



WJEC LEVEL 1/2 VOCATIONAL AWARD IN  
**ICT**  
(TECHNICAL AWARD)

GUIDANCE FOR TEACHING  
DELIVERY GUIDE



## AIMS OF THE GUIDANCE FOR TEACHING

The principal aim of the Guidance for Teaching is to support teachers in the delivery of the WJEC Level 1/2 Vocational Qualification in ICT (Technical Award) and to offer guidance on the requirements of the qualification and the assessment process. The Guidance for Teaching is **not intended as a comprehensive reference**, but as support for professional teachers to develop stimulating and exciting courses tailored to the needs and skills of their own learners in their particular institutions.

## AIMS OF THE DELIVERY GUIDE

The principal aim of the Delivery Guide is to give an overview of the qualification. It will offer an introduction to the specification, an assessment overview and other guidance that we hope teachers will find useful. Greater information on each unit can be found in the separate unit guides.



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## INTRODUCTION TO THE SPECIFICATION

The WJEC Level 1/2 Vocational Award in ICT (Technical Award), approved by Ofqual and DfE for performance qualification tables in 2024 (first teaching from September 2022), is available to:

- all schools and colleges in England and Wales
- subject to local agreement, it is also available to centres outside England and Wales, for example in Northern Ireland, in the crown dependencies of the Isle of Man and the Channel Islands, and in British overseas territories, and to British forces schools overseas. It is not available to other overseas centres.

It will be awarded for the first time in January 2024, using grades Level 1 Pass, Level 1 Merit, Level 1 Distinction, Level 1 Distinction\*, Level 2 Pass, Level 2 Merit, Level 2 Distinction, Level 2 Distinction\*.

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## ADDITIONAL WAYS THAT WJEC/EDUQAS CAN OFFER SUPPORT:

- sample assessment materials and mark schemes
- face-to-face CPD events
- examiners' reports on each question paper
- free access to past question papers and mark schemes via the secure website
- direct access to the Subject Officer
- free online resources
- Exam Results Analysis
- Online Examination Review
- Regional Support Team (England Centres only see page 16 for more information).

# QUALIFICATION STRUCTURE

WJEC Level 1/2 Vocational Award in ICT (Technical Award) consists of two units:

	Unit title	Type of Assessment	Weighting
<b>Unit 1</b>	ICT in Society	External	40%
<b>Unit 2</b>	ICT in Context	Internal	60%

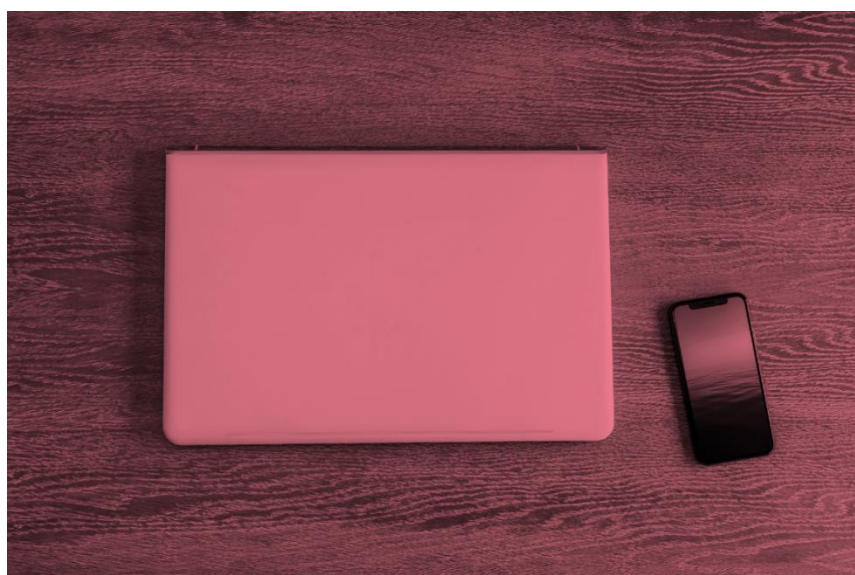
All Units are compulsory.

## UNIT 1

This unit allows learners to explore the wide range of uses of hardware, application and specialist software in society. Learners will investigate how information technology is used in a range of contexts, including business and organisations, education and home use of information technology.

