WJEC PATHWAYS QUALIFICATIONS FOR IT USERS

SPECIFICATION 2011 Onwards

For Qualifications in:

WJEC Level 1 Certificate for IT Users (ITQ) (QCF)
WJEC Level 1 Award for IT Users
WJEC Entry 3 Certificate
WJEC Entry 3 Award
WJEC Entry 2 Certificate
WJEC Entry 2 Award
WJEC Entry 1 Certificate
WJEC Entry 1 Award

Contents

For Teaching from 2011
For Award from 2012

1   INTRODUCTION AND RATIONALE

The WJEC suite of Entry Level Certificates and Awards is provided within the Qualifications and Credit Framework (QCF), which is designed to provide learners, learning providers and employers with an inclusive and flexible regulated qualifications framework that recognises the widest possible range of quality-assured learner achievements. Consistent with the principles of the QCF, these Entry Level qualifications aim to be:

- inclusive – recognising the achievements of all learners at Entry Level through a standard currency of awarding credit

- responsive – enabling individuals and centres to establish routes to achievement that are appropriate to their needs and facilitate progression

- accessible – based on clear design features that are easy for all users to understand

The qualifications support personalised learning through enabling centres to:

- combine units to create programmes of study suited to individual learners' needs;
- elicit the required assessment evidence from integrated programmes of work at appropriate points during the course;
- recognise completion of each unit as well as the qualification as a whole.

More details about the WJEC Entry Pathways (QCF) suite of qualifications can be found on the WJEC website at www.wjec.co.uk .

2 *QUALIFICATIONS AVAILABLE*

All units and qualifications within QCF are defined in terms of:

- level (their scale of difficulty or challenge to the learner) and
- credit (the volume of work required) – 1 credit = 10 hours' learning time for the learner on average

Qualifications in the WJEC Entry Pathways for IT Users are available at four levels:

Entry 1
Entry 2
Entry 3
Level 1 (ITQ)

and at two sizes:

Award (8 or more credits)
Certificate (13 or more credits)

The following certification titles are available for teaching from September 2011 and certification from July 2012

Entry 1

Title	Qualifications	Entry Codes	QAN Number
IT USERS	Award	6010/A1	600/3375/7
IT USERS	Certificate	6010/C1	600/3500/6

Entry 2

Title	Qualifications	Entry Codes	QAN Number
IT USERS	Award	6010/A2	600/3498/1
IT USERS	Certificate	6010/C2	600/3501/8

Entry 3

Title	Qualifications	Entry Codes	QAN Number
IT USERS	Award	6010/A3	600/3499/3
IT USERS	Certificate	6010/C3	600/3502/X

Level 1

Title	Qualifications	Entry Codes	QAN Number
AMBITION FOR IT USERS (ITQ)	Award	6010/AL	600/3298/4
AMBITION FOR IT USERS (ITQ)	Certificate	6010/CL	600/3299/6

3   *UNITS AVAILABLE*

The grid below summarises units available from September 2011 for first certification in 2012:

- Unit title
- Unit code
- Level(s) at which unit is available – Entry 1, Entry 2, Entry 3 and/or Level 1 (ITQ)
- Guided learning hours
- Credit value

Unit Title	Unit Code	Unit Level	Guided Learning Hours	Unit Credit value
Improving Productivity using IT	6382/E1	Entry 1	6	1
IT User Fundamentals	6385/E1	Entry 1	10	1
Database Software	6387/E1	Entry 1	15	2
Spreadsheet Software	6389/E1	Entry 1	15	2
Using Word Processing Software	6391/E1	Entry 1	15	2
Presentation Software	6393/E1	Entry 1	15	2
Desktop Publishing Software	6395/E1	Entry 1	15	2
Online Basics	6404/E1	Entry 1	15	2
Imaging Software	6406/E1	Entry 1	10	1
Improving Productivity using IT	6381/E2	Entry 2	15	2
IT User Fundamentals	6384/E2	Entry 2	15	2
Database Software	6387/E2	Entry 2	15	2
Spreadsheet Software	6389/E2	Entry 2	15	2
Using Word Processing Software	6391/E2	Entry 2	15	2
Presentation Software	6393/E2	Entry 2	15	2
Desktop Publishing Software	6395/E2	Entry 2	15	2
Audio and Video Software	6398/E2	Entry 2	15	2
Online Basics	6404/E2	Entry 2	15	2
Imaging Software	6406/E2	Entry 2	15	2
Improving Productivity using IT	6380/E3	Entry 3	20	3
IT User Fundamentals	6384/E3	Entry 3	15	2
Database Software	6387/E3	Entry 3	15	2
Spreadsheet Software	6389/E3	Entry 3	15	2
Using Word Processing Software	6391/E3	Entry 3	15	2
Presentation Software	6393/E3	Entry 3	15	2
Desktop Publishing Software	6395/E3	Entry 3	15	2
Audio and Video Software	6398/E3	Entry 3	15	2
Using Mobile IT Devices	6399/E3	Entry 3	15	2
Using Email	6401/E3	Entry 3	15	2
Internet Fundamentals	6403/E3	Entry 3	15	2
Imaging Software	6406/E3	Entry 3	15	2

Improving Productivity using IT	6380/L1	Level 1	20	3
IT User Fundamentals	6383/L1	Level 1	20	3
Database Software	6386/L1	Level 1	20	3
Spreadsheet Software	6388/L1	Level 1	20	3
Word Processing Software	6390/L1	Level 1	20	3
Presentation Software	6392/L1	Level 1	20	3
Desktop Publishing Software	6394/L1	Level 1	20	3
Audio Software	6396/L1	Level 1	15	2
Video Software	6397/L1	Level 1	15	2
Using Mobile IT Devices	6399/L1	Level 1	15	2
Internet Safety for IT Users	6400/L1	Level 1	20	3
Using Email	6401/L1	Level 1	15	2
Using the Internet	6402/L1	Level 1	20	3
Imaging Software	6405/L1	Level 1	20	3

4   ***RULES OF COMBINATION***

Certification - Entry 1, Entry 2 and Entry 3 qualifications - Optional Units
Within each area of certification indicated above at Entry 1, Entry 2 and Entry 3 all units are 'optional' and the only requirement is to complete units of sufficient value to achieve the Award (8 or more credits) or Certificate (13 or more credits) qualification.

For example, at Entry 3, units in *Using email* (2 credits), *Using Mobile IT devices* (2 credits), *Audio and Video Software* (2 credits) and *Internet Fundamentals* (2 credits) could lead to an Award*,* while the addition of units in *Improving Productivity using IT* (3 credits), *and Imaging Software* (2 credits) could lead to a Certificate.

Certification - Level 1 (ITQ) - Mandatory and Optional Units
At Level 1, to conform to the e-skills UK ITQ regulations, learners must complete a mandatory unit, *Improving Productivity using IT* (3 credits). All other units are optional. Learners can complete the remainder of the qualification with any of the other units of sufficient value to achieve the Award (8 or more credits) or Certificate (13 or more credits). Further details relating to e-skills UK ITQs can be found at: http://www.e-skills.com/Standards-and-Qualifications/IT-user-qualifications---ITQ/Delivery-assessment-and-quality-assurance/ .

Certification - Level
In accordance with QCF regulations, Entry Pathways allow some credit to come from units achieved at a lower level than the qualification itself. This allowance is as follows:

Award (8 or more credits): at least 5 credits must come from units at or above the level of the qualification.

Certificate (13 or more credits): at least 8 credits must come from units at or above the level of the qualification.

For example, an Entry 2 Award could be gained by achieving 6 credits at Entry 2 in *Using Word Processing Software, Presentation Software* and *Spreadsheet Software* units and 2 credits from the *Database Software* unit at Entry 1.

Certification – Prohibited Combinations
Units with the same general content cannot be used in the same qualification.

For example, Level 1 *Video Software* cannot be combined with Entry 3 *Audio and Video Software* towards a Level 1 Award or Certificate.

A list of prohibited combinations is provided in Appendix 5.

Certification - Re-sitting
Units achieved may be used for re-aggregation for a larger qualification with the same title.

