



OCNW ICT Entry Levels 1,2,3 Skills for Life

Information Sheet

Updated for 07/08.

Introduction to Cable Educational Ltd

Cable Educational Ltd was founded 20 years ago by two experienced teachers Bill Massey and Kay Holder. Originally set up to produce learning materials for the Secondary School sector, Cable has expanded to include the publishing of materials which support the delivery work-based and distance learning by Colleges of Further Education, private training providers and employers.

In 2002 Andrew Sellers was appointed Director of Further Education. The contribution of Andrew has brought rapid development in this area. Over the past 5 years, working closely with nationally recognised awarding bodies such as Edexcel, OCNW, CACHE, IOSH and RIPH, the company has produced more than 20 learning packages which support nationally recognised qualifications.

Cable Materials

Over 20 years Cable has developed a unique style which has proved to meet the needs of students. Our research into the average person needing an ICT qualification has ensured the materials are written in a style that will increase confidence and aid candidates to a smooth achievement.

ICT Entry Level 1,2,3 Skills for Life

Is an ideal qualification to provide learners with the basic knowledge, skills and understanding in ICT to include using an ICT system, presenting information and finding and exchanging information.

Aims

The qualification is aimed at adults who have little or know experience in using ICT. There are several features of this qualification that make it very appropriate for these learners.

- Mapped directly from DFES Standards for Adult ICT Skills
- Units are written so that they allow the learner to work with a range of hardware and software applications to meet the needs and interests of the learner
- Unit Certification is available for each of the units
- Moderation and certification can be offered throughout the year, allowing maximum flexibility for centres.

Units at Entry level 1, 2, 3

- 1. Getting Started with ICT Systems**
- 2. Developing and Presenting Information**
- 3. Finding and Exchanging Information**

Unit 1 Getting Started with ICT

In this unit candidates will become familiar with ICT systems, which may include a computer, mobile phone, information point and touch screen kiosks. They will learn how to work safely when using an ICT system and be aware of some of the hazards. At higher sub levels they will identify and begin to use hardware and software.

Assessment

The unit is assessed by internal assessment through the building of a portfolio of evidence to show all the assessment criteria have been met. (See OCNW specifications for details).

Unit 2 Developing and Presenting Information

In this unit candidates will enter and edit information for a particular purpose. At entry level 1 they may use an ICT system such as a mobile phone or computer game, whilst at higher levels they will be encouraged to use software applications on a computer system that are appropriate for their interest and needs.

Assessment

Candidates must complete tasks described within OCNW specifications.

Unit 3 Finding and Exchanging Information

In this unit candidates will learn how to use ICT to find and exchange information. They will become aware that there are different sources of information and that similar information can be obtained from different sources. They will learn how to select access and use the information they require.

Assessment

Candidates must complete tasks described within OCNW specifications.

Cable materials are unique in the way they get the message across. With over 20 years experience in developing materials you can be sure our materials will aid retention and achievement.

Available as full colour materials or CD with site licence

Other materials available from Cable.

Course Title	Section 96/97
ASET Certificate in the Control of Infection and Contamination	Yes
OCNW Level 3 Certificate in Administration of Medicines	97 only
OCNW Level 2 Certificate in Practical Food Safety in Catering	Yes
Skills for Life Adult Literacy Contextualised into Infection Control	Yes
OCNW Entry Level 1, 2&3 Certificate in ICT	Yes
OCNW Level 3 Practical Supervision of Food Safety in Catering	Yes
OCNW Certificate in Health and Safety in the Workplace	Yes
OCNW Certificate in Environmental Awareness	Yes
OCNW Certificate in Stress Management	Yes
OCNW Certificate in Conflict Management	Yes
ASET Certificate in Manual Moving and Handling Level 2	Yes
NVQ 2/3 Health and Social Care	Yes
NVQ Cleaning and Support Services Level 1	Yes
NVQ Cleaning and Support Services Level 2	Yes
NVQ Support Services in Health Care Level 2	Yes
Certificate in Support Work in Schools Level 2	Yes
NVQ Retail Level 2	Yes
IOSH Working Safely	No
IOSH Managing Safely in the World of Work	No

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