## UNIT 2

This unit introduces learners to a broad working knowledge of databases, spreadsheets, automated documents and images and enables learners to apply their knowledge and understanding to solve problems in vocational settings.



## SUMMARY OF ASSESSMENT

Summary of Assessment	
Unit 1: ICT in Society On-screen examination: 1 hour 20 minutes 40% of qualification	80 marks
Questions requiring objective responses, short and extended answers, based around applied situations. Learners will be required to use stimulus material to respond to questions.	
Unit 2: ICT in Context Controlled assessment: 40 hours 60% of qualification	120 marks
An assignment brief will be provided by WJEC which will include a scenario and several tasks available via the WJEC Secure Website.	

### ASSESSMENT OBJECTIVES

- AO1** Demonstrate knowledge and understanding from across the specification.
- AO2** Apply skills (including practical skills), knowledge and understanding in a variety of contexts and in planning and carrying out investigations and tasks.
- AO3** Analyse and evaluate information, making reasoned judgements and presenting conclusions.

### UNIT 1

The distribution of the assessment objectives for this unit is:

AO1	AO2	AO3	Total
20%	15%	5%	40%

### UNIT 2

The distribution of the assessment objectives for this unit is:

AO1	AO2	AO3	Total
10%	35%	15%	60%

## COURSE OUTLINE

### Planning for delivery and assessment

There is flexibility in the way the qualification can be delivered. There is a terminal external assessment requirement of 40% which needs to be taken into account when making planning considerations (please see pages 13 and 14 of this document). The following suggestion is one way of approaching the timing of unit delivery and assessment. Centre specific factors may impact on other approaches.

Year 10 delivery	
Winter term	<ul style="list-style-type: none"> <li>Introduction to the qualification</li> <li>Audit of learner knowledge, understanding and skills related to qualification content</li> <li>Introduction to hardware and software used by organisations and individuals</li> <li>Development of ICT skills</li> <li>Application of ICT skills in context</li> <li>Consideration of the use of ICT services</li> <li>How data and information is used and transferred</li> </ul>
Spring term	<ul style="list-style-type: none"> <li>How data and information is used and transferred</li> <li>The security of data</li> <li>The moral, ethical and legal issues associated with ICT</li> <li>The cultural, personal and environmental impact of ICT</li> <li>Development of ICT skills continued</li> <li>Application of ICT skills in context</li> </ul>
Summer term	<ul style="list-style-type: none"> <li>Development of ICT skills continued</li> <li>Application of ICT skills in context</li> </ul>
Year 11 delivery	
Winter term	<ul style="list-style-type: none"> <li>Completion of Unit 2 content delivery</li> <li>Introduction to the Unit 2 assessment brief</li> <li>Unit 2 Assessment</li> <li>Reinforcement of Unit 1 content through Unit 2 assessment</li> </ul>
Spring term	<ul style="list-style-type: none"> <li>Unit 2 Assessment</li> <li>Reinforcement of Unit 1 content through Unit 2 assessment</li> </ul>
Summer term	<ul style="list-style-type: none"> <li>Completion of Unit 2 assessment</li> <li>Revision for Unit 1 examination</li> <li>Unit 1 examination to be taken</li> </ul> <p><i>(It should be noted that a January series is also available from 2024- this suggested course outline does not feature the January series).</i></p>

## SUGGESTED COURSE OUTLINE PLAN

The recommendations detailed below are suggestions only – they are not at all prescriptive and centres are free to structure the course in the way that best suits their individual circumstances.