For example, having achieved 8 credits for an Award and subsequently completed sufficient further units, a candidate may include the credit from the Award for aggregation towards a Certificate.

5 *ENTRY PROCEDURES*

Entry Pathways will be available for certification following the January and June moderation series starting with June 2012.

Entries for January series must be submitted not later than 21 October.
Entries for June series must be submitted not later than 21 March.

Awarding and reporting of results in Entry Pathways will take place in March and July each year.

Unit Entry

Entry for individual units must be made by submitting the relevant unit and option code. Option codes for Entry 1, Entry 2 and Entry 3 are E1, E2 and E3 respectively and for Level 1 the option code is L1

For example, the entry code for the *IT User Fundamentals* unit at Entry 2 is 6384/E2; the entry code for the *IT User Fundamentals* unit at Entry 3 is 6384/E3.

Qualification Entry

Entry for aggregation ('cash-in') for a qualification must be made by submitting the relevant qualification and option code. Option codes indicate the size of the qualification (Award = A, Certificate = C) and its level.

For example, the 'cash-in' code for an **Entry 2 Award** is 6010/A2; the 'cash-in' code for an **Entry 3 Certificate** is 6010/C3.

N.B. Aggregation does not take place automatically: it is necessary to enter the relevant 'cash-in' code for aggregation to take place. This entry will normally be made at the same time that sufficient units are completed for a qualification to be awarded, but may be made at a subsequent series.

6 *ASSESSMENT*

All Entry Pathways units are internally assessed and externally moderated.

The following principles apply to assessment of each unit:

- all assessment criteria must be met for unit learning outcomes to be achieved
- for units provided at Entry 2 and Entry 3, criteria must be met in full at each level
- credit is awarded for the unit as a whole
- evidence of meeting assessment criteria may cover the criteria for more than one unit but each unit must be assessed independently against its assessment criteria
- tasks may be chosen from examples given by WJEC (see unit details) or set by the centre

Assessors

Assessment must be carried out by an *Assessor* designated by the centre, with the necessary level of expertise to assess the candidate's work in a specified unit.

The Assessor is responsible for ensuring that:

- assessment criteria for the unit are applied
- the work presented is authentic
- witness statements are authentic and valid
- assessment decisions are accurately recorded

Evidence should also be *formatively assessed* on a regular basis to:

- involve the candidate with their own learning and assessment
- track progress
- identify whether additional learning opportunities are required
- confirm the sufficiency of the evidence.

Witness Statements

Where appropriate witness statements may be used to support other work presented by the candidate. A witness statement should include:

- the candidate's name
- the date the activity or action was witnessed
- details of the context and activity
- the name, signature and contact details of the witness
- a clear description of what the candidate did or the action taken.

The candidate's Assessor is responsible for judging the validity and authenticity of the witness statement.

A WJEC *witness statement* form is available on WJEC website.
Alternatively, centres may use their own provided they are *fit for purpose.*

7   *INTERNAL STANDARDISATION*

This is the process by which centres ensure that all candidates are judged to the same standard across different assessors, teaching groups and from year to year.

Where more than one assessor is involved, the centre must appoint an **Internal Verifier**. The role of the Internal Verifier is to:

- check that all assessments/tasks cover the assessment criteria and learning outcomes of the unit/qualification

- where assessors have adapted WJEC tasks, ensure that the assessment criteria are covered and there are no added requirements for the candidates or requirements that disadvantage certain groups of candidates

- ensure all Assessors have copies of the assessment forms and exemplar material issued by WJEC

- sample Assessor judgements at appropriate times to ensure that assessment criteria are correctly and consistently applied

- co-ordinate meetings of Assessors, including arrangements to *standardise* their judgements

- give and record feedback to Assessors

- maintain records of the work/evidence sampled, and of the outcomes.

WJEC does not stipulate a percentage of candidates' work to be sampled for internal standardising as this will vary according to each centre's circumstances. Each centre, however, must establish its own sampling strategy that will allow the Internal Verifier to be confident that those candidates whose work is not sampled will also have met assessment criteria and recording requirements.

The sample must be able to establish for each Assessor:

- *assessment records* and *witness statements* are completed accurately
- candidates are authenticating their work.

Centres may wish to add further sampling criteria, such as increasing the sample size where new or relatively inexperienced Assessors are assessing work/evidence.

A record should be kept on each occasion an Assessor's judgement is sampled, together with a record of the feedback. The feedback may need to include action points where the Internal Verifier identifies inconsistencies in the application of assessment criteria or deficiencies in the recording of assessment decisions. The Internal Verifier should monitor any action points to ensure they have been implemented by the Assessor.

An example of an agenda for internal standardising meetings is given as Appendix 1.

8 *EXTERNAL MODERATION*

The consistency of assessments across centres will be checked through the external moderation of a sample of work.

This will normally be done through **postal moderation,** in which case the sample size for each unit will follow the formula below. Evidence of meeting assessment criteria may cover the criteria for more than one unit but each unit must be assessed independently. Where appropriate the Assessment Record cover sheet(s) (for example see Appendix 3) should be used to indicate to the external moderator where the evidence of meeting assessment criteria for individual units is located.

Total number of candidates	Work to be submitted
1 – 10	Sample of 3 to show evidence of all units covered at each level
11 - 20	Sample of 5 to show evidence of all units covered at each level
21+	Sample of 10 to show evidence of all units covered at each level

Where appropriate (e.g. the evidence for assessment consists largely or wholly of live performance or of artefacts that cannot be quality assured through postal moderation) external moderation may be via a **moderator's visit**.

In this case sampling arrangements for external moderation visits will be provided separately for the units concerned.

The moderator's assessment will be based on the assessment criteria for each unit as issued by WJEC.

In addition to this function of ensuring that standards are aligned, moderators will use the following checklist to determine that work has been set and assessed in accordance with WJEC guidelines.

(a)   *Task-Setting.* Where appropriate, are tasks set within the requirements of the specification?

(b)   *Assessment Criteria.* Have they been applied consistently?

(c)   *Administration.* Have WJEC's administrative and procedural instructions been followed?

(d)   *Annotation.* Has the work been properly annotated?

(e)   *Authentication.* Has the work been properly authenticated, especially in those cases where some activities may have taken place outside the centre? If details are given of any assistance given to particular candidates which is beyond that given to the group as a whole, is the nature of such assistance within the parameters laid down by the specification?

(f)   *Standardisation.* Is standardisation *within* the centre effective?

Timetable

Samples of work must be submitted to the moderator, and related marksheets returned to WJEC, by 30 November for the January series and by 4 May for the June series. Centres will need to ensure that internal submission dates are set sufficiently in advance of this to allow for authentication, assessment and standardising.

Presentation of work

Specific instructions for the presentation of work may be given in the guidelines for individual units. Unless otherwise stated, the following points should be noted:

- Each candidate's work should be presented in an A4 folder/file or where appropriate in electronic format, e.g. CD

- Each folder/file/CD should be clearly marked with the **centre name and number, candidate name and number, unit title(s)**

- Each candidate's work must include a signed authentication sheet (see Appendix 2)

- Ring binders and plastic wallets should **not** be used

- Where work consists of a number of assignments or these should be referenced to match learning outcomes/assessment criteria

- Where evidence is presented to cover the assessment criteria for more than one unit it should be referenced on the cover sheets.

Feedback

The outcome of moderation will be to accept a centre's assessments or to provide guidance on actions needed before re-submission of specified units at a subsequent examination series.

Feedback will be provided through a moderator's report for each certification title, covering the units entered by the centre. The report will cover Administration, Content/Tasks and Assessments (see Appendix 4).

An overall report by the Principal Moderator for each certification area will be provided at each series and may be accessed on WJEC's website.

Accredited Centre Status

Following the completion of two assessment cycles, centres may apply to become an *Accredited Centre (ACS).* A successful application will reduce the level of external moderation for as long as the centre maintains the rigour of its quality assurance.

To become and to remain an ACS the centre must consistently:
1. operate an efficient administration and entries system
2. operate a robust internal quality assurance procedure
3. implement any action points identified by WJEC's moderators
4. ensure standards are maintained over time and across teaching groups.

Details of approval procedures for accredited centre status are provided separately.

