

IT Diploma Guide



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Introduction

The AQA-City & Guilds IT Diploma equips learners with skills and knowledge to thrive within the growing Information Technology and Telecoms industry. The focus is on up-to-date, employer relevant content to ensure employability outcomes for learners.

Why choose AQA-City & Guilds IT Principal Learning?

- minimum of two free personal moderator visits per year, involving direct support and advice
- industry focussed framework developed in close consultation with eSkills to ensure content is relevant to the current industry, and prepares learners for entry into the workplace
- free teaching materials, resources and training on course planning and moderation to support you with Diploma delivery
- fully embedded Personal, Learning and Thinking Skills (PLTS) within the assessment criteria for you to easily assess when the learners develop these six skills
- clearly signposted Functional Skills to help you assist learners to develop these key employability skills
- opportunities for applied learning, giving you ideas for employer engagement and providing learners with opportunities to gain experience in a work environment
- larger provision for internal assessment to allow for integration into practical assignments, reducing the examination burden



Diploma Structure

Diploma Level	Principal Learning	Generic Learning			Additional and Specialist Learning
	Main Subject (eg IT)	Project	Functional Skills	Work Experience	May include: - GCSEs, AS/A Levels - Vocational Quals
Foundation Diploma (600 GLH)	Practical Assessments + 1 Exam (240 GLH)	Foundation Project (60 GLH)	L1 - English / Maths / ICT (120 GLH)	Minimum 10 days	Qualifications chosen by the learner (120 GLH)
Higher Diploma (800 GLH)	Practical Assessments + 1 Exam (420 GLH)	Higher Project (60 GLH)	L2 -English/ Maths/ICT (80 GLH)	Minimum 10 days	Qualifications chosen by the learner (180 GLH)
Advanced Diploma (1080 GLH)	Practical Assessments + 2-3 Exam (540 GLH)	Extended Project (120 GLH)	L2 - English/ Maths/ICT	Minimum 10 days	Qualifications chosen by the learner (360 GLH)
Progression Diploma (720 GLH)	Practical Assessments + 2-3 Exam (540 GLH)	Extended Project (120 GLH)	L2 - English/ Maths/ICT	Minimum 10 days	Not included

Principal Learning

All Principal Learning units are compulsory for Diploma learners. Principal Learning includes at least 50% applied learning which consists of knowledge, understanding, skills and attitudes to support progress through a work-related context. Opportunities to develop and apply generic skills are also integrated into Principal Learning.

Level 1

Level 1 Principal Learning covers the following:

Unit	GLH	Assessment Method
1 The digital world	60	Internal
2 Working with technology	60	Internal
3 Working with people	60	Internal and External
4 Multimedia	60	Internal

For example, in unit 1 the learner will:

- understand how to explore how technology is changing the way organisations and individuals operate and investigate the contribution of technology to a range of organisations
- know and be able to identify key components of technology systems used in business
- be able to describe how technology is contributing to meeting the needs of specific organisations, and suggest why example organisations should introduce a new technology system or improve an existing one

Level 2

Level 2 Principal Learning covers the following:

Unit		GLH	Assessment Method
1	The potential of technology	60	External
2	Exploring organisations	60	Internal
3	Effective communication	60	Internal
4	Skill for innovation	60	Internal
5	Technology systems	60	Internal
6	Multimedia	60	Internal
7	Managing projects	60	Internal

For example, in unit 1 the learner will:

- understand the role, contribution and impact of technology on society and to the success of a range of organisations, including its impact on their efficiency and competitiveness
- understand how technology, including the internet and mobile communications, is changing the way organisations, individuals and society communicate and operate
- be able to identify the key components of technology systems, and to explain the function and purpose of each in different business situations

Level 3

Level 3 Principal Learning covers the following:

Unit		GLH	Assessment Method
1	The potential of technology	60	External
2	Understanding organisations	60	External
3	Professional development	90	Internal
4	Creating technology solutions	90	Internal
5	Multimedia and digital projects	90	Internal
6	Making projects successful	90	Internal
7	Managing technology	60	External

For example, in unit 1 the learner will:

- understand how individuals and organisations innovate, through and with technology and advanced communication methods, to improve competitiveness and service, and how this has impacted on society and transformed the way organisations work
- be able to evaluate and compare success and failure in different organisations' exploitation and use of emerging or different technology, with its associated benefits, opportunities and risks, and how the continued use of legacy systems might impact upon the success of an organisation
- be able to generate ideas for innovative technology-enabled solutions to meet the needs and objectives of organisations in new or different situations

Generic Learning

Generic Learning provides skills relevant to learning, training and working in all lines of learning across all sectors. It includes Functional Skills and Personal, Learning and Thinking Skills (PLTS) which are embedded in and assessed through the Principal Learning component.

