

Edexcel Levels 1 and 2 NVQs For IT Practitioners and Level 3 NVQ for IT Professionals

Changes to Standards and Guidance Notes for Centres

CHANGES TO NATIONAL OCCUPATIONAL STANDARDS (NOS) AND QUALIFICATION STRUCTURES

1 Following feedback from centres and awarding bodies, e-Skills have agreed changes to the NOS and qualification structure for IT, Communication Technology and Contact Centres.

2 Change, with timescales for implementation, is given below:

Change	Implementation date
Increased points value for area of competence (AoC) 'Developing personal and organisational effectiveness' – see new qualification structure attached.	From 1 st April 2006

3 To reflect this change centre guidance and candidate guidance documents will be revised and posted on our website. An updated issue of the CD ROM, containing all the materials relating to this qualification, will be available in the near future.

NOTES AND CLARIFICATIONS

4 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.

GUIDANCE MATERIALS FOR EDEXCEL LEVELS 1 AND 2 NVQs FOR IT PRACTITIONERS AND LEVEL 3 NVQ FOR IT PROFESSIONALS

5 Centre and candidate guidances for Edexcel Levels 1 and 2 NVQs for IT Practitioners and Level 3 NVQ for IT Professionals are available from our website: www.edexcel.org.uk/quals/nvq/it/1/practitioners/

6 A CD ROM (Publications code: N015905) containing all the materials relating to this qualification can be ordered online from our website: www.edexcel.org.uk/sfc/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: N016157) can also be purchased in a hard copy version.

ACCESS TO INFORMATION ABOUT MANAGEMENT IMPORTED UNITS

Although on the CD ROM there is a link to the NOS for these units we have now established more links for ease of information.

The information provided here is a summary of the units only, intended to give enough information to judge the suitability of content. For qualifications the full unit specification should be used.

MANAGING PEOPLE AND RESOURCES (MANAGEMENT NOS)

Guidance to centres (Publications code: N004394) and evidence log (Publications code: 06005197) for the above AoC can be viewed and ordered from Edexcel's website, please click on these links:

www.edexcel.org.uk/quals/nvq/mgt/3/q1028319/

www.edexcel.org.uk/sfc/ServicesPublications.aspx?id=65820

To view and/or obtain a copy of the Management National Occupational Standards, please click on these links: managers.org.uk/msu2001/
www.management-standards.org/

Unit titles

Level 3

Support the efficient use of resources

Contribute to the selection of personnel for activities

Contribute to the development of teams and individuals

Lead the work of teams and individuals to enhance performance

Respond to poor performance in your team

Facilitate meetings

Level 4

Contribute to improvements at work

Manage the change in organisational activities

Manage the use of physical resources

Manage the use of financial resources

Select personnel for activities

Develop teams and individuals to enhance performance

Manage the performance of teams and individuals

Deal with poor performance in your team

Chair and participate in meeting

Level 5

Determine the effective use of resources

Delegate work to others

PROJECT MANAGEMENT (PROJECT MANAGEMENT NOS)

To view and/or obtain a copy of the Project Management National Occupational Standards, please click on this link: www.apm.org.uk/resources/occstandards.htm

Units titles

Level 4

Develop operational objectives for the project

Develop a detailed schedule for the project
Identify perceived risks and evaluate options for their control
Co-ordinate, monitor and control project schedules
Control hand-over of responsibility for the project
Ensure the completion of project activities

Level 5

Develop strategic objectives for the project
Identify and evaluate options for the project
Prepare the business case for the project
Prepare a project brief
Identify strategic risk and evaluate options for minimising project risk
Develop outline programmes or schedules for projects
Specify activities for project schedules
Review the progress of projects
Evaluate projects

SUPPORTING LEARNING AND DEVELOPMENT (LEARNING AND DEVELOPMENT NOS)

Guidance to centres (Publications code: N012454) and candidate guidance and logbook (Publications code: N012448) for the above AoC can be viewed and ordered from Edexcel's website, please click on these links:
www.edexcel.org.uk/quals/nvq/learn-dvpmt/3/q5000031/
www.edexcel.org.uk/sfc/ServicesPublications.aspx?id=65820

To view and/or obtain a copy of the Learning and Development National Occupational Standards, please click on these links:
www.bps.org.uk/professional-development/nos/standards/standards_home.cfm
www.empnto.co.uk/

Unit titles

Level 3

Identify individual learning aims and programmes
Agree learning programmes with learners
Develop training sessions
Enable learning through presentations
Enable learning through demonstrations and instruction
Enable individual learning through coaching
Enable group learning
Support learners by mentoring in the workplace
Support and advise individual learners
Monitor and review progress with learners
Support competence achieved in the workplace