9 *EXTERNAL VERIFICATION*

Unit assessments will be quality assured through sampling of work as outlined above.

Centre systems and procedures for delivery of QCF units and qualifications will be monitored through a programme of visits by external verifiers. Details will be provided separately.

10 AWARDING AND REPORTING

Awarding and reporting of results in Entry Pathways will take place in March and July each year, relating to the above timetable for external moderation.

The candidate's **Statement of Credit,** issued with results, will provide a cumulative record of the credit value and level of all units achieved whether or not they have been cashed in for a qualification.

The candidate's **Qualification Certificate,** issued at a later date, will confirm the title, level and size (i.e. Award or Certificate) of qualification(s) achieved at that series.

11 *ACCESS AND SPECIAL CONSIDERATION*

This specification has been designed to offer fair access for all candidates and to minimise the need to make reasonable adjustments for candidates who have particular requirements. It is expected that normally individual candidates' abilities, interests and needs will be appropriately catered for by centres through (a) the choice of units and qualifications available, and (b) the flexibility offered for different assessment methods and forms of evidence to demonstrate achievement of assessment criteria. If there are any queries about the use of this flexibility inherent in the specification to meet candidates' needs, or about the use of reasonable adjustments, centres should contact WJEC.

Exceptionally, if a centre wishes to request that a candidate receives special consideration, procedures will follow those outlined in Section E of the JCQ publication *Access Arrangements, Reasonable Adjustments and Special Consideration.*

12   *POST-RESULTS SERVICES*

If a centre wishes to query the outcome of the moderation process this must be done formally by the head of the centre notifying WJEC within 21 days of the publication of results. The sample of work submitted for moderation will be reviewed by a moderator not involved in the original and the centre informed of the outcome. Should the centre not be satisfied with the outcome of the review, there is provision for an appeal to WJEC.

13   *INDIVIDUAL UNIT DETAILS*

The following pages list the Learning Outcomes and Assessment Criteria for each unit. Further details of all units and a Teacher Guide can be downloaded from www.wjec.co.uk .

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Improving Productivity Using IT**
Unit Ref. No.	**T/502/4153**
Entry Code:	**6380/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to plan and review their use of predefined or commonly used IT tools for activities that are straightforward or routine. As a result of reviewing their work, they will be able to identify and use automated methods or alternative ways of working to improve productivity.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*	
LO1 *Plan the use of appropriate IT systems and software to meet requirements.*	AC1.1	Identify the purpose for using IT
	AC1.2	Identify the methods, skills and resources required to complete the task successfully.
	AC1.3	Plan how to carry out the task using IT to achieve the required purpose and outcome.
	AC1.4	Identify reasons for choosing particular IT systems and software applications for the task.
	AC1.5	Select IT systems and software applications as appropriate for the purpose.
	AC1.6	Identify any legal or local guidelines or constraints that may affect the task or activity.
LO2 Use IT systems and software efficiently to complete planned tasks.	AC2.1	Identify automated routines to improve productivity.
	AC2.2	Use automated routines that aid efficient processing or presentation.
	AC2.3	Complete planned tasks using IT.
LO3 Review the selection and use of IT tools to make sure that work activities are successful.	AC3.1	Review outcomes to make sure they meet the requirements of the task and are fit for purpose.
	AC3.2	Decide whether the IT tools selected were appropriate for the task and purpose.
	AC3.3	Identify the strengths and weaknesses of the completed task.
	AC3.4	Identify ways to make further improvements to work.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Improving productivity using IT**
Unit Ref. No.	**A/601/7943**
Entry Code:	**6380/E3**
Level:	**Entry 3**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to: • plan the use of an IT system for a purpose • use an IT system to complete a planned task • review own use of IT.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Plan the use of appropriate IT systems and software to meet requirements*	AC1.1 Identify the purpose for using IT AC1.2 Plan how to carry out the task using IT AC1.3 Select appropriate IT systems and software applications AC1.4 Identify the main legal and other constraints affecting the use of the IT system and software
LO2 Use IT systems and software to complete planned tasks	AC2.1 Use preset routines to improve productivity AC2.2 Use IT to complete planned tasks
LO3 *Review the selection and use of IT systems and software tasks*	AC3.1 Review the outcomes of the completed task AC3.2 Identify the strengths of the IT systems and software used for the task AC3.3 Identify ways to improve the outcomes of the completed task

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Improving productivity using IT**
Unit Ref. No.	**T/601/7942**
Entry Code:	**6381/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to: • plan the use of IT for a task • use an IT system to complete a planned task • review own use of IT.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Plan the use of IT to meet requirements*	AC1.1 Identify the advantages of using IT for the task AC1.2 Plan how to complete the task using appropriate IT systems and software AC1.3 Identify any safety and security issues affecting the use of IT for the task
LO2 Use IT systems to complete planned tasks	AC2.1 Use an IT system to complete planned tasks following identified safe practices AC2.2 Check that the outcome meets requirements AC2.3 Identify ways to improve the use of IT for the task

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Improving productivity using IT**
Unit Ref. No.	**M/601/7941**
Entry Code:	**6382/E1**
Level:	**Entry 1**
Credit value:	**1**
Unit aim:	This unit is designed to enable the learner to: • plan the use of IT for a task • use an IT system to complete a task

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Plan the use of IT for a task*	AC1.1 Identify the advantages of using IT for the task AC1.2 Plan how to complete the task using IT AC1.3 Identify the main safety and security issues affecting the use of IT for the task
LO2 Use IT to complete a practical task	AC2.1 Use IT to complete a task following identified safe practices AC2.2 Identify and check errors AC2.3 Identify any improvements that can be made

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**IT User Fundamentals**
Unit Ref. No.	**J/502/4206**
Entry Code:	**6383/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to use suitable techniques to operate IT systems for activities most of which are routine and straightforward, to respond appropriately to common IT errors and problems and review own use of IT.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use IT systems to meet needs.*	AC1.1 Use correct procedures to start and shutdown an IT system. AC1.2 Use interface features effectively to interact with IT systems. AC1.3 Adjust system settings to meet individual needs. AC1.4 Use a communication service to access the Internet. AC1.5 Use appropriate terminology when describing IT systems.
LO2 Organise, store and retrieve information efficiently.	AC2.1 Work with files and folders so that it is easy to find and retrieve information. AC2.2 Identify what storage media to use. AC2.3 Organise and store information, using general and local conventions where appropriate.
LO3 Follow and understand the need for safety and security practices.	AC3.1 Work safely and take steps to minimise physical stress. AC3.2 Recognise the danger of computer viruses, and how to minimise risk. AC3.3 Keep information secure. AC3.4 Outline why it is important to stay safe and to respect others when using ICT-based communication. AC3.5 Follow relevant guidelines and procedures for the safe and secure use of IT.
LO4 *Carry out routine maintenance of IT systems and respond to routine IT system problems.*	AC4.1 Identify why routine maintenance of hardware is important and when to carry it out. AC4.2 Identify where to get expert advice. AC4.3 Carry out regular routine maintenance of IT systems safely. AC4.4 Take appropriate action to handle routine IT problems.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	IT User Fundamentals
Unit Ref. No.	T/502/0166
Entry Code:	6384/E3
Level:	Entry 3
Credit value:	2
Unit aim:	This unit is designed to enable the learner to: • use suitable techniques to operate IT systems for activities most of which are routine and straightforward, • respond appropriately to common IT errors and problems • review own use of IT.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Interact with and use IT system to meet needs*	AC1.1 Use correct procedures to start and shutdown an IT system AC1.2 Use IT systems and interface features effectively to meet needs AC 1.3 Use appropriate terminology when describing IT systems
LO2 Organise, store and retrieve information appropriately	AC2.1 Work with files and folders so that it is easy to find and retrieve information AC2.2 Identify types of storage media that can be used to store information
LO3 *Understand the need for safety and security practices*	AC3.1 Follow guidelines and procedures for the safe and secure use of IT AC3.2 Understand the need to keep information secure AC3.3 Keep information secure and manage access to information sources securely AC3.4 Identify why it is important to control access to hardware, software and data
LO4 *Maintain system and respond to common IT system problems*	AC4.1 Respond to IT problems and take appropriate action AC4.2 Identify where to get expert advice and help to solve problems