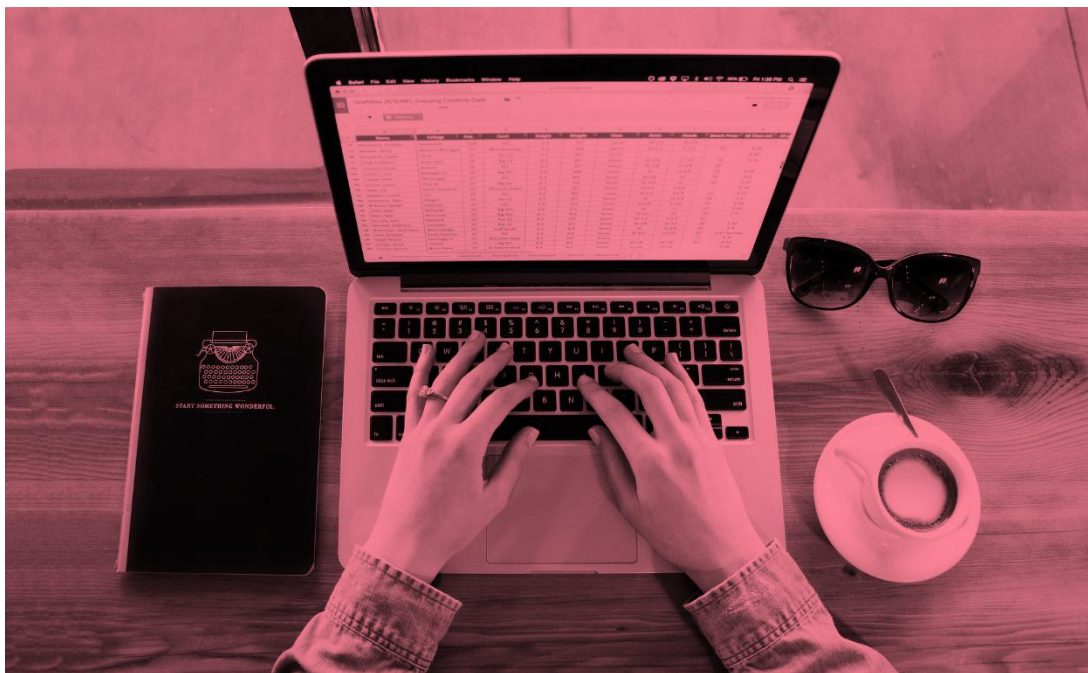
### Year 1

		GLH	Content focus
Unit 1&2	September	3	Introduction to the qualification
		2.5	Audit of learner knowledge, understanding and skills related to the specification content
	October	3	Introduction to hardware and software used by organisations and individuals (1.1)
		2.5	Introducing Databases (2.1) – practical skills and application in contexts
	November	3	Use of ICT services (1.1)
		2.5	Databases (2.1) – practical skills and application in contexts
	December	1	Databases (2.1) – practical skills and application in contexts
		3	How data and information is used and transferred (1.2)
		1.5	Introducing spreadsheets (2.2) – practical skills and application in contexts



		GLH	Content focus
Unit 1&2	January	3	How data and information is used and transferred (1.2)
		2.5	Spreadsheets (2.2) – practical skills and application in contexts
Unit 1&2	February	3	The moral, ethical and legal issues associated with ICT (1.3)
		2.5	Spreadsheets (2.2) – practical skills and application in contexts
Unit 1&2	March	3	The Cultural, personal and environmental impact of ICT (1.3)
		2.5	The security of data (1.3)
Unit 1&2	April	3	Introducing automated documents (2.2) – practical skills and application in contexts
		2.5	Introduction to Images (2.4) – practical skills and application in contexts

		GLH	Content focus
Unit 1&2	May	3	Images (2.4) – practical skills and application in contexts
		2.5	Addressing multifaceted scenarios using practical skills 2.1 – 2.4
Unit 1&2	June	2	Introduction to the concept of the Unit 2 assessment brief including analysis and planning for ICT
		3.5	2.1 Planning, creating, modifying and using databases – skills development
Unit 1&2	July	5	2.1 Planning, creating, modifying and using databases – skills development



Year 2

		GLH	Content focus
Unit 2	September	6.75	2.3 Planning, creating and modifying an automated document Introduction of the Unit 2 Assessment Brief
	October	6.75	Unit 2 Assessment
	November	6.75	Unit 2 Assessment

		GLH	Content focus
Unit 2	December		
		6.75	Unit 2 Assessment
	January		
		6.75	Unit 2 Assessment
	February		
		6.75	Unit 2 Assessment
	March		
		6.75	Unit 2 Assessment
	April		
		6.75	Focus on Examination revision for Unit 1
	May		
		6	Focus on Examination revision for Unit 1

### Key Principles:

Candidates must take the external assessment, worth 40% of the qualification, in the series in which they certificate. **For ICT this is Unit 1.**

