

Edexcel Levels 1, 2 and 3 NVQ For IT Users

Guidance Notes for Centres

NOTES AND CLARIFICATION

1 Sector-specific units Contact Centre, IT Practitioners and IT Users

All imported units, including sector specific units, are allocated a unit value determined by the lowest level at which the unit is used in the originating Sector Body's qualification suite. All imported units are allocated the base value corresponding to that level with the exception of the named Project Management units which are single-element units and are therefore classed as 'small' units.

For example a unit used within an originating Sector Body's qualifications at both levels 3 and 4 is allocated a UV of 30.

2 Specialist or bespoke software units Contact Centre and IT Users

The specialist or bespoke software unit can use any customised or relevant company-specific software found in the candidate's workplace.

Centres must apply to Edexcel for approval to offer the specialist or bespoke software unit. Centres cannot offer these units until they have received formal notification from Edexcel confirming that the units have been approved and added to a centre's NVQ structure. Please refer to Edexcel Levels 1, 2 and 3 NVQ for IT Users Guidance to centres (Publications code: N015867).

Information on how to apply for approval is on the Edexcel website: www.edexcel.org.uk in the NVQ section.

3 Policy on Expert Witnesses, please see attached document from e-Skills UK.

GUIDANCE MATERIALS FOR EDEXCEL LEVELS 1, 2 AND 3 NVQ FOR IT USERS

4 Centre and candidate guidances for Edexcel Levels 1, 2 and 3 NVQ for IT Users are available from our website: www.edexcel.org.uk/quals/nvq/it/1/q5000118/

5 A CD ROM (Publications code: N015867) containing all the materials relating to this qualification can be ordered online from our website: www.edexcel.org.uk/scf/ServicesPublications.aspx?id=65820

The CD ROM contains the following documents:

- PowerPoint Presentation
- Centre Guidance
- Candidate Guidance
- Unit Tracking Sheets*
- Assessment Guidance
- General Tracking Sheets
- National Occupational Standards

*The Unit Tracking Sheets or logbooks (Publications code: N016173) can also be purchased in a hard copy version.