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	IT User Fundamentals
Unit Ref. No.	L/503/3912
Entry Code:	6384/E2
Level:	Entry 2
Credit value:	2
Unit aim:	This unit is designed to enable the learner to: • use IT for straightforward activities • respond appropriately to common IT errors and problems • review use of IT.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Interact with and use IT meet needs*	AC1.1 Use correct procedures to start and shutdown an IT system AC1.2 Use IT interface features effectively to meet needs
LO2 Store and retrieve information	AC2.1 Work with files so that it is easy to find and retrieve information AC2.2 Identify types of storage media that can be used to store information
LO3 *Understand the need for safety and security practices*	AC3.1 Use IT safely and securely AC3.2 Understand the need to keep information secure AC3.3 Keep information secure AC3.4 Identify why it is important to control access to hardware, software and data
LO4 *Respond to common IT problems*	AC4.1 Respond to IT problems AC4.2 Identify where to get help to solve IT problems

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	IT User Fundamentals
Unit Ref. No.	R/503/3913
Entry Code:	6385/E1
Level:	Entry 1
Credit value:	1
Unit aim:	This unit is designed to enable the learner to: • use IT for straightforward activities • respond to IT problems

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Interact with and use IT for a task*	AC1.1 Start and shutdown an IT system AC1.2 Use IT interface features for a task AC 1.3 Use appropriate terminology when describing IT systems
LO2 Store and retrieve information	AC2.1 Work with files so that it is easy to find stored information AC2.2 Identify types of storage media that can be used to store information
LO3 *Understand the need to use IT safely*	AC3.1 Use IT safely AC3.2 Understand the need to keep information secure AC3.3 Keep information secure and manage access to information sources securely AC3.4 Identify why it is important to control access to data
LO4 *Respond to IT problems*	AC4.1 Identify where to get help to solve IT problems AC4.2 Identify where to get expert advice and help to solve problems

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Database Software**
Unit Ref. No.	**H/502/4553**
Entry Code:	**6386/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to: • enter straightforward or routine information into a database • set up a single table in a flat file database • retrieve information by running routine queries • produce reports using predefined menus or short cuts.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter, edit and organise structured information in a database.*	AC1.1 Identify the main components of a database. AC1.2 Create a database table for a purpose using specified fields. AC1.3 Enter structured data into records to meet requirements. AC1.4 Locate and amend data records. AC1.5 Respond appropriately to data entry error messages. AC1.6 Check data meets needs, using IT tools and making corrections as necessary.
LO2 Use database software tools to extract information and produce reports.	AC2.1 Identify queries which meet information requirements. AC2.2 Run simple database queries. AC2.3 Identify reports which meet information requirements. AC2.4 Generate and print pre-defined database reports.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Database software**
Unit Ref. No.	**J/502/0169**
Entry Code:	**6387/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to: • set up a single table in a flat file database • retrieve information by running routine queries • produce reports using predefined menus or short cuts.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter and edit and organise structured information in a database*	AC1.1 List the main components of a database AC1.2 Create a database table for a purpose using specified fields AC1.3 Enter structured data into records to meet requirements AC1.4 Locate and amend records AC1.5 Respond appropriately to data entry error messages AC1.6 Check data meets needs, making corrections as appropriate
LO2 Use database software tools to produce reports	AC2.1 State the type of information that may be required in a report AC2.2 Generate and print pre-defined database reports

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Database software**
Unit Ref. No.	**R/503/3927**
Entry Code:	**6387/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to: • Enter data in a single table in a flat file database • retrieve information by running pre-set queries

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter and edit and organise structured information in a database*	AC1.1 List the main components of a database AC1.2 Enter structured data into records to meet requirements AC1.3 Locate and amend records AC1.4 Respond to data entry error messages AC1.5 Check data meets needs, making corrections as appropriate
LO2 Use database software tools to produce reports	AC2.1 Sort data to meet requirements AC2.2 Generate and print pre-defined database reports

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Database software**
Unit Ref. No.	**L503/3296**
Entry Code:	**6836/E1**
Level:	**Entry 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to: • Enter data in a flat file database • retrieve information

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter and edit structured information in a database*	AC1.1 Enter structured data into records AC1.2 Edit records
LO2 Use database software tools	AC2.1 Check data for errors AC2.2 Sort and print data

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	Spreadsheet Software
Unit Ref. No.	A/502/4624
Entry Code:	6388/L1
Level:	Level 1
Credit value:	3
Unit aim:	This unit is designed to enable the learner to use a range of basic spreadsheet software tools and techniques to produce, present and check spreadsheets that are straightforward or routine.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use a spreadsheet to enter, edit and organise numerical and other data.*	AC1.1 Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs. AC1.2 Enter and edit numerical and other data accurately. AC1.3 Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where applicable.
LO2 Use appropriate formulas and tools to summarise and display spreadsheet information.	AC2.1 Identify how to summarise and display the required information. AC2.2 Use functions and formulas to meet calculation requirements. AC2.3 Use spreadsheet tools and techniques to summarise and display information.
LO3 Select and use appropriate tools and techniques to present spreadsheet information effectively.	AC3.1 Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns. AC3.2 Identify which chart or graph type to use to display information. AC3.3 Select and use appropriate tools and techniques to generate, develop and format charts and graphs. AC3.4 Select and use appropriate page layout to present and print spreadsheet information. AC3.5 Check information meets needs, using spreadsheet tools and making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	Spreadsheet software
Unit Ref. No.	F/502/0168
Entry Code:	6389/E3
Level:	Entry 3
Credit value:	2
Unit aim:	This unit is designed to enable the learner to use a range of basic software tools appropriately to produce, present and check spreadsheets that are straightforward.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter and edit numerical information using spreadsheets*	AC1.1 Enter and edit numerical and other information accurately AC1.2 Store and retrieve spreadsheet files effectively, in line with local guidelines
LO2 Use appropriate formulas and tools to summarise and display spreadsheet information	AC2.1 Identify how to summarise and display the required information AC2.2 Use formulas and tools as needed to summarise data and process information
LO3 *Use appropriate tools and techniques to present spreadsheet information effectively*	AC3.1 Use appropriate tools and techniques to format spreadsheet cells, rows and columns AC3.2 Identify the chart or graph type used to display information AC3.3 Use appropriate tools to generate a chart or graph AC3.4 Select a page layout to present and print spreadsheet information AC3.5 Check spreadsheet information using IT tools making corrections as appropriate

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Spreadsheet software**
Unit Ref. No.	**K/503/3920**
Entry Code:	**6389/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic software tools to present and check spreadsheets that are straightforward.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter and edit numerical information using spreadsheets*	AC1.1 Enter and edit numerical and other information for a task AC1.2 Store and retrieve spreadsheet files
LO2 Use formulas and tools to summarise spreadsheet information	AC2.1 Identify how to summarise the required information AC2.2 Use formulas and tools to summarise data and process information
LO3 *Use tools and techniques to present spreadsheet information*	AC3.1 Use appropriate tools and techniques to format spreadsheet cells, rows and columns AC3.2 Use appropriate tools to generate a chart or graph AC3.3 Print spreadsheet information AC3.4 Check spreadsheet information using IT tools and make corrections

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Spreadsheet Software**
Unit Ref. No.	**T/503/3919**
Entry Code:	**6389/E1**
Level:	**Entry 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic software tools to present and check spreadsheets that are straightforward.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter and edit numerical information using spreadsheets*	AC1.1 Enter and edit numerical and other information for a task AC1.2 Store spreadsheet files AC1.3 Check spreadsheet data for errors
LO2 Use spreadsheet software tools	AC2.1 Use spreadsheet tools to process information AC2.2 Use spreadsheet tools to format data AC2.3 Use spreadsheet tools to generate a chart or graph AC2.4 Print spreadsheet data

