

functional facts.

online
results from
6 days!

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

600/0030/2 / 600/0139/2

These qualifications are suitable for learners aged 14 and above and are ideal for those 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 are 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
Guided Learning Hours (GLH)	45
Total Qualification Time (TQT)	52 (L1) / 54 (L2)
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.

anytime, anywhere assessment.

Our remote invigilation solution for Functional Skills enables your learners to sit their assessments anytime, anywhere.

ncfe.org.uk/remotenvigilation

Why choose us?

We offer full Functional Skills support from start to finish to ensure engagement, success and achievement.

Benefits include:

- **Initial assessment and tools from Skills Builder, part of the NCFE family** – identify your learners' skills level and get an individual learning plan, to set them on the right path.
- **Continued support from our dedicated Provider Development team from day one** – made up of subject specialists who will support with your planning, training and resource needs.
- **A range of learner resources** – including remote learning tools from Skills Forward, allowing you to offer a full blended learning approach.
- **On-demand online assessment** – learners can be booked on when they are ready and we allow a 6 week window to sit the exam, to give flexibility.
- **Online assessment results from 6 working days** – the fastest in the sector.
- **Online feedback for learners** – identify areas for improvement if needed, to help achievement rates.
- **A free resit option** – just in case things don't go as planned.

Find out more.

visit: ncfe.org.uk/functionalskills **email:** functionalskills@ncfe.org.uk