

THE INFORMATION TECHNOLOGY DIPLOMA

HIGHER 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.

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.

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.

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

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

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 Higher 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 – Higher Level

Unit 1:

The Potential of Technology

Externally assessed

In this unit you will learn how organisations use information technology to help them achieve their objectives. You will find out about components of technology systems – what they do and how they work - and identify opportunities for organisations to implement or improve a technology system

Learning outcomes

On completion of this unit, a learner should:

- LO.1 Understand the function of key components of technology systems used in organisations
- LO.2 Understand reasons why an organisation should implement or improve a technology system
- LO.3 Understand the role and contribution of technology to the success of organisations
- LO.4 Understand how technology is changing the way organisations, individuals and society operate

Unit 2:

Exploring Organisations

Internally assessed

In this unit you will learn how different organisations are structured, what they aim to achieve and how they exploit technology to help them meet their objectives.
Nowadays, technology systems are at the heart of every successful organisation. You will find out about the technology that supports business processes.

On completion of this unit, a learner should:

- LO.1 Know that organisations have different structures, cultures and roles
- LO.2 Understand the purpose of key business processes
- LO.3 Understand how and why technology is used to support business processes
- LO.4 Understand that a number of factors contribute to the success of a business

Unit 3:

Effective Communication

Internally assessed

In this unit, you will develop your communication skills using IT to help you get a message across. You will explore how the behaviour and attitude of its members affects a team's performance and develop your ability to work effectively as part of a team.

- LO.1 Understand why different types of communication media are used for different purposes
- LO.2 Be able to use confident, correct and contextually appropriate English in a range of business-related communications
- LO.3 Understand how different behaviours, attitudes and actions impact on effective communication and performance between individuals and groups
- LO.4 Be able to work in a team to meet agreed objectives

The IT Diploma – Higher Level

<p>Unit 4:</p> <p>Skills for innovation</p> <p>Internally assessed</p>	<p>The UK economy needs IT people who understand business. In the world of business people tend to think in terms of challenges and opportunities, rather than problems.</p> <p>In this unit you will develop investigative and presentation skills and demonstrate your competence by presenting a business proposal.</p>	<p>On completion of this unit, a learner should:</p> <p>LO.1 Be able to investigate business challenges and opportunities, using numerical and graphical techniques to analyse and present relevant information</p> <p>LO.2 Know about legal and other constraints that affect what businesses can do</p> <p>LO.3 Be able to present successful business proposals and win support</p>
<p>Unit 5:</p> <p>Technology Systems</p> <p>Internally assessed</p>	<p>Organisations are becoming increasingly dependent on their IT systems. Any downtime can have a serious impact on an organisation's ability to function. You will find out about the principles of systems availability and recommend procedures on your network to safe guard business continuity.</p>	<p>LO.1 Understand the role of key components of networked PC systems</p> <p>LO.2 Be able to assemble, test and troubleshoot a simple computer network</p> <p>LO.3 Understand the principles of systems availability</p> <p>LO.4 Be able to design, develop, test and troubleshoot a simple database system to meet an identified user need</p> <p>LO.5 Be able to carry out a system review, assessing fitness for purpose and identifying opportunities for improvement</p>
<p>Unit 6:</p> <p>Multimedia</p> <p>Internally assessed</p>	<p>Multimedia is one of the most creative areas of IT and one with which you are already very familiar. When surfing the web, watching TV or playing a computer game you are using multimedia created by someone else.</p> <p>In this unit, you will develop the skills you need to produce multimedia products yourself.</p>	<p>LO.1 Understand how multimedia is used to meet business-relevant objectives</p> <p>LO.2 Be able to design, develop and test multimedia products that are fit for audience and purpose</p> <p>LO.3 Be able to elicit and use feedback from test users to identify opportunities for improvement</p>
<p>Unit 7:</p> <p>Managing Projects</p> <p>Internally assessed</p>	<p>Horror stories about construction projects not finishing on time and large computer systems which do not work are common news stories. In this unit you will learn how to plan and manage successful projects.</p>	<p>LO.1 Understand the key factors that determine the success of IT projects and reasons why some projects fail</p> <p>LO.2 Be able to produce a project proposal and project plan for a small-scale IT project</p> <p>LO.3 Be able to manage a successful project</p> <p>LO.4 Be able to carry out an end-of-project review</p>