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Word Processing Software**
Unit Ref. No.	**L/502/4627**
Entry Code:	**6390/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter, edit and combine text and other information accurately within word processing documents.*	AC1.1 Identify what types of information are needed in documents. AC1.2 Identify what templates are available and when to use them. AC1.3 Use keyboard or other input method to enter or insert text and other information. AC1.4 Combine information of different types or from different sources in to a document. AC1.5 Enter information into existing tables, forms and templates. AC1.6 Use editing tools to amend document content. AC1.7 Store and retrieve document files effectively, in line with local guidelines and conventions where available.
LO2 Structure information within word processing documents.	AC2.1 Create and modify tables to organise tabular or numeric information. AC2.2 Select and apply heading styles to text.
LO3 Use word processing software tools to format and present documents.	AC3.1 Identify what formatting to use to enhance presentation of the document. AC3.2 Select and use appropriate techniques to format characters and paragraphs. AC3.3 Select and use appropriate page layout to present and print documents. AC3.4 Check documents meet needs, using IT tools and making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Word Processing Software**
Unit Ref. No.	**J/503/3925**
Entry Code:	**6391/E3**
Entry 3	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter, edit and combine text and other information accurately within word processing documents.*	AC1.1 Identify what types of information are needed in documents. AC1.2 Use keyboard or other input method to enter or insert text and other information. AC1.3 Combine information of different types or from different sources in a document. AC1.4 Enter information into existing tables, forms and templates. AC1.5 Use editing tools to amend document content. AC1.6 Store and retrieve document files effectively, in line with local guidelines.
LO2 Use word processing software tools to structure information, format and present documents.	AC2.1 Identify what formatting to use to enhance presentation of the document. AC2.2 Create and modify tables to organise tabular or numeric information. AC2.3 Use appropriate techniques to format characters and paragraphs AC2.4 Use appropriate page layout to present and print documents. AC2.5 Check documents meet needs, using IT tools making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Word Processing Software**
Unit Ref. No.	**F/503/3294**
Entry Code:	**6391/E2**
Entry 3	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter, edit and combine text and other information within word processing documents.*	AC1.1 Identify what types of information are needed in documents. AC1.2 Use keyboard or other input method to enter or insert text and other information. AC1.3 Combine information of different types or from different sources in a document. AC1.4 Enter information into existing tables and templates. AC1.5 Use editing tools to amend document content. AC1.6 Store and retrieve document files.
LO2 Use word processing software tools to format and present documents.	AC2.1 Create and modify tables to organise information. AC2.2 Use appropriate techniques to format characters and paragraphs AC2.3 Use appropriate page layout to present and print documents. AC2.4 Check documents meet needs making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Word Processing Software**
Unit Ref. No.	**A/503/3923**
Entry Code:	**6391/E1**
Entry 3	**Entry 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic word processing software tools to produce straightforward documents.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Enter, edit and combine text and other information within word processing documents.*	AC1.1 Use keyboard or other input method to enter or insert text and other information. AC1.2 Combine information of different types in a document. AC1.3 Enter information into existing tables and templates. AC1.4 Use editing tools to amend document content. AC1.5 Store document files.
LO2 Use word processing software tools to format and present documents.	AC2.1 Use word processing tools to format documents AC2.2 Use appropriate page layout to present and print documents. AC2.3 Check documents meet needs.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Presentation Software**
Unit Ref. No.	**K/502/4621**
Entry Code:	**6392/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to use a range of basic presentation software tools and techniques to produce straightforward or routine presentations.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Input and combine text and other information within presentation slides.*	AC1.1 Identify what types of information are required for the presentation. AC1.2 Select and use different slide layouts as appropriate for different types of information. AC1.3 Enter information into presentation slides so that it is ready for editing and formatting. AC1.4 Identify any constraints which may affect the presentation. AC1.5 Combine information of different forms or from different sources for presentations. AC1.6 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available.
LO2 Use presentation software tools to structure, edit and format slides.	AC2.1 Identify what slide structure to use. AC2.2 Select and use an appropriate template to structure slides. AC2.3 Select and use appropriate techniques to edit slides. AC2.4 Select and use appropriate techniques to format slides.
LO3 Prepare slides for presentation to meet needs.	AC3.1 Identify how to present slides to meet needs and communicate effectively. AC3.2 Prepare slides for presentation. AC3.3 Check presentation meets needs, using IT tools and making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	Presentation Software
Unit Ref. No.	A/502/0170
Entry Code:	6393/E3
Level:	Entry 3
Credit value:	2
Unit aim:	This unit is designed to enable the learner to use a range of basic presentation software tools and techniques to produce straightforward slide presentations

Learning outcomes To be awarded credit for this unit, the learner will:	Assessment Criteria Assessment of the learning outcome will require a learner to demonstrate that they can:
LO1 *Input and combine text and other information within presentation slides*	AC1.1 Identify what types of information to use in the presentation AC1.2 Enter information into the presentation slides so that it is ready for editing and formatting AC1.3 Combine information for presentations in line with any copyright constraints AC1.4 Identify copyright constraints on using other's information AC1.5 Store and retrieve presentation files effectively, in line with local guidelines
LO2 Use presentation software tools to structure, edit and format slides	AC2.1 Select a template and theme for slides AC2.2 Use appropriate techniques to edit slides AC2.3 Apply format techniques to slides
LO3 *Prepare slides for presentation*	AC3.1 Identify how the slides should be presented AC3.2 Prepare and present slides for presentation AC3.3 Check presentation using IT tools making corrections as appropriate

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Presentation Software**
Unit Ref. No.	**M/503/3918**
Entry Code:	**6393/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic presentation software tools and techniques to produce straightforward slide presentations

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Input text and other information within presentation slides*	AC1.1 Enter information into the presentation slides so that it is ready for editing and formatting AC1.2 Identify any copyright constraints AC1.3 Store and retrieve presentation files
LO2 Use presentation software tools to edit and format slides	AC2.1 Use software tools to edit slides AC2.2 Apply formatting to slides
LO3 *Prepare slides for presentation*	AC 3.1 Prepare and present slides for presentation AC3.2 Check presentation using IT tools making corrections

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Presentation Software**
Unit Ref. No.	**K/503/3917**
Entry Code:	**6393/E1**
Level:	**Entry 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic presentation software tools to produce straightforward slide presentations

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Input text and other information within presentation slides*	AC1.1 Enter information into the presentation slides so that it is ready for editing and formatting AC1.2 Identify any copyright constraints AC1.3 Store presentation files
LO2 Use presentation software tools to edit and format slides	AC2.1 Use software tools to edit slides AC2.2 Apply formatting to slides AC2.3 Check presentation using IT tools making corrections

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Desktop Publishing Software**
Unit Ref. No.	**Y/502/4565**
Entry Code:	**6394/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to use a range of basic desktop publishing software tools and techniques to produce straightforward or routine publications.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Select and use appropriate designs and page layouts for publications.*	AC1.1 Identify what types of information are needed. AC1.2 Identify what page design and layout will be required. AC1.3 Select and use an appropriate page design and layout for publication in line with local guidelines, where relevant. AC1.4 Select and use appropriate media for the publication.
LO2 Input and combine text and other information within publications.	AC2.1 Input information into publications so that it is ready for editing and formatting. AC2.2 Identify copyright constraints on using others' information. AC2.3 Organise and combine information of different types or from different sources in line with any copyright constraints. AC2.4 Store and retrieve publication files effectively, in line with local guidelines and conventions where available.
LO3 Use desktop publishing software techniques to edit and format publications.	AC3.1 Identify what editing and formatting to use for the publication. AC3.2 Select and use appropriate techniques to edit publications and format text. AC3.3 Manipulate images and graphic elements accurately. AC3.4 Control text flow within single and multiple columns and pages. AC3.5 Check publications meet needs, using IT tools and making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Desktop publishing software**
Unit Ref. No.	**Y/502/0175**
Entry Code:	**6395/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic desktop publishing software tools and techniques to produce straightforward publications.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use appropriate designs and page layouts for a publication*	AC1.1 Identify what types of information can be used in a publication AC1.2 Identify page layouts that could be used for the publication AC1.3 Use an appropriate page design and layout for a publication in line with local guidelines, where relevant AC1.4 Use appropriate media for the publication
LO2 Input text and other information into a publication	AC2.1 Input information into a publication ready for editing and formatting AC2.2 Identify copyright constraints on using other's information AC2.3 Combine information from different sources in line with any copyright constraints AC2.4 Store and retrieve publication files effectively, in line with local guidelines and conventions
LO3 *Use desktop publishing software techniques to edit and format a publication*	AC 3.1 Identify what editing and formatting was used for the publication AC3.2 Use appropriate techniques to edit publications AC3.3 Use appropriate techniques to format text AC3.4 Manipulate images and graphic elements accurately AC3.3 Check publications meet needs, making corrections as required

