

THE INFORMATION TECHNOLOGY DIPLOMA

FOUNDATION LEVEL UNITS

A GUIDE FOR LEARNERS

What is the IT Diploma?

The IT Diploma will introduce you to the exciting and diversified Information Technology Industry giving you a unique insight which will allow you to make an informed choice about your future career. As well as understanding the theory behind Information Technology, learners will learn practical skills and develop an ability to solve problems both individually and as part of a team. The course is designed to be interesting, and to open up a wide range of educational, training and career opportunities

What does the course involve?

Compulsory Units...

IT Diploma learners will complete a series of compulsory and optional units, designed to give them the knowledge, skills and experience. The foundation level units have been summarised on the following pages of this booklet.

Work experience...

Diploma learners will do a minimum of 10 days work experience. They will also get the chance to learn from and be mentored by professionals in a variety of business situations.

Personal Learning and Thinking Skills...

Mastering essential life and work skills is crucial in today's competitive market.

All Diploma learners are encouraged to develop skills like teamwork and self management as part of their course. They will learn to express themselves confidently and how to apply their knowledge and skills creatively in a business environment

The learner project...

All Diploma learners will complete a project to demonstrate the skills and knowledge they have acquired. Learners can choose their own project.

English, maths and ICT...

All Diploma learners need to achieve a minimum standard in English, Math's and ICT. These subjects are studied as part of the Diploma and will be taken as a GCSE alongside it

What could the Diploma lead to?

The Diploma is designed to broaden a young person's horizons and give them a wide range of next-step options. The Foundation Diploma could lead onto college or university or to further training and employment. Learners who have completed a foundation or Higher Diploma in Information Technology might choose to go on to do a Progression or Advanced Diploma or perhaps to do 'A' levels. They could also decide to start an Apprenticeship or take a job with further training

A Diploma in IT does not mean learners have to pursue a career in IT. A Diploma gives a learner relevant and transferable skills that will be welcomed by colleges, universities and employers

The IT Diploma – Foundation Level

Unit 1: The Digital World

Technology

In

Organisations

Externally assessed

In this unit you will investigate some of the technology systems used in business. You will learn about key components of technology systems including hardware, software, communications and networks.

Implementing or improving a technology system can help an organisation to be more successful. You will learn to recognise when an organisation would benefit from a new or improved system.

Learning outcomes

On completion of this unit, a learner should:

- LO.1 Know the key components of technology systems used in business
- LO.2 Know why an organisation should implement or improve a technology system

Unit 2: The Digital World

The Impact

of

Technology

Internally assessed

How is technology changing the way people work and spend their leisure time? How does it affect the way organisations work?

In this unit you will learn how and why organisations and individuals use technology and will explore how technology impacts on society.

On completion of this unit, a learner should:

- LO.1 Know how and why organisations use technology
- LO.2 Know about the impact of technology on individuals and society

Unit 3:

Working with People

Internally assessed

In this unit, you will work in team and use IT to help you get a message across. You will only work well together if you communicate clearly and listen to one another. You will learn how your behaviour and actions can affect the team's performance.

You will learn about different methods of communicating and how to choose the best method for a purpose.

- LO.1 Know how and why different types of communication media are used for different business purposes
- LO.2 Be able to use clear appropriate English and demonstrate numeracy skills in a range of simple business related communications
- LO.3 Know how behaviour, personal styles and actions affect communication and achievement of objectives
- LO.4 Be able to work in a team to meet agreed objectives.
- LO.5 Be able to reflect on the workings of teams and the different roles individuals play within teams.

The IT Diploma – Foundation Level

Unit 4:

Technology Systems: Network Systems

Internally assessed

Connecting work stations to the network is one of the day-to-day tasks of an ICT support technician.

In this unit you will learn about network components and how to connect a PC to a network, so that it can access shared resources such as printers and drives

Learning outcomes

On completion of this unit, a learner should:

- LO.1 Know how a PC is connected to a network
- LO.2. Be able to connect a PC to an existing network and resolve simple problems

Unit 5:

Technology Systems: Database Systems

Internally assessed

Businesses use databases to store information about their products, their customers and their employees.

A database is a collection of data that is set up in a way that makes it easy to organise and search for information.

In this unit you will learn how to create and use simple database systems.

On completion of this unit, a learner should:

- LO.1 Be able to create a simple database system
- LO.2 Be able to use database tools to retrieve and present information

Unit 6:

Multimedia

Internally assessed

In this unit, you will learn how multimedia is used in business and how to produce simple multimedia products yourself.

You will produce designs for your products. You will prepare different types of digital assets – audio, video, still images, movies and text – and combine them together to create multimedia products for others to use.

On completion of this unit, a learner should:

- LO.1. Know how multimedia is used in business
- LO.2. Be able to design, develop and test simple multimedia products
- LO.3. Be able to seek feedback from test users to identify opportunities for improvement