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functional facts.

NCFE Functional Skills Qualification in ICT at Level 1 and Level 2

600/0030/2 / 600/0139/2

This qualification is suitable for learners aged 14 and above. The NCFE Functional Skills qualification in ICT at Level 1 is an ideal qualification for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and is fundamental to the successful completion of various wider qualifications and frameworks, such as apprenticeships.

There's no minimum age requirement for registration.

What topics are covered?

Functional Skills ICT covers the following:

- using emails and folders
- finding information from the internet
- developing spreadsheet data on Excel
- developing a Word document or PowerPoint presentation
- answering questions on general ICT knowledge.

The content of Functional Skills qualifications is prescribed by Ofqual, and a full list of the Functional Skills criteria is available on QualHub.

Qualification Overview

Qualification title	NCFE Functional Skills Qualification in ICT at Level 1 NCFE Functional Skills Qualification in ICT at Level 2
Qualification number (QN)	**Level 1** – 600/0030/2 **Level 2** – 600/0139/2
Total Qualification Time (GLH)	45
Guided Learning Hours (TQT)	54
Assessment availability	Assessments are available on demand, either paper-based or online. ICT paper-based assessments use a computer, and the answers are recorded by the learner via paper and print-outs. If learners will be attempting paper-based assessments, centres need to make preparations using the pre-release materials. Centres are permitted to choose the date, time and location of assessments. Resits are available.
Assessment duration	**Level 1** - 120 minutes (plus an additional 15 minutes for paper-based assessment printing) **Level 2** - 150 minutes (plus an additional 15 minutes for paper-based assessment printing)
Direct Claim Status (DCS)	These qualifications are eligible for DCS. For more information on DCS, please visit QualHub.

Qualification structure and how to achieve

Functional Skills ICT qualifications are comprised of one mandatory assessment per level.

For a learner to achieve the qualification and be awarded their certificate, they must obtain a grade of 'Achieved' in the assessment.

Extras

Fast results

You'll receive external assessment results 6 working days after NCFE receives the paper-based assessment, or you upload the online assessment to our system.

ForSkills

Registration for NCFE Functional Skills includes access to the ForSkills initial and diagnostic assessment tools, and access to ForSkills learning resources.

Sample papers

We have a bank of sample papers available in a variety of formats including: paper based, in-browser and online assessment. These are ideal resources to prepare your learner for their final assessment

Free resit

To assist when resits are required, we provide learners with one free resit per qualification registration.

Curriculum team

Our Curriculum team provides support for the delivery of Functional Skills, particularly for new centres. Support can be in the form of visits, webinars, events, and will cover topics such as lesson planning, assessment processes, and sharing best practice.

Learner resources

We have a full suite of delivery resources available covering the entire coverage and range of the criteria at each level. These are suitable for both class room based and work based learning. There's a one off fee for these resources and they are available on QualHub.

Get approved today!
email: businessdevelopment@ncfe.org.uk
call: 0191 240 8822