method 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
	up SU: Set Up a	Unit Title	Credit	Loval	CILL	Accorrent
Unit no	URN	Onit 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
Ontional Cro		llahaustiva Tashualasias				
Unit no	URN	llaborative Technologies Unit Title	Credit	Level	GLH	Assessment
Onicho	ONN	om nue	creat	Levei	GLII	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 Cro						
Unit no	up UE: Using Err URN	Unit Title	Credit	Level	GLH	Assessment
Onit no	UKN	om me	Creuit	Levei	GLH	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
Ontional Cro	un LINA: Licing M	lobile IT Devices				
Unit no	URN	Unit Title	Credit	Level	GLH	Assessment
onit no	UNA	Shit file	credit	Level	GLII	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 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

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

Credit Level

1

2

3

3

4

6

GLH

20

30

45

Assessment method

Portfolio

Portfolio

Portfolio

Optional Group WP: Word Processing Software Unit no URN Unit Title

CFAQ41	L/502/4627	Word Processing Software
CFAQ16	R/502/4628	Word Processing Software
CFAQ31	Y/502/4629	Word Processing Software

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:

- 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 toward an appropriate qualification, as specified by the appropriate regulatory authority. Any assessors working towards 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.



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 toward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working towards 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 toward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working towards 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 <u>www.biiab.org</u>.

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.



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 (eg 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
- 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:		
1 Plan, select and use appropriate IT	1.1	Explain the purpose for using IT	
systems and software for different		Analyse the methods, skills and resources required to	
purposes		complete the task successfully	
	1.3	Analyse any factors that may affect the task	
	1.4	Critically compare alternative methods to produce the intended outcome	
	1.5	Develop plans for using IT for different tasks and	
		purposes, including contingencies	
	1.6	Select and use appropriate IT systems and software	
		applications to produce effective outcomes	
	1.7	Explain why different software applications could be	
	1.0	chosen to suit different tasks, purposes and outcomes	
	1.8	Explain any legal or local guidelines or constraints which	
		apply to the task or activity	
2 Evaluate the selection and use of IT	2.1	Critically compare the strengths and weaknesses of own	
tools to make sure that activities are successful	2.2	and other people's final work Review on going use of IT tools and techniques and	
	2.2	change the approach as needed	
	2.3	Evaluate and test solutions to make sure they match	
		requirements and are fit for purpose	
	2.4	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	
3 Devise solutions to improve the use	3.1	Evaluate the productivity and efficiency of IT systems and	
of IT tools and systems for self and		procedures used by self and others	
others	3.2	Research and advise on ways to improve productivity and	
		efficiency	
		Develop solutions that make a demonstrable	
		improvement to the use of IT tools and systems	
		Test solutions to make sure that they work as intended	
		Recommend improvements to IT systems and procedures that increase productivity	
		linal increase productivity	

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:		
 Plan the use of appropriate IT systems and software to meet requirements 	 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	 3.1 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 		

Unit Title	Improving Productivity Using IT		
BIIAB Reference	IT102		
Level	2		
Credit Value	4		
GLH	30		
Unit Reference No.	J/502/4156		
Learning Outcome - The learner will:			
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:	Date:	
		_
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Notices

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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