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Desktop publishing software**
Unit Ref. No.	**D/503/3929**
Entry Code:	**6395/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic desktop publishing software tools and techniques to produce straightforward publications.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use appropriate page designs and layouts for a publication*	AC1.1 Identify page layouts that could be used for the publication AC1.2 Use an appropriate page design and layout for a publication
LO2 Input text and other information into a publication	AC2.1 Identify copyright constraints on using other's information AC2.2 Input information into a publication AC2.3 Combine information from different sources AC2.4 Store and retrieve publication files
LO3 *Use desktop publishing software to edit and format a publication*	AC3.1 Use software to format text AC3.2 Use software to manipulate images and graphic elements AC3.3 Check publication meets needs, making corrections as required

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Desktop publishing software**
Unit Ref. No.	**Y/503/3928**
Entry Code:	**6395/E1**
Level:	**Entry 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic desktop publishing software tools and techniques to produce straightforward publications.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Input text and other information into a publication*	AC1.1 Use an appropriate page design and layout for a publication AC1.2 Input information into a publication
LO2 Use desktop publishing software to edit and format a publication	AC2.1 Use software to format text AC2.2 Use software to manipulate images or graphic elements AC2.3 Check publication meets needs

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	Audio Software
Unit Ref. No.	K/502/4389
Entry Code:	6396/L1
Level:	Level 1
Credit value:	2
Unit aim:	This unit is designed to enable the learner to use a range of basic audio software tools and techniques appropriately to record and edit straightforward audio sequences.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use audio hardware and software to capture sequences.*	AC1.1 Identify the input device and associated software to use. AC1.2 Use input devices and built-in audio software to record information to meet needs AC1.3 Identify the file format used by the input device. AC1.4 Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available.
LO2 Use audio software tools to combine and edit sequences.	AC2.1 Identify the audio editing software to use for the file format. AC2.2 Cut and paste short sequences to meet needs. AC2.3 Combine information of different forms or from different sources, in line with any copyright constraints. AC2.4 Identify copyright constraints on using others' information.
LO3 Play and present audio sequences.	AC3.1 Identify appropriate playback software to use for the sequence. AC3.2 Identify the display device to use for the sequence. AC3.3 Select and use appropriate combination of software and display device to playback audio sequences. AC3.4 Adjust playback and display settings so that sequences are presented to meet needs.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Video Software**
Unit Ref. No.	**K/502/4392**
Entry Code:	**6397/L1**
Level:	**Level 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic video software tools and techniques appropriately to record and edit straightforward video sequences.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use video hardware and software to capture sequences.*	AC1.1 Identify the input device and associated software to use. AC1.2 Use input devices and built-in video software to record information to meet needs. AC1.3 Identify the file format used by the input device. AC1.4 Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available.
LO2 Use video software tools to combine and edit sequences.	AC2.1 Identify the video editing software to use for the file format. AC2.2 Cut and paste short sequences to meet needs. AC2.3 Combine information of different forms or from different sources, in line with any copyright constraints. AC2.4 Identify copyright constraints on using others' information.
LO3 Play and present video sequences.	AC3.1 Identify appropriate playback software to use for the sequence. AC3.2 Identify the display device to use for the sequence. AC3.3 Select and use appropriate combination of software and display device to playback video sequences. AC3.4 Adjust playback and display settings so that sequences are presented to meet needs.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Audio and video software**
Unit Ref. No.	**H/502/0177**
Entry Code:	**6398/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic audio or video software tools and techniques appropriately to record and edit straightforward audio or video sequences.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use audio and/or video hardware and software to capture sequences*	AC1.1 Identify what input device and associated software to use AC1.2 Use input devices and built-in audio and/or video software to record information
LO2 Use audio and/or video hardware and software tools to edit sequences	AC2.1 Identify what audio and/or video software editing software to use AC2.2 Cut and paste short sequences to meet needs AC2.3 Respond to common problems with audio and/or video sequences AC2.4 Identify copyright constraints on using others' information
LO3 *Play and present audio and/or video sequences*	AC3.1 Select audio and/or video software to playback and display audio and/or video sequences AC3.2 Use an appropriate device to playback and display audio and/or video sequences

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Audio and video software**
Unit Ref. No.	**R/503/3930**
Entry Code:	**6398/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use a range of basic audio or video software tools and techniques appropriately to record and edit straightforward audio or video sequences.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use audio and/or video hardware and software to capture sequences*	AC1.1 Identify what input device and associated software to use AC1.2 Use input devices and built-in audio and/or video software to record information
LO2 Use audio and/or video hardware and software tools to edit sequences	AC2.1 Cut and paste short sequences to meet needs AC2.2 Respond to common problems with audio and/or video sequences AC2.3 Identify copyright constraints on using others' information
LO3 *Play and present audio and/or video sequences*	AC3.1 Select audio and/or video software to playback and display audio and/or video sequences AC3.2 Use an appropriate device to playback and display audio and/or video sequences

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Mobile IT Devices**
Unit Ref. No.	**H/502/4374**
Entry Code:	**6399/L1**
Level:	**Level 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to set up and use a mobile or handheld device securely to input and store data and to transfer data to and from another device.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Set up the mobile device to meet needs.*	AC1.1 Set up the mobile device for use. AC1.2 Use mobile device interface features effectively. AC1.3 Identify when and how to adjust device settings. AC1.4 Adjust device settings to meet needs. AC1.5 Identify any specific health and safety issues associated with the use of mobile devices. AC1.6 Follow guidelines and procedures for the use of mobile devices.
LO2 Use applications and files on the mobile device.	AC2.1 Identify the different applications on the mobile device and what they can be used for. AC2.2 Select and use applications and files on the mobile device for an appropriate purpose. AC2.3 Input data accurately into a mobile device. AC2.4 Organise, store and retrieve data on a mobile device.
LO3 Transfer data to and from the mobile device.	AC3.1 Identify different types of secure connection methods that can be used between devices. AC3.2 Transfer information to and from a mobile device. AC3.3 Recognise copyright and other constraints on the use and transfer of information. AC3.4 Identify why it is important to stay safe, keep information secure and to respect others when using a mobile device. AC3.5 Keep information secure when using a mobile device.

LO4 *Maintain the performance of the mobile device.*	AC4.1 Identify factors that can affect performance of the mobile device.
	AC4.2 Use appropriate techniques to maintain the performance of the mobile device.
	AC4.3 Identify common problems that occur with mobile devices and what causes them.
	AC4.4 Identify when to try to solve a problem and where to get expert advice.
	AC4.5 Use available resources to respond quickly and appropriately to common device problems.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Mobile IT Devices**
Unit Ref. No.	**T/503/3922**
Entry Code:	**6399/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to set up and use a mobile or handheld device securely to input and store data and to transfer data to and from another device.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 Set up the mobile device to meet needs	AC1.1 Set up the mobile device for use AC1.2 Use mobile device interface features effectively AC1.3 Adjust device settings to meet needs AC1.4 Identify any specific health and safety issues associated with the use of mobile devices AC1.5 Follow guidelines for the safe use of mobile devices
LO2 Use applications on the mobile device	AC2.1 Identify the different applications on the mobile device and what they can be used for AC2.2 Input data accurately into a mobile device AC2.3 Store and retrieve data on a mobile device
LO3 *Transfer data to and from the mobile device*	AC3.1 Recognise copyright and other constraints on the use and transfer of information AC3.2 Transfer information to and from a mobile device AC3.3 Identify why it is important to stay safe, keep information secure and to respect others when using a mobile device AC3.4 Keep information secure when using a mobile device

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Internet Safety for IT users**
Unit Ref. No.	**H/502/9154**
Entry Code:	**6400/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to: • identify day-to-day security risks • safeguard against day to day risks • identify the laws and guidelines that affect the use of IT • use simple methods to protect software and personal data

