

## BTEC First Certificate and Diploma for ICT Practitioners

Available from September 2006

advancing learning, changing lives

### Firsts

#### Features

- ◆ QCA accredited NOF Level 2 work-related qualifications
- ◆ Mapped to QCA's guidelines on work-related learning at Key Stage 4: [more details](#)
- ◆ Available in schools for pre-16 learners and further education colleges for post-16 learners
- ◆ BTEC First Certificate equivalent to 2 GCSEs grades A\*-C
- ◆ BTEC First Diploma equivalent to 4 GCSEs grades A\*-C

#### Advantages

- ◆ Opportunities for learners to gain a nationally recognised vocationally specific qualification to enter employment in the IT sector
- ◆ Provide education and training for employees working in ICT related occupations
- ◆ Motivates learners via applied learning and assessment
- ◆ BTEC qualifications are recognised by employers and education institutions
- ◆ Provides a good progression route to more advanced qualifications eg BTEC Nationals
- ◆ Esteem of working in a sector of choice

#### Benefits

- ◆ Publicly funded on DfES Section 96 and Section 97
- ◆ Listed on the DfES Achievement and Attainment Tables
- ◆ Allows flexible delivery for teachers
- ◆ Availability of detailed support material for new centres
- ◆ Trident 'BTEC Activator' support material produced by Trident and Edexcel. By doing the activities in the 'BTEC Activator' learners can work towards achieving a unit during work experience.

#### Centres must have approval from Edexcel to offer these qualifications.

For information on how to get approval, please call Edexcel Customer Services on 0870 240 9800 or alternatively see the following link: <http://www.edexcel.org.uk/sfc/forms/approval/>

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**QAN Number:** Certificate: 100/5784/5; Diploma: 100/5785/7

**Current accreditation from:** 1 September 2006 to 31 August 2009

**Current certification end date:** 31 August 2011

For accreditation information, please visit the National Database of Accredited Qualifications by clicking here: [Certificate](#) and [Diploma](#).

## Structure

BTEC First Diploma for ICT Practitioners	BTEC First Certificate for ICT Practitioners
<b>Two core units</b>	<b>One core unit</b>
<ul style="list-style-type: none"> <li>• Using ICT to Present Information</li> <li>• Introduction to Computer Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Using ICT to Present Information</li> </ul>
<b>Specialist units</b>	<b>Specialist units</b>
<ul style="list-style-type: none"> <li>• ICT Project</li> <li>• Website Development</li> <li>• ICT Supporting Organisations</li> <li>• Networking Essentials</li> <li>• Software Design and Development</li> <li>• Customising Applications Software</li> <li>• Database Software (30 GLH)</li> <li>• Spreadsheet Software (30 GLH)</li> <li>• Numerical Applications</li> <li>• Installing Hardware Components</li> <li>• Software Installation and Upgrade</li> <li>• Technical Fault Diagnosis and Remedy</li> <li>• Providing ICT Technical Advice and Guidance</li> <li>• Mobile Communications Technology (30 GLH)</li> <li>• Security of ICT Systems (30 GLH)</li> <li>• ICT Graphics</li> <li>• Installing and Maintaining Home Entertainment Systems</li> <li>• Telecommunications Technology</li> <li>• Doing Business Online</li> <li>• Core ICT Hardware* (cannot be studied with Installing Hardware Components)</li> <li>• Operating System Technologies*</li> <li>• Supporting Users and Troubleshooting the XP Operating System** (cannot be studied with Technical Fault Diagnosis and Remedy or Providing ICT Technical Advice and Guidance)</li> <li>• Supporting Users and Troubleshooting Desktop Applications on the XP Operating System** (cannot be studied with Technical Fault Diagnosis and Remedy or Providing ICT Technical Advice and Guidance)</li> <li>• IT Essentials (120 GLH)*** (cannot be studied with Installing Hardware Components, Core ICT Hardware or Operating System Technologies)</li> </ul> <p>* Based on specialist CompTIA qualification  ** Based on specialist Microsoft qualification  *** Based on specialist Cisco qualification</p>	<ul style="list-style-type: none"> <li>• Introduction to Computer Systems</li> <li>• ICT Project</li> <li>• Website Development</li> <li>• ICT Supporting Organisations</li> <li>• Networking Essentials</li> <li>• Software Design and Development</li> <li>• Customising Applications Software</li> <li>• Database Software (30 GLH)</li> <li>• Spreadsheet Software (30 GLH)</li> <li>• Numerical Applications</li> <li>• Installing Hardware Components</li> <li>• Software Installation and Upgrade</li> <li>• Technical Fault Diagnosis and Remedy</li> <li>• Providing ICT Technical Advice and Guidance</li> <li>• Mobile Communications Technology (30 GLH)</li> <li>• Security of ICT Systems (30 GLH)</li> <li>• ICT Graphics</li> <li>• Installing and Maintaining Home Entertainment Systems</li> <li>• Telecommunications Technology</li> <li>• Doing Business Online</li> <li>• Core ICT Hardware* (cannot be studied with Installing Hardware Components)</li> <li>• Operating System Technologies*</li> <li>• Supporting Users and Troubleshooting the XP Operating System** (cannot be studied with Technical Fault Diagnosis and Remedy or Providing ICT Technical Advice and Guidance)</li> <li>• Supporting Users and Troubleshooting Desktop Applications on the XP Operating System** (cannot be studied with Technical Fault Diagnosis and Remedy or Providing ICT Technical Advice and Guidance)</li> </ul> <p>* Based on specialist CompTIA qualification  ** Based on specialist Microsoft qualification</p>

