

A centre's guide to the new Certiport IC³ route through e-quals

City & 
Guilds

www.city-and-guilds.co.uk

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Isn't it nice when an upgrade comes 'plug and play'? No lengthy installations, no need to shut down and reboot... Well, here's another one for you: e-Quals with added Certiport IC³.

What is this?

This new arrangement allows learners to follow a Certiport IC³ course as part of their City & Guilds e-Quals programme. If they pass the Certiport IC³ test, City & Guilds will accept this as proof of his or her skills in that area - they won't have to do the City & Guilds' assessment in the same area.

For example, if a learner passes the Certiport IC³ Computing Fundamentals test, they can claim Unit 011, Computing Fundamentals, in City & Guilds IT User Level 1 without any additional assessment - i.e. instead of Units 001 and 101.

As IC³ covers both core and optional units, learners can achieve a full e-Quals Level 1 qualification by taking the three IC³ tests. Alternatively, they can study for the Certiport IC³ certificate through the City & Guilds e-Quals route.

Which qualifications does this apply to?

e-Quals	Certiport IC ³
011 Computing Fundamentals (Core)	Computing Fundamentals
012 Key IT Applications	Key Applications
013 Living Online	Living Online

Who can offer this route?

The minimum system requirements for this upgrade are:

- You are a City & Guilds centre, approved to run the relevant e-Quals assessments
- You are, or have access to, a Certiport test centre - www.certiport.co.uk

We also recommend centres become a Microsoft IT Academy, because of the support provided by that network -- e-mail supacdmymicrosoft.com

What are the benefits of offering this route?

- They don't have to duplicate two sets of assessment for the same skills
- By embedding the Certiport IC³ tests within the City & Guilds IT qualifications that are on the National Qualification Framework, the centre can draw down funding for the training and assessment. This will make Certiport digital literacy courses and qualifications, more available for a wider range of learners.
- The units have been mapped to ITQ - the IT User NVQ. This allows learners to claim most of selected optional units of an ITQ. They will have to demonstrate tasks from those units in a real working environment in the mandatory unit of the ITQ, 'Make selective use of IT'. This provides you and your learners with an extremely effective way to deliver an NVQ in conjunction with a VRQ. The full mapping is available from www.e-skills.com/itq

- This IC³ global certification programme is supported by Microsoft and is frequently used as a precursor to Microsoft Office Specialist qualifications or to more technical qualifications like A+ or MCPs.

Can learners do this one unit at a time?

As with all e-Quals units, learners can follow one unit at a time. Registration at the beginning enables learners to choose from a wide range of units later on.

Unit 011, Computing Fundamentals, is an alternative core unit to Unit 001 + Unit 101. In other words, candidates taking the IC³ test for Unit 011 do not have to take the on-line City & Guilds test as well.

Units 012 and 013 are optional units. Learners do not have to choose both these options. However, most learners would choose all three IC³ units so that they can get the full IC³ certificate as well as the e-Quals Level 1 Certificate.

How does the assessment work?

For the Certiport IC³ focused units, we have provided an alternative e-Quals syllabus that meets the requirements of the Certiport IC³ course. The learner will take the Certiport tests for these units. It is advisable that centres check the syllabus at www.certiport.co.uk or contained within IC³ current learning materials. A full range of learning material is available to support these qualifications.

If the learner is claiming a City & Guilds unit through a Certiport IC³ test, the centre must have proof to support this, and the External Verifier will check this evidence. Test Centres issue a result document for each exam taken, in advance of the full certificate.

How much will it cost?

The centre needs to cover the costs of:

- being a City & Guilds centre
- being a Microsoft IT Academy
- each City & Guilds qualification registration and assessment (see below)
- each Certiport IC³ test - typically £10

Details of the Certiport tests can be obtained from www.certiport.co.uk or by e-mailing sales@itcertsolutions.co.uk

City & Guilds' fees for this route (2004/05) are the same as the standard units:

- Registration: £17.50
- Each Unit: £9.00
- Total City & Guilds' fees: £44.50

Key points

- Upgrade your Level 1 e-Quals to include Certiport IC³ certificates
- No additional assessment required
- Links to Microsoft Academy

What certificates do the learners get?

Learners will get from City & Guilds a Certificate of Unit Credit for each unit successfully completed. When the required units for the full qualification have been successfully completed, the learner gets the full e-Equals qualification certificate. For each Certiport IC³ test passed, the learner receives a certificate from Certiport and their success is recorded as a digital transcript on the global web site.

Are there any learning materials available?

Yes, there is an excellent range of learning materials covering all units of IC3 and designed for different learning requirements. Information and advice is available from the UK office of Certiport - www.certiport.co.uk, **020 8429 7493** or e-mail admin@certiport.co.uk. Books to cover all units of IC³ are available from ITcert Solutions Limited www.itcertsolutions.co.uk. There are substantial academic discounts available.

For the Key Applications unit, which mainly relates to Microsoft Office applications, materials are available from various publishers, including Microsoft Press and Computer Bookshops Limited

www.computerbookshops.com/moac Other publishers include Hodder & Stoughton www.madaboutbooks.com and Heinemann www.heinemann.co.uk

City & Guilds also provide online learner and tutor materials on its popular learning portal www.SmartScreen.co.uk

Where can I find out more?

You can visit our web site at www.e-quals.co.uk - check out our Partnerships page for our link to Microsoft.

For information on other City & Guilds qualifications, please contact our Customer Relations team:

City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2405
enquiry@city-and-guilds.co.uk

www.city-and-guilds.co.uk

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1 Giltspur Street, London EC1A 9DD Telephone 020 7294 2468
Facsimile 020 7294 2400 E-mail enquiry@city-and-guilds.co.uk
Website <http://www.city-and-guilds.co.uk>

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