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Understand the risks that can exist when using the Internet.*	AC1.1 Identify risks to user safety and privacy. AC1.2 Identify risks to data security. AC1.3 Identify risks to system performance and integrity. AC1.4 Outline how to minimise Internet risks. AC1.5 Outline factors that affect the reliability of information on websites.
LO2 Know how to safeguard self and others when working online.	AC2.1 Take appropriate precautions to ensure own safety and privacy. AC2.2 Protect personal information online. AC2.3 Carry out checks on others' online identity. AC2.4 Describe the forms and features of cyberbullying. AC2.5 Identify when and how to report online safety issues. AC2.6 Identify where to get online help and information on e-safety.
LO3 Take precautions to maintain data security.	AC3.1 Take appropriate precautions to maintain data security. AC3.2 Take appropriate precautions to maintain system performance and integrity. AC3.3 Use appropriate browser safety and security settings. AC3.4 Use appropriate client software safety and security settings.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Email**
Unit Ref. No.	**T/502/4299**
Entry Code:	**6401/L1**
Level:	**Level 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to understand and use a range of basic email software tools to send, receive and store messages for straightforward or routine activities.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use e-mail software tools and techniques to compose and send messages.*	AC1.1 Use software tools to compose and format e-mail messages. AC1.2 Attach files to e-mail messages. AC1.3 Send e-mail messages. AC1.4 Identify how to stay safe and respect others when using e-mail. AC1.5 Use an address book to store and retrieve contact information.
LO2 Manage incoming e-mail effectively.	AC2.1 Follow guidelines and procedures for using e-mail. AC2.2 Identify when and how to respond to e-mail messages. AC2.3 Read and respond to e-mail messages appropriately. AC2.4 Identify what messages to delete and when to do so. AC2.5 Organise and store e-mail messages. AC2.6 Respond appropriately to common e-mail problems.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using Email**
Unit Ref. No.	**M/503/3921**
Entry Code:	**6401/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to understand and use a range of basic email software tools to send, receive and store messages for straightforward or routine activities.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use email software tools and techniques to compose and send messages.*	AC1.1 Use software tools to compose and format email messages. AC1.2 Attach files to email messages. AC1.3 Send email messages. AC1.4 Identify how to stay safe and respect others when using email. AC1.5 Use an address book to store and retrieve contact information.
LO2 Manage incoming email effectively.	AC2.1 Follow guidelines and procedures for using email. AC2.2 Read and respond to e-mail messages appropriately. AC2.3 Identify what messages to delete and when to do so. AC2.4 Organise and store email messages. AC2.5 Respond appropriately to common email problems.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Using the Internet**
Unit Ref. No.	**T/502/4296**
Entry Code:	**6402/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to use appropriate IT tools and techniques to find and evaluate information and send and receive messages using IT-based communication systems when undertaking routine and straightforward activities.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Connect to the Internet.*	AC1.1 Identify different types of connection methods that can be used to access the internet. AC1.2 Access the Internet or intranet.
LO2 Use browser software to navigate web pages.	AC2.1 Use browser tools to navigate webpages. AC2.2 Identify when to change browser settings to aid navigation. AC2.3 Adjust browser settings to meet needs. AC2.4 Use browser help facilities.
LO3 Use browser tools to search for information from the internet.	AC3.1 Select and use appropriate search techniques to locate information. AC3.2 Outline how information meets requirements. AC3.3 Use references to make it easier to find information another time. AC3.4 Download and save different types of information from the Internet.
LO4 *Use browser software to communicate information online.*	AC4.1 Select and use tools and techniques to communicate information online. AC4.2 Use browser tools to share information sources with others. AC4.3 Submit information online using forms or interactive sites. AC4.4 Identify opportunities to post or publish material to websites.

L05	AC5.1 Identify the threats to user safety when working online.
Follow and understand the need for safety and security practices when working online.	AC5.2 Outline how to minimise internet security risks.
	AC5.3 Work responsibly and take appropriate safety and security precautions when working online.
	AC5.4 Keep personal information secure.
	AC5.5 Follow relevant laws, guidelines and procedures for the use of the Internet.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Internet Fundamentals**
Unit Ref. No.	**H/503/3916**
Entry Code:	**6403/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use appropriate IT tools and techniques to find and evaluate information and send and receive messages using IT-based communication systems when undertaking routine and straightforward activities.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Connect to the Internet.*	AC1.1 Identify different types of connection methods that can be used to access the internet. AC1.2 Access the Internet or intranet.
LO2 Use browser software to navigate web pages and search for information from the internet.	AC2.1 Use browser tools to navigate web pages. AC2.2 Select and use appropriate search techniques to locate information. AC2.3 Use references to make it easier to find information another time. AC2.4 Download and save different types of information from the Internet.
LO3 Use browser software to communicate information online.	AC3.1 Select and use tools and techniques to communicate information online. AC3.2 Use browser tools to share information sources with others. AC3.3 Submit information online using forms or interactive sites.
LO4 *Follow and understand the need for safety and security practices when working online.*	AC4.1 Identify the threats to user safety when working online. AC4.2 Outline how to minimise internet security risks AC4.3 Work responsibly and take appropriate safety and security precautions when working online. AC4.4 Keep personal information secure.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Online basics**
Unit Ref. No.	**D/503/3915**
Entry Code:	**6404/E2**
Level:	**Entry 2**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to: • Get online and use the internet • Use browser software • Use e-mail software

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use an online IT system to meet needs*	AC 1.1 Start an online IT system or application and close it down when finished AC 1.2 Work safely and responsibly online
LO2 Search for and use internet-based information	AC2.1 Use browser software to find required information AC2.2 Select and use information for a purpose
LO3 *Use email software tools and techniques to compose and send messages.*	AC3.1 Use software tools to compose and format email messages. AC3.2 Attach files to email messages. AC3.3 Send e-mail messages. AC3.4 Read and respond to email messages. AC3.5 Respond appropriately to common email problems.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Online basics**
Unit Ref. No.	**Y/503/3914**
Entry Code:	**6404/E1**
Level:	**Entry 1**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to: • Get online and use the internet • Use browser software • Use e-mail software

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Use an online IT system to meet needs*	AC1.1 Start an online IT system or application and close it down when finished AC1.2 Use browser software to find required information AC1.3 Work safely and responsibly online
LO2 Use email software tools to compose and send messages.	AC2.1 Use software tools to compose and format email messages. AC2.2 Attach files to email messages. AC2.3 Send email messages. AC2.4 Read and respond to email messages. AC2.5 Respond to common email problems.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Imaging Software**
Unit Ref. No.	**J/502/4612**
Entry Code:	**6405/L1**
Level:	**Level 1**
Credit value:	**3**
Unit aim:	This unit is designed to enable the learner to use basic imaging software tools and techniques appropriately to produce straightforward or routine images.

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Obtain, insert and combine information for images.*	AC1.1 Identify what images are needed. AC1.2 Obtain, input and prepare images to meet needs. AC1.3 Identify what generic copyright and other constraints apply to the use of images. AC1.4 Combine information of different types or from different sources for images. AC1.5 Identify the context in which the images will be used. AC1.6 Identify which file format to use for saving and exchanging images. AC1.7 Store and retrieve files effectively, in line with local guidelines and conventions where available.
LO2 Use imaging software tools to create, manipulate and edit images.	AC2.1 Use suitable tools and techniques to create images. AC2.2 Use appropriate tools and techniques to manipulate and edit images. AC2.3 Check images meet needs, using IT tools and making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Imaging Software**
Unit Ref. No.	**H/503/3933**
Entry Code:	**6406/E3**
Level:	**Entry 3**
Credit value:	**2**
Unit aim:	This unit is designed to enable the learner to use basic imaging software tools and techniques appropriately to produce straightforward or routine images

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Obtain, insert and combine information for images.*	AC1.1 Identify what images are needed. AC1.2 Obtain, input and prepare images to meet needs. AC1.3 Identify what generic copyright and other constraints apply to the use of images. AC1.4 Combine information of different types or from different sources for images. AC1.5 Identify which file format to use for saving and exchanging images. AC1.6 Store and retrieve files effectively
LO2 Use imaging software tools to create, manipulate and edit images.	AC2.1 Use suitable tools and techniques to create images. AC2.2 Use appropriate tools and techniques to manipulate and edit images. AC2.3 Check images meet needs, using IT tools and making corrections as necessary.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	Imaging Software
Unit Ref. No.	D/503/3932
Entry Code:	6406/E2
Level:	Entry 2
Credit value:	2
Unit aim:	This unit is designed to enable the learner to use basic imaging software tools and techniques to produce straightforward or routine images

Learning outcomes *To be awarded credit for this unit, the learner will:*	Assessment Criteria *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Obtain, insert and combine information for images.*	AC1.1 Identify what images are needed for a task. AC1.2 Obtain, input and prepare images to meet needs. AC1.3 Identify generic copyright constraints. AC1.4 Combine information of different types or from different sources for images appropriate to a task. AC1.5 Store and retrieve files
LO2 Use imaging software tools to create, manipulate and edit images.	AC2.1 Use suitable tools to create images. AC2.2 Use appropriate tools to manipulate and edit images. AC2.3 Check images meet needs, using IT tools making corrections.