## Unit Combinations

For the **BTEC First Certificate** the learner is required to complete the core unit and enough specialist units from the list provided for a combined total of 180 guided learning hours (GLH) to complete the qualification. Units based on vendor qualifications can account for up to a maximum of **one third** of the total guided learning hours.

For the **BTEC First Diploma** the learner is required to complete both core units and enough specialist units from the list provided for a combined total of 360 guided learning hours (GLH) to complete the qualification. Units based on vendor qualifications can account for up to a maximum of **one third** of the total guided learning hours.

Some units embed Microsoft, CompTIA and Cisco specialist IT vendor qualifications. In some cases the content of these overlaps with other units and in such situations, learners may not claim achievement for such overlapping units. Details of the particular vendor qualification concerned (MCDST, IT Essentials 1, A+) are given in the unit specification concerned.

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## Specification and Guides

- Specification (BF017267)

These materials can be ordered from:

Edexcel Publications

Adamsway

Mansfield, Notts. NG18 4FN

Tel: 01623 467 467

Email: [publications@linneydirect.com](mailto:publications@linneydirect.com)

An electronic version of the new specification is available on the Edexcel website. To access please see: <http://www.edexcel.org.uk/quals/first/itc/btec-fc-sep-2006/btec-fc-ictp>

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## DfES Achievement and Attainment Tables

For more information and to view these please [click here](#)

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## Student Progression

BTEC First Diplomas and Certificates offer direct progression on to BTEC National programmes. On completion of a BTEC National, students can progress to a BTEC Higher National or BTEC Foundation Degree programme.

A BTEC First also prepares students for employment in their chosen career.

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## Units

### Core Units

#### **Unit 1: Using ICT to Present Information (60 GLH\*)**

Designed to enable learners to understand the variety and purpose of different document types and how to present information effectively that takes into account the expected audience and how the document will be used.

#### **Unit 2: Introduction to Computer Systems (60 GLH)**

Learners will look at different types of software: applications that allow people to perform the tasks that they need to do, systems software such as the operating system and utility programs that manage computer resources and also allow applications to run efficiently.

### Specialist Units

#### **Unit 3: ICT Project (60 GLH)**

This unit enables learners to understand and apply good project skills and as part of the unit, learners will be expected to choose, plan, complete and review an individual project that produces a product or system.

#### **Unit 4: Website Development (60 GLH)**

Will help the learner to see the potential of the web and to develop a skill set which will be highly valued by industry and commerce as well as being a useful personal skill for leisure pursuits.

#### **Unit 5: ICT Supporting Organisations (60 GLH)**

Provides learners with some background to the use of ICT in business.

#### **Unit 6: Networking Essentials (60 GLH)**

Learners will be introduced to the subject through an understanding of the way in which networks enhance the activities carried out in organisations.

#### **Unit 7: Software Design and Development (60 GLH)**

This unit is intended to prepare the learner for the exciting and creative journey of designing and developing software solutions using industry tools, environments and techniques.