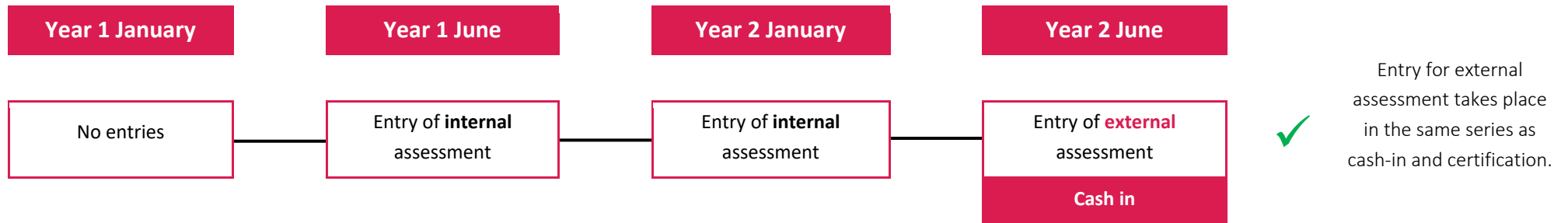
Only the result for the external assessment that is achieved in the final series, the series in which candidates 'cash-in', can contribute to their final grade. If a candidate takes the external assessment prior to the series in which they 'cash-in', this result cannot contribute to the overall grade, even if it is the better result.

In relation to school performance table points – as opposed to individual candidate results – it is always the first qualification result which counts, irrespective of whether a candidate re-certificates again at a later date.

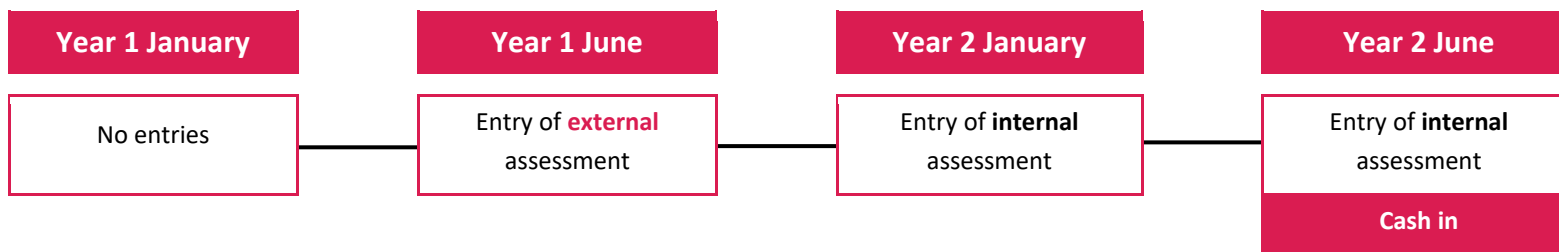
- Candidates can enter for internally assessed units in January and June
- Candidates may resit each **internally** assessed unit but cannot improve previously submitted work. The best uniform mark score from the attempts will be used in calculating the final overall grade.

### Example scenarios (assuming that the delivery of the qualification takes place over two years):

#### Scenario 1:

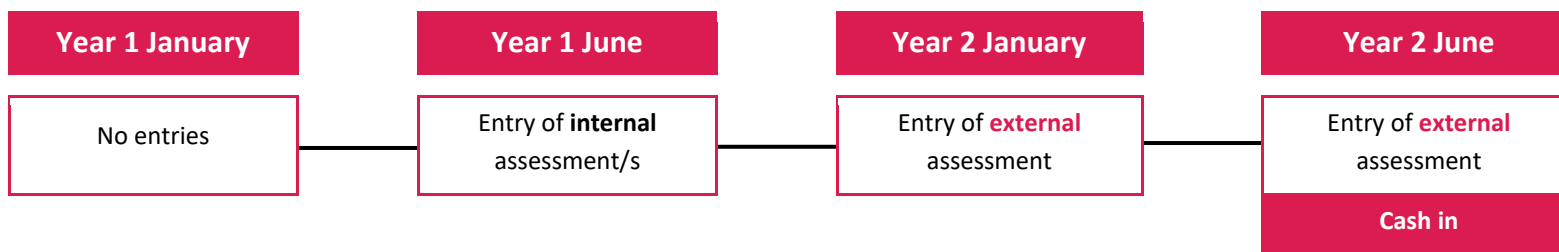


Scenario 2:



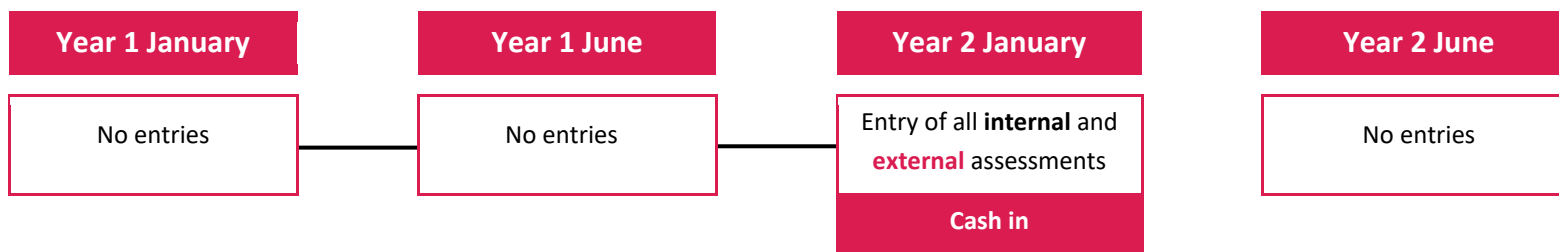
Entry for external assessment **does not** take place in the same series as cash-in and certification.

Scenario 3:



It is the **second** attempt of the external assessment that will count towards the final grade, even if it is lower than the previous attempt.

Scenario 4:



This is a linear approach and would be permissible if the qualification was completed in either January or in June.

## IMPORTANT DATES

First Teaching of the WJEC Level 1/2 Vocational Award in ICT (Technical Award)	September 2022
First assessment for Unit 1 (external assessment)	January 2024
First release of Controlled Assessment assignment briefs (internal)	May 2022
First submission of controlled assessments (internal)	May 2023
First Certification	January 2024

## KEY CONTACTS

Contact our specialist Subject Officer and administrative support team for ICT with any queries:

**Subject Officer:** Allan Perry  
**Subject Support Officer:** Kwai Wong  
**Email:** [ICTL1-2@wjec.co.uk](mailto:ICTL1-2@wjec.co.uk)  
**Telephone:** 029 2240 4256

## REGIONAL SUPPORT TEAM (ENGLAND CENTRES ONLY)

The team is on hand to support you in the delivery of WJEC and Eduqas qualifications. They provide guidance to teachers, senior management, and exams officers on our range of qualifications, online resources and tools, CPD and curriculum developments. They also give another link with our subject experts in Cardiff.

To book a visit or an online meeting, or simply to find out more, please contact the relevant member of the team.



Catherine Oldham

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Catherine has extensive experience in the secondary education sector. Formerly she was Head of English at a large sixth form college in Lancashire and an exam board officer.

Regions: E Yorkshire, W Yorkshire, Lancashire, Greater Manchester, S Yorkshire, Lincolnshire, Scotland, Isle of Man.



Dave Evans

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Before joining the team Dave had a long career teaching geology and geography in a sixth-form college. He has also had a number of assessment roles at WJEC, including most recently that of principal examiner.

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David Jones

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As a former Humanities teacher and further education lecturer, David has experience of teaching a range of subjects. He is also a higher education reviewer for the QAA.

Regions: Berkshire, Dorset, Cornwall, Devon, Somerset, Wiltshire, Gloucestershire, Oxfordshire, Worcestershire, Warwickshire, West Midlands, Buckinghamshire, Hampshire, Surrey, Isle of Wight, W Sussex, Herefordshire, Northamptonshire, Rutland.





Ant Fleming

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Ant has had a long career teaching geography and leading departments in a variety of schools, and, since 2002, has also held a number of assessment positions at WJEC.

Regions: Essex, Suffolk, Norfolk, Cambridgeshire, London, Kent, E Sussex, Bedfordshire, Hertfordshire, Channel Islands.



Hayley Sheard

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Prior to joining the regional team, Hayley worked as a subject associate at WJEC. She also has extensive experience as an examiner and, most recently, as a principal moderator. Hayley has delivered CPD in a range of face to face and online contexts and has written several resources for teachers and learners. Previously, she taught in the sixth form sector for over 15 years and was also an HOD for Media Studies.

Regions: Merseyside, Cheshire, Shropshire, Staffordshire, Derbyshire, Nottinghamshire, Leicestershire, Northern Ireland.