WJEC PATHWAYS - ENTRY QUALIFICATIONS

Title:	**Imaging Software**
Unit Ref. No.	**Y/503/3931**
Entry Code:	**6406/E1**
Level:	**Entry 1**
Credit value:	**1**
Unit aim:	This unit is designed to enable the learner to use basic imaging software tools to produce straightforward images

Learning outcomes *To be awarded credit for this unit, the learner will:*	*Assessment Criteria* *Assessment of the learning outcome will require a learner to demonstrate that they can:*
LO1 *Combine information for images.*	AC1.1 Prepare images for a task. AC1.2 Identify any copyright constraints. AC1.3 Combine information of different types for images for a task. AC1.4 Store files
LO2 Use imaging software tools to create, manipulate and edit images.	AC2.1 Use suitable tools to create images. AC2.2 Use appropriate tools to edit images. AC2.3 Check images using IT tools making corrections.

APPENDIX 1

Example of Agenda for Internal Standardising Meeting

AGENDA

1.   An outline of roles, responsibilities and working arrangements.

2.   Ensuring each Assessor has mark schemes and exemplar material issued by WJEC.

3.   The anticipated number of candidates

*   where they are located
*   how their progress towards certification will be *tracked*
*   deadlines for internal assessment, internal standardisation
*   arrangements for formative assessment and feedback

4.   Establishing Assessors' correct and consistent application of the standards by reference to the WJEC exemplar material and the centre's *archive* material.

5.   Arrangements for standardising Assessor judgements

6.   Identification of any development needs for Assessors.

7.   Assessment documentation

*   candidates' own records
*   assessor and observation records
*   witness statements.

8.   Recognition of Prior Learning
*   collecting and reviewing evidence
*   mapping and assessing
*   standardising issues

9.   Access arrangements and special consideration.

10.   WJEC external moderation arrangements.

APPENDIX 2

**WJEC
CBAC**

ENTRY PATHWAYS (QCF)
LLWYBRAU COFRESTRU (FfCCh)

CANDIDATE AUTHENTICATION SHEET

This sheet must be included with each candidate's folder submitted for moderation

UNIT TITLE(S) …………………………………………..

…………………………………………..

…………………………………………..

Centre Name …………………………………………… 　　Centre Number………….…

Candidate's Name ………………………………………… 　　Candidate Number…………..

NOTICE TO CANDIDATE
　　　　　　The work you submit for assessment must be your own.

If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

Declaration by candidate

I have read and understood the **Notice to Candidate** (above). I have produced the attached work without any help other than that which my teacher has explained is acceptable within the specification.

Candidate's signature: 　　　　　　　　　　　　　　**Date:**

Declaration by teacher

I confirm that the candidate's work was conducted under the conditions laid out by the specification.

I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Teacher's signature: 　　　　　　　　　　　　　　**Date**:

APPENDIX 3

WJEC CBAC **ENTRY PATHWAYS (QCF)**
LLWYBRAU COFRESTRU (FfCCh)

ASSESSMENT RECORD

UNIT TITLE AND LEVEL:

Centre Name …………………………………………………   Centre Number………………

Candidate's Name …………………………………………   Candidate Number…………..

Assessment Criteria	Met	Evidence (Referenced to Work Submitted)	Office Use
AC1.1			
AC1.2			
AC2 .1			
AC2.2			

General Comments

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Teacher: ....   Date: ....

External Moderator: ....   Date: ....

APPENDIX 4

WJEC CBAC	**ENTRY PATHWAYS (QCF)**	**For Office Use**	**Y or N**
	LLWYBRAU COFRESTRU (FfCCh)	**Centre assessments accepted**	
	MODERATOR'S REPORT 2011		

Centre Name: **Centre Number:**

Units Moderated:

Administration	Y or N
The coursework sample was submitted on time	
Selected candidates listed in order	
"Total entry" box completed	
Final assessments included on cover sheets	
All candidates' work authenticated	

Content/Tasks and Annotation	Y or N
Content/Tasks were appropriate and clearly met assessment criteria	
Centre assessments were supported by appropriate evidence/annotation	

Assessments

The following statement best describes the outcome of moderation	(Y)
Assessment criteria consistently applied across units	
With a few exceptions, assessments consistently applied	
Assessments not consistently applied and/or internal moderation not effective	

MODERATOR'S COMMENTS/ADVICE:

Moderator:

Date:

APPENDIX 5

PROHIBITED COMBINATIONS

In the following list only one of each group may be counted towards the same Award or Certificate at a particular level.

Improving Productivity using IT	6382/E1	Entry 1
Improving Productivity using IT	6381/E2	Entry 2
Improving Productivity using IT	6380/E3	Entry 3
Improving Productivity using IT	6380/L1	Level 1
IT User Fundamentals	6385/E1	Entry 1
IT User Fundamentals	6384/E2	Entry 2
IT User Fundamentals	6384/E3	Entry 3
IT User Fundamentals	6383/L1	Level 1
Desktop Publishing Software	6395/E1	Entry 1
Desktop Publishing Software	6395/E2	Entry 2
Desktop Publishing Software	6395/E3	Entry 3
Desktop Publishing Software	6394/L1	Level 1
Using Word Processing Software	6391/E1	Entry 1
Using Word Processing Software	6391/E2	Entry 2
Using Word Processing Software	6391/E3	Entry 3
Word Processing Software	6390/L1	Level 1
Presentation Software	6393/E1	Entry 1
Presentation Software	6393/E2	Entry 2
Presentation Software	6393/E3	Entry 3
Presentation Software	6392/L1	Level 1
Spreadsheet Software	6389/E1	Entry 1
Spreadsheet Software	6389/E2	Entry 2
Spreadsheet Software	6389/E3	Entry 3
Spreadsheet Software	6388/L1	Level 1
Database Software	6387/E1	Entry 1
Database Software	6387/E2	Entry 2
Database Software	6387/E3	Entry 3
Database Software	6386/L1	Level 1
Audio and Video Software	6398/E2	Entry 2
Audio and Video Software	6398/E3	Entry 3
Audio Software	6396/L1	Level 1
Audio and Video Software	6398/E2	Entry 2
Audio and Video Software	6398/E3	Entry 3
Video Software	6397/L1	Level 1

Imaging Software	6406/E1	Entry 1
Imaging Software	6406/E2	Entry 2
Imaging Software	6406/E3	Entry 3
Imaging Software	6405/L1	Level 1
Using Mobile IT Devices	6399/E3	Entry 3
Using Mobile IT Devices	6399/L1	Level 1
Using Email	6401/E3	Entry 3
Using Email	6401/L1	Level 1
Online Basics	6404/E1	Entry 1
Online Basics	6404/E2	Entry 2
Online Basics	6404//E1	Entry 1
Online Basics	6404//E2	Entry 2
Internet Fundamentals	6403/E3	Entry 3
Using the Internet	6402/L1	Level 1

There are no prohibited combinations with the following unit:

Internet Safety for IT Users	6400/L1	Level 1