

NCFE Functional Skills Qualifications in ICT

Entry Level:

[NCFE Functional Skills Qualification in ICT at Entry Level 1 \(600/1780/6\)](#)

[NCFE Functional Skills Qualification in ICT at Entry Level 2 \(600/1353/9\)](#)

[NCFE Functional Skills Qualification in ICT at Entry Level 3 \(600/1148/8\)](#)

Registration	<ul style="list-style-type: none"> • £15.50 per learner: includes assessment, moderation and certification • Programme contact will receive email, upon candidate registration, with all available task sets – these include tasks, Assessor guidance and mark schemes • You select the task most appropriate to your learners • You must register learners on the appropriate level, there are no spiky profiles • GLH – 45 hours
Assessment	<ul style="list-style-type: none"> • One mandatory component – tasks are set by NCFE – no resit fees (learners must sit a different task if resitting) • Internal summative task-based assessment in controlled conditions – you choose the time, location and date. Can be taken over multiple occasions or on one occasion • Duration – 2 hours max • Internally assessed and moderated by centre staff and then externally moderated by NCFE • Sample assessments available on our website • Assessments must adhere to the Regulations for the Conduct of Controlled Assessment
Moderation	<ul style="list-style-type: none"> • 2 free visits per academic session, this covers all learners. You will receive your Moderator details once we receive your first registrations in the session • DCS is achievable
Results	<ul style="list-style-type: none"> • Achieved or Not Yet Achieved – results are determined through assessment and moderation
Certification	<ul style="list-style-type: none"> • Issued on receipt of completed Certificate Claim Form or online claim after moderation has taken place • Sent out within one working day
Support	<ul style="list-style-type: none"> • Free access to ForSkills Initial Assessment and Diagnostic Tools for each registered NCFE learner (terms & conditions apply) • Moderation visits and ongoing Moderator support • Business Development Team • Bespoke training on demand • Dedicated Functional Skills web pages with free support materials • Sample papers available on our website

Level 1 and Level 2:

[NCFE Functional Skills Qualification in ICT at Level 1 \(600/0030/2\)](#)

[NCFE Functional Skills Qualification in ICT at Level 2 \(600/0139/2\)](#)

Registration	<ul style="list-style-type: none"> • £15.50 per learner: includes one external assessment attempt and certification • GLH – 45 hours
Assessment	<ul style="list-style-type: none"> • One mandatory component: SAQ External Assessment available on demand, paper-based and online • Duration – Level 1: 2hrs (+15 mins printing time) Level 2: 2hr 30min (+15 mins printing time) • Sample assessments available on our website and on online assessment system • £7.50 resit fee per attempt • Reasonable adjustments are available • Pre-release data files must be set up and sent in accordance to the instructions in the file path. Full instructions can be found on the website. • Assessments must adhere to the Regulations for the Conduct of External
Results	<ul style="list-style-type: none"> • Achieved; Within 10% and Not Yet Achieved • Results issued to centres 6 working days from the date NCFE receive all external assessment papers fully completed or from the date the online assessment is uploaded
Certification	<ul style="list-style-type: none"> • Issued on Achieved result • Sent out within one working day
Support	<ul style="list-style-type: none"> • Free access to ForSkills Initial Assessment and Diagnostic Tools for each registered NCFE learner (terms & conditions apply) • Business Development Team • Bespoke training on demand • Invigilation training on demand • Online assessment Functional Skills ICT User Guide • Dedicated Functional Skills web pages with free support materials • Sample papers available on our website and the online assessment system