#### **Unit 8: Customising Applications Software (60 GLH)**

Learners are shown how systems can be built using application software templates to help users produce quick, consistent results, make sure data is entered correctly and to automate simple actions with macros.

#### **Unit 9: Database Software (30 GLH)**

Learners will gain an understanding of the basic principles of database design and the structures and terminologies of databases as well as developing useful practical skills such as creating single table databases with associated forms and reports.

#### **Unit 10: Spreadsheet Software (30 GLH)**

Learners will investigate these different ways of using spreadsheets, find examples of real uses in industry and develop the practical skills to use spreadsheet software effectively.

#### **Unit 11: Numerical Applications (60 GLH)**

The purpose of this unit is to provide an introduction to a number of key mathematical ideas, to provide opportunities to develop useful skills and techniques, and to be able to apply them in different areas of ICT.

#### **Unit 12: Installing Hardware Components (60 GLH)**

Covers the skills and knowledge required to replace, upgrade or install computer hardware components.

#### **Unit 13: Software Installation and Upgrade (60 GLH)**

On completion of this unit learners should be able to complete a software installation or upgrade, including preparing for the installation, actually installing the software and completing the required tasks following the installation.

#### **Unit 14: Technical Fault Diagnosis and Remedy (60 GLH)**

This unit is designed to help learners to diagnose common faults in ICT equipment by the application of diagnostic tools, the gathering and recording of relevant information and the analysis of this information to identify the cause of faults.

#### **Unit 15: Providing ICT Technical Advice and Guidance (60 GLH)**

The unit builds upon existing knowledge of ICT, perhaps gained through other units. It covers both how ICT support systems operate and the work of individuals who provide technical advice.

#### **Unit 16: Mobile Communications Technology (30 GLH)**

Learner will see the different (and often competing) wireless technologies which are currently available, the mobile devices which benefit them and how these can be used to offer solutions that would have previously been impossible or unthinkable.

#### **Unit 17: Security of ICT Systems (30 GLH)**

This unit enables the learner to understand why security is necessary, what specific potential dangers exist and know how to best protect the systems and data.

#### **Unit 18: ICT Graphics (60 GLH)**

In this unit, learners will gain knowledge of how to use a variety of different software applications to create and modify graphic images.

#### **Unit 19: Installing and Maintaining Home Entertainment Systems (60 GLH)**

This unit is aimed at those who wish to increase their knowledge of the practical aspects of home entertainment systems including radio, television and audiovisual (AV) systems.

#### **Unit 20: Telecommunications Technology (60 GLH)**

The aim of this unit is to provide a clear introduction to the concepts and technology involved in telecommunications networks.

### **Unit 21: Doing Business Online (60 GLH)**

Learners will be introduced to some of the types of online business activity, ranging from websites as merely passive brochureware to those offering interactive product customisation and online.

### **Unit 22: Core ICT Hardware (60 GLH)**

This unit will fully prepare learners to sit the CompTIA A+ Core Hardware certification.

### **Unit 23: Operating System Technologies (60 GLH)**

Core Operating System (OS) Technologies covers basic knowledge of operating systems, including: Windows 9x, Windows NT 4.0 Workstation, Windows 2000, Windows Me and Windows XP.

### **Unit 24: Supporting Users and Troubleshooting the XP Operating System (60 GLH)**

Successful learners in this unit will be able to install or upgrade a Windows Desktop Operating System, troubleshoot and configure the installation as required.

### **Unit 25: Supporting Users and Troubleshooting Desktop Applications on the XP Operating System (60 GLH)**

Core Operating System (OS) Technologies covers basic knowledge of operating systems, including: Windows 9x, Windows NT 4.0 Workstation, Windows 2000, Windows Me and Windows XP.

### **Unit 26: IT Essentials (120 GLH)**

The course covers the skills and knowledge that are typical of the day-to-day tasks that an ICT support technician carries out. In particular learners will be taught how to assemble computers and also be able to troubleshoot problems with hardware and software.

#### **\* GLH = guided learning hours**

A notional measure of the substance of a qualification. It includes an estimate of time that might be allocated to direct teaching, instruction and assessment, together with other structured learning time such as directed assignments or supported individual study. It excludes learner-initiated private study.

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## **Contact us**

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