QUALIFICATION SPECIFICATION

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qualifications

Entry Level Award in Online Basics (ITQ) (Entry 3)

This qualification specification covers the following qualifications:

Qualification Number	Qualification Title
600/9746/2	Gateway Qualifications Entry Level Award in Online Basics (ITQ) (Entry 3)

Version and date	Change detail	Section/Page Reference
6.0 (Jan 2023)	Updated the Funding section, Age section, removed the address and updated the back cover	Page 6, 8 & 13

About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualifications including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/recognition

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1. Qualification Information

1.1 About the qualification

The qualification has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The Gateway Qualifications Entry Level Award in Online Basics (ITQ) (Entry 3) qualification is designed to address the skills of the digitally excluded society. It has been developed by UK Online alongside e-Skills in conjunction with the Department for Business, Innovation and Skills (BIS). It is a stepping stone to a range of qualifications for IT users such as ITQ. It has been designed to provide evidence of competence for people completing the Learn my way Online Basics Programme, however it is suitable for use by a wide range of other providers and it is not a requirement that the learners complete the Learn my way Online Basics Programme.

The qualification will cover the skills of using ICT, finding information on the internet and sending and receiving email messages.

Learners may use either the Learn my way Online Basics Programme to develop underpinning skills before completing the summative assessment tasks or a centre may devise its own programme of learning and summative assessment material to meet the learning outcomes of the unit and the qualification.

This qualification is about the skills and knowledge required to use simple tools and techniques to find information on the internet to meet requirement, and send and receive e-mail messages with appropriate support and guidance when needed.

An activity will be 'simple' because:

− the task or content will be straightforward and structured;
− the input and output of information will be pre-determined by the person supervising the task;

the context will be familiar to the learner.

1.2 Objective

The Gateway Qualifications Entry Level Award in Online Basics (ITQ) (Entry 3) is categorised as having the following objectives:

Giving Learners personal growth and engagement in learning.

and

Preparing Learners to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding.

1.3   Key Facts

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Entry Level Award in Online Basics (ITQ) (Entry 3)	1	10	10

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

•   the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and

•   an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

1.4   Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

https://www.gov.uk/government/organisations/education-and-skills-funding-agency

https://www.gov.uk/government/collections/qualifications-approved-for-public-funding

https://hub.fasst.org.uk/Pages/default.aspx

1.5   Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

1.6   Geographical Coverage

This qualification has been approved by Ofqual to be offered in England.

1.7   Progression Opportunities

The qualification enables progression to employment, further learning opportunities within employment, or further study.

Learners achieving this qualification will be better prepared to progress onto other qualifications, which may include the full IT User Skills (ITQ) qualification, the Gateway Qualifications' qualifications in Progression or Functional Skills qualifications in ICT. In addition the learners will gain vital ICT skills to help them progress into employment or further their career prospects.

1.8   Relationship with other frameworks

The Gateway Qualifications Entry Level Award in Online Basics (ITQ) (Entry 3) is related to the National Occupational Standards (NOS) developed by e-Skills.

2. Learner Entry Requirements

2.1 Age

The approved age range for these qualifications is: pre-16, 16-18 and 19+.

Whilst some of our qualifications are regulated for pre 16 learners our minimum age is 14.

2.2 Prior Qualifications

There are no requirements for learners to have attained prior qualifications.

2.3 Prior Skills/Knowledge/Understanding

There are no requirements for learners to have prior skills, knowledge or understanding.

2.4 Restrictions

There are no restrictions to entry.

2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the Reasonable Adjustments and Special Consideration Policy.

2.6 Additional Rules/Guidance

There are no additional rules or guidance.

3. Achieving the Qualification

3.1   Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

Gateway Qualifications Entry Level Award in Online Basics (ITQ) (Entry 3)

Learners must achieve the 1 credit mandatory unit to achieve this qualification

Unit Reference Number	Title	Level	Credit Value	GLH	Sector Subject Area	Group Name
Y/601/2149	Online Basics	Entry 3	1	10	6.2	Mandatory

3.2 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

The process of Recognition for Prior Learning is not applicable to this qualification.

3.3 Links to other qualifications

The qualification enables progression to employment, further learning opportunities within employment, or further study.

Learners achieving this qualification will be better prepared to progress onto other qualifications, which may include the full IT User Skills (ITQ) qualification, the Gateway Qualifications' qualifications in Progression or Functional Skills qualifications in ICT. In addition, the learners will gain vital ICT skills to help them progress into employment or further their career prospects.

4. Assessment

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

4.1 Method of Assessment

The method of assessment for the qualifications is through a portfolio of evidence.

4.2 Assessment Materials

There are two routes to achieve the qualification:

The learner undertakes the e-learning programme through the Learn my way Online Basics Programme and then completes the tasks set at the end of the programme which make up the e-portfolio of work to meet the learning outcomes. These tasks are set by UK Online.

For non-UK Online centres, the centre will devise assessment tasks that will meet the learning outcomes. These assessment tasks will be approved by the Internal Verifier (IV) before use.

In all cases, the assessment tasks will be marked by the tutor and internally verified within the centre.

4.3 Assessment language

The qualifications are assessed in English only.

5. Quality Assurance

5.1   Qualification-Specific Centre Requirements

In the delivery of qualification and units to pre-16 learners centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification and unit specification/s offered to learners, where clarification is required the centre should consult with the assigned Quality Reviewer for further advice and guidance in the delivery of units and refer to the Centre Handbook and Reasonable Adjustment and Special Consideration policy and guidance.
- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate subject specialist knowledge should be consulted where the possibility of harm to learners is identified; this will be monitored through Gateway Qualifications' quality assurance process.

The centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

5.2   Qualification-Specific Tutor/Assessor Requirements

There are no qualification specific requirements. Centres should refer to the published Gateway Qualifications Centre Handbook.

5.3   Qualification-Specific Verification Requirements

There are no qualification specific requirements. Centres should refer to the published Gateway Qualifications Centre Handbook.

5.4   Malpractice

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the internal and external assessment process, and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Gateway Qualifications
- the qualification to the public at large.

Centre staff should be familiar with the contents of Gateway Qualifications Malpractice and Maladministration Policy, https://www.gatewayqualifications.org.uk/wp-content/uploads/2017/10/Malpractice-and-Maladministration-Policy.pdf

6. What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications centre please contact:

Tel: 01206 911 211

Email: enquiries@gatewayqualifications.org.uk

7. Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF) and Qualification Wales to offer regulated qualifications in Wales.