Functional Skills

We offer Functional Skills qualifications built around developing practical skills in English, Mathematics and Information and Communication Technology (ICT). Functional Skills has been identified as being vital for building confidence and gaining the most out of work, education and everyday life.

Both AQA and City & Guilds are offering Functional Skills independently and are both suitable for Diplomas.

For further information visit:
www.aqa.co.uk/qual/gcse/functional_skills.php
www.cityandguilds.com/19824.html
www.qcda.gov.uk/6062.aspx

Personal, Learning and Thinking Skills

As a learner progresses, they will acquire work-relevant skills through activities they undertake. Personal, Learning and Thinking Skills are embedded in the Principal Learning and help learners to develop their potential as:

- Team workers
- Independent enquirers
- Creative thinkers
- Self managers
- Effective participators
- Reflective learners

Work Experience

This component is usually linked to the Diploma subject that is being studied but does not always have to be the case. This element is usually taken over 10 days to help learners gain insight into practical skills, values and attitudes needed in the workplace.



Additional and Specialist Learning

Additional and Specialist Learning (ASL) provides learners with greater breadth (Additional Learning) and depth (Specialist Learning) of study and enables them to tailor their personal programmes to their own interests and ambitions.

ASL can be taken at the chosen Diploma level through learners selecting a single qualification or a combination of qualifications to meet the required Guided Learning Hours. Learners will select from qualifications at the same level as the Diploma that they are taking, or one higher eg the Foundation Diploma can have ASL at Level 1 or 2. ASL forms part of the Diploma and fits into the overall structure as follows:

	Guided Learning Hours (GLH) Foundation	Guided Learning Hours (GLH) Higher	Guided Learning Hours (GLH) Advanced
Principal Learning	240	420	540
Generic Learning	240	200	180
Additional and Specialist Learning	120	180	360
10 days work experience			
Total	600	800	1080

For ASL there is a minimum amount of GLH that a learner will need to gain for each level. GLH can be more than the requirement at each level by up to 50%. For example:

Foundation level GLH can be anywhere between 120 - 180.	Higher level GLH can be anywhere between 180 - 270.	Advanced level GLH can be anywhere between 360 - 540.
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The National Database of Accredited Qualifications (NDAQ) has a Diploma catalogue that lists all the ASL qualifications for each line of learning.

Visit www.accreditedqualifications.org.uk

QCDA Diploma Validator is a useful tool to help curriculum planners check that every Diploma is following a valid programme of study.

Visit <http://diplomavalidator.qcda.gov.uk>



Level 1

Below are 5 examples of potential routes a learner might take and what qualification/s they could choose as part of their Additional and Specialist Learning.

Option 1	Option 2	Option 3	Option 4	Option 5
Software Developer Pathway	Digital Home Technology Pathway	Contact Centre Skills Pathway	GCSE Pathway (any GCSE could be used)	Audio Visual Pathway



Qualification

City & Guilds Level 2 Diploma for Software Developers (S) 120 GLH	City & Guilds Level 2 Diploma for Digital Home Technology Integrators (A) 120 GLH	City & Guilds Level 2 Certificate in Contact Centre Skills (S) 90 GLH and AQA GCSE (short course) in Citizenship Studies (A) 60 GLH	AQA GCSE in Polish (A) 120 GLH	AQA GCSE (short course) in Art and Design (A) 60 GLH and City & Guilds Level 2 Certificate in Audio Visual Industries Induction (A) 60 GLH
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GLH requirement for Diploma Level 1

120	120	120	120	120
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(A)- Additional

(S) - Specialist



Level 2

Below are 6 examples of potential routes a learner might take and what qualification/s they could choose as part of their Additional and Specialist Learning.

Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Systems Support Pathway	Business Admin Pathway	Audio Visual Pathway	GCSE Pathway (combining GCSE short course and GCSE eg. shown)	Applied Media Pathway	Contact Centre Skills Pathway



Qualification

City & Guilds Level 2 Diploma in Systems Support (A) 210 GLH	City & Guilds Level 3 Certificate in Business Admin (A) 120 GLH and City & Guilds Level 2 Certificate in Using Visual Presentation Software (A) 60 GLH	AQA GCSE (short course) in Art and Design (A) 60 GLH and City & Guilds Level 2 Certificate in Audio Visual Industries Induction (A) 60 GLH and AQA GCSE (short course) in Citizenship Studies (A) 60 GLH	AQA GCSE in Electronics (A) 120 GLH and AQA GCSE (short course) in Business Studies (A) 60 GLH	AQA GCSE in Applied Media (double Award – pilot) (S) 180 GLH	City & Guilds Level 2 Certificate in Contact Centre Skills (S) 90 GLH and AQA GCSE (short course) in Citizenship Studies (A) 60 GLH and AQA GCSE (short course) in French (A) 60 GLH
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GLH requirement for Diploma Level 2

180	180	180	180	180	180
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(A) Additional
(S) Specialist

Level 3

Below are 5 examples of potential routes a learner might take and what qualification/s they could choose as part of their Additional and Specialist Learning.

Option 1	Option 2	Option 3	Option 4	Option 5
Software developer/CAD Pathway	ICT Support Pathway	A Levels Pathway (any of those listed eg. shown)	AS Levels Pathway (any two of those listed eg. shown)	Contact centre/business skills Pathway



Qualification

<p>City & Guilds Level 3 Advanced Diploma for ICT Software Developer (S) 270 GLH</p> <p>and</p> <p>City & Guilds Level 2 Certificate in Computer Aided Design (CAD) Parametric Modelling (A) 90 GLH</p>	<p>City & Guilds Level 3 Advanced Diploma in ICT Systems Support (A) 390 GLH</p>	<p>AQA A Level in Law (A) 360 GLH</p>	<p>AQA AS Level in Mathematics (A) 180 GLH</p> <p>and</p> <p>AQA AS Level in Statistics (A) 180 GLH</p>	<p>City & Guilds Level 3 Certificate in Contact Centre Skills (S) 120 GLH</p> <p>and</p> <p>City & Guilds Level 3 Certificate in Customer Service (A) 120 GLH</p> <p>and</p> <p>City & Guilds Level 3 Certificate in Business Admin (A) 120 GLH</p>
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GLH requirement for Diploma Level 3

360	360	360	360	360
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(A)- Additional
(S) - Specialist

Project

A Project chosen by each individual learner is taught at each level, requiring them to show their ability to plan, deliver and present a piece of work. It offers learners an opportunity to produce an extended piece of work, either in an area that they are studying, or in which they have a particular interest.

Teaching Resource Pack

Benefit from our free of charge Diploma Teaching Resource Pack. These resources will support you on your journey through teaching, planning and delivery. Take advantage of specially developed teaching materials, a dedicated Diploma website and benefit from specifically assigned personal support to help you along your way. You can get:

Teaching Materials

- Easy to follow **Principal Learning Specifications** written by practicing teachers and lecturers which include fully embedded Personal, Learning and Thinking Skills within the assessments and clearly signposted Functional Skills
- **Sample Internal Assessment Materials** for one internally assessed unit at each level
- **Marking Grids** for each internally assessed unit, designed to help teachers place students' work at the correct mark
- **Assessment Guidance** for assistance on task setting for internally assessed work at each level
- **Sample External Assessment Materials** for externally assessed units
- **Schemes of Work** giving you examples for teaching delivery that can be used at any level
- **Resource Lists** with references and links to a wide range of helpful teaching resources

Online

- Visit www.diplomainfo.org.uk our dedicated Diploma website
- **Enhanced Results Analysis (ERA)** an online tool giving you at-a-glance analysis of exam results by candidate and giving cohort to cohort comparisons for your own and peer centres
- **Links to other Diploma components** including Functional Skills, Project, Additional and Specialist Learning
- Additional and Specialist Learning and **career pathway information**
- **Diploma Talk Online Forums** provide tutors with a 24/7 online discussion facility to interact with fellow tutors or subject experts
- **Past question papers** and **mark schemes** are available at a small cost (free through e-AQA)

Dedicated personal support and events

- Minimum two free **moderator visits** per consortium in your first year
- Direct access to **Subject Support Staff** for advice and guidance
- **Regional Teacher Support Events** led by Subject Experts, Examiners or Moderators
- **Bespoke practitioner workshops** held at a centre within your consortium to address the delivery requirements specific to your needs

Visit www.diplomainfo.org.uk/IT-Teaching-Resource-Zone.asp

Require further information?

AQA-City & Guilds will do our best to help answer any questions that you may have about the Diplomas. We have a dedicated **Diploma Support Team** who are here to support you. If you would like to speak to a member of the team or secure a visit please email: **diplomadvisors@cityandguilds.com**

Visit:
www.diplomainfo.org.uk

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