

Certificate/Diploma for IT Users

Levels 1, 2 and 3

Scheme Codes 04636, 04637, 04638

OCR Level 1 Certificate/Diploma for IT Users (New CLAiT International) - 04636

File Management and e-Document Production

Creating Spreadsheets and Graphs

Database Manipulation

e-Publication Creation

Create an e-Presentation

e-Image Creation

Web Page Creation

Online Communication

e-Security

The OCR Certificate/Diploma for IT Users (CLAiT International) is a qualification designed to recognise the skills, knowledge and understanding of IT users everywhere, whether in employment, education or training. Courses leading to a New CLAiT International qualification will equip learners with the basic range of transferable skills necessary to meet the demands of the modern workplace, and will prepare learners for progression to further training and accreditation in IT User skills at Level 2 and Level 3.

Assessment and marking

A candidate taking the revised New CLAiT International qualification is allowed to incur a maximum of four accuracy errors before failing to achieve a unit. Critical errors still apply in the same way as previously, i.e. any critical errors incurred, instantly mean that the candidate has failed to achieve that particular unit.

Centres can use the **BBC WebWise online course** as an alternative assessment method of achieving the OCR Unit 8, Online Communication. A scorecard produced at the end of the BBC test, which contains all ticks and no crosses is required as proof of achievement in order to claim the OCR Unit 8.

datasheet

OCR Level 2 Certificate/ Diploma for IT Users (CLAiT Plus International) - 04637

Integrated e-Document Production
Manipulating Spreadsheets and Graphs
Creating and Using a Database
e-Publication Design
Design an e-Presentation
e-Image Manipulation
Website Creation
Electronic Communication

The OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus International) is a qualification designed to recognise the skills, knowledge and understanding of IT users in employment, education or training. Courses leading to the CLAiT Plus International qualification will equip learners with the broad range of transferable skills necessary to meet the demands of the modern workplace, and will prepare learners for progression to training at Level 3. The qualification recognises complex and specialist skills in the use of IT in vocational contexts.

Assessment and marking

A candidate taking the CLAiT Plus International qualification is allowed to incur a maximum of six accuracy errors before failing to achieve a unit. Critical errors still apply in the same way as previously, i.e. any critical errors incurred, instantly mean that the candidate has failed to achieve that particular unit.

OCR Level 3 Certificate/ Diploma for IT Users (CLAiT Advanced International)

Creating an IT Solution
Analysing Spreadsheets and Graphs
Relational Databases
e-Publication Production
Professional e-Presentation
e-Image Production
Website Authoring

The OCR Level 3 Certificate/Diploma for IT Users (CLAiT Advanced International) is a qualification designed to recognise the skills, knowledge and understanding of those who use advanced IT skills. The qualification recognises complex and specialist skills in the use of IT in vocational contexts.

CLAiT Advanced International has been developed to produce a qualification that provides a far clearer progression route from New CLAiT International and CLAiT Plus International at both unit level and whole qualification level.

Assessment and marking

A candidate taking the revised CLAiT Advanced qualification is allowed to incur a maximum of nine accuracy errors before failing to achieve a unit. Critical errors still apply in the same way as previously, i.e. any critical errors incurred, instantly mean that the candidate has failed to achieve that particular unit.

Form of assessment

Candidates are assessed by means of OCR-set practical assignments. The assignments are set in realistic scenarios and are designed to allow the candidates to use their knowledge and understanding to demonstrate skill in each assessment objective in a logical and realistic way.

Work produced by the candidates is centre assessed and externally moderated by the OCR Examiner-moderator.

Alternatively, candidates/centres can choose to devise their own scenario and candidates can produce a related solution. An Evidence Checklist must be completed for each unit where candidates have adopted this approach. Evidence Checklists are available from the New CLAiT International Handbook. It is the responsibility of the centre and the candidates to ensure that work produced meets all the evidence requirements as specified in the Evidence Checklist which accompanies the unit.

Centres can use the **BBC WebWise online course for Level 1** as an alternative assessment method of achieving the OCR Unit 8, Online Communication. A scorecard produced at the end of the BBC test, which contains all ticks and no crosses is required as proof of achievement in order to claim the OCR Unit 8.

Level 1 Units 9 to 12 of CLAiT are currently unavailable for CLAiT International Centres.

Qualification structure

Unnamed unit entry is the only available registration option for CLAiT International.

Each unit is certificated separately, but for a candidate to achieve the overall Certificate, they must complete Unit 1 plus any other two units. For a candidate to achieve the Diploma, they must achieve Unit 1 plus any other four units.

Qualification support

OCR provides first class support for all its qualifications. The Centre Handbook is designed to provide 100% of the resources needed to deliver and mark the candidates' assignments, complete with examples of errors and descriptions of penalties. Centres receive a free CD copy on centre approval, although a downloadable copy is available from OCR's website.

Our website, www.ocr.org.uk, contains an area dedicated to the support of CLAiT International, complete with additional administrative information.

For a list of fees associated with the New CLAiT International qualification please refer to the OCR Published Fees List.

Getting started

Simply complete and submit the on-line Centre Approval Form A399 and submit. There is no fee for Centre Approval and in return you will receive the full specification and Centre Handbooks on CD.

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

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