



Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ) (ASEPICT2)

Specification

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Issue 2

Edexcel, BTEC and LCCI qualifications

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This specification is Issue 2. We will inform centres of any changes to this issue. The latest issue can be found on the Pearson website: qualifications.pearson.com

Acknowledgements

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Introduction

LCCI qualifications

LCCI qualifications are widely regarded by employers to prepare students for the key functions of modern international business. The qualifications are recognised worldwide by employers, universities and professional bodies.

This qualification is not regulated by any regulatory authority in the UK. It exists on Pearson's self-regulated framework (SRF).

Pearson LCCI offers a wider range of qualifications, which are available at Levels 1 to 4 across the following subject areas:

- English Language
- Marketing and Customer Service
- Business, Administration and IT
- Financial and Quantitative.

This specification is part of the Business, Administration and IT suite of LCCI qualifications.

Please refer to the Pearson qualification website for details of other qualifications in the suite.

Purpose of the specification

This specification sets out:

- the objectives of the qualification
- any other qualification(s) that a student must have completed before taking the qualification
- any prior knowledge and skills that a student is required to have before taking the qualification
- any other requirements that a student must have satisfied before they will be assessed or before the qualification will be awarded
- the knowledge, understanding and skills that will be assessed as part of the qualification
- the method of assessment and any associated requirements relating to it
- the criteria against which a student's level of attainment will be measured (such as assessment criteria).

Qualification aims

The aims of the Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ) are to enable students to develop their understanding and practical ability across the key Level 2 areas of:

- Word Processing
- Spreadsheets
- Database
- Presentation Software

This qualification is designed for students who wish to:

- develop intermediate practical ICT skills and apply these skills in a modern business context
- progress a career and need appropriate ICT skills to support that career
- return to work and need to update their ICT skills.

Students may progress to the Pearson LCCI Level 3 Certificate in Practical ICT Skills (VRQ).

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Specification at a glance

The Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ) consists of four practical assignments.

Pearson LCCI Level 2 Certificate in Practical ICT Skills(VRQ)	
<ul style="list-style-type: none">Internally moderated	100% of the total qualification
<p>Overview of content</p> <ul style="list-style-type: none">Word ProcessingSpreadsheetsDatabasePresentation Software <p>Candidates must complete a minimum of two units to be awarded the full Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ).</p>	
<p>Overview of assessment</p> <ul style="list-style-type: none">Word Processing, Spreadsheets, Database and Presentation Software are assessed via the completion of a practical assignment. Each assignment consists of four tasks requiring candidates to demonstrate their practical skills in the specific application. The duration of each assignment is 1½ hours and assignments must be completed using the appropriate Microsoft software. <p>Answer format</p> <ul style="list-style-type: none">Assignments <p>Each assignment comprises of four tasks based on a common theme. Each task will cover a number of functions. These may vary from assignment to assignment, but the list below gives an indication of how the specification outcomes may be covered across tasks. A number of Pearson-produced electronic files will be supplied as a part of the assignments for candidates to amend; these files will be clearly indicated on the assignments. The type of file to be provided for each application is also listed below.</p> <ul style="list-style-type: none">Word Processing<ul style="list-style-type: none">Create and format a table from manuscript.Create, edit and format a one-page document from mix of typescript and manuscript.Create one-page document using Word template and combining information from another application.Create and format display type document with columns.Files to be provided – two files (Word, Excel or PowerPoint).	

Pearson LCCI Level 2 Certificate in Practical ICT Skills(VRQ)

- Spreadsheets
 - Produce chart/graph from data input and export to another application.
 - Create template from given data; includes functions and formulae.
 - Use template to produce three worksheets from given data; includes sorting and graphics.
 - Create new spreadsheet from previous data given; includes functions and formulae.
 - **Files to be provided** – one Word file containing small amount of text.
- Database
 - Create and format new table; fields include primary key, text, currency, yes/no.
 - Copy and amend table; delete and add records, add/delete fields, change field type.
 - Copy and amend table; look-up table, query, sort and hide fields.
 - Prepare landscape report from previous task; primary and secondary sort.
 - No file to be provided.
- Presentation Software
 - Amend existing presentation, e.g. format slides, add/delete slides.
 - Make further amendments to existing presentation, e.g. format slides, add/delete slides, template.
 - Make further amends to presentation, e.g. insert file, create speaker notes, format insert image.
 - Add existing presentation to new; transitions, animations, action buttons etc.
 - **Files to be provided** – two PowerPoint files, plus another file (Excel, Word).

Mark allocation

- Word Processing, Spreadsheets, Database and Presentation Software are graded Distinction, Merit, Pass or Fail according to the number of errors incurred in the unit assignment:
 - Distinction – up to 2 minor errors (keyboarding errors)
 - Merit – 1–6 errors (unless distinction awarded)
 - Pass – 7–12 errors
 - Fail – 13+ errors or any of the immediate fail errors

(Please see the Grading and Marking Scheme for complete guidance on error identification.)

Delivering the assessments

- Assignments

After completion, the assignments are marked by the centre and moderated externally by Pearson.

The centre marker must upload the completed assignments to the Pearson Internet Portal (pict-portal.pearson-lcci.com) and mark these against the Marking and Grading Scheme provided in the Support Pack. Tutor's Marking Guides as well as Worked Files are provided for each assignment to support marking and grading. The marks incurred and their justification need to be recorded on an electronic form on the Internet Portal. Centres should upload all assignments and complete all marking in an order, within one week of the assignment date. Assignments must be uploaded prior to marking being completed but marking does not need to take place at the same time that assignments are uploaded.

Complete guidance on how to upload and record marks on the Internet Portal is available in the Support Pack.

When the centre marking is complete for all candidates within a registration order, Pearson will then moderate this marking. Moderation may lead to an adjustment to the final result. The Pearson Moderator will complete a Moderator's Report which will be made available to the centre through the website portal.

Knowledge, skills and understanding

Content

The following content must be covered to prepare students for the final assessment of this qualification.

1. Word Processing

Subject content	What students need to learn:
1.1 File Handling	a) Create, open, print and save files in appropriate directories and folders
	b) Make copies of files
	c) Rename files
	d) Delete files
	e) Create new folders
	f) Move files between folders
1.2 Enter and Edit Text	a) Enter and edit text, including: <ul style="list-style-type: none">• inserting and deleting text• copying, pasting and moving text• incorporating special characters and symbols
	b) Insert a header to appear on each page of the document
	c) Insert a footer to appear on each page of the document
	d) Insert page breaks as appropriate
	e) Work with templates: <ul style="list-style-type: none">• use an existing template• amend an existing template
1.3 Format Text and Documents	a) Apply formatting to a word, line or paragraph and document, including: <ul style="list-style-type: none">• font style and size• bold, underline, colour and italic• bullets, borders, shading and numbering• line spacing• tabs• margins
	b) Apply existing styles to a word, line or paragraph

Subject content	What students need to learn:
	c) Apply column options: <ul style="list-style-type: none"> • for part of the document • to the whole document
1.4 Combine Information	a) Copy and paste information to a document from another type of software such as a: <ul style="list-style-type: none"> • spreadsheet • presentation
1.5 Work with Tables	a) Create and input data into a table
	b) Apply formatting to the table
	c) Modify column width and height
	d) Insert a new column to a table
	e) Delete a column from a table
1.6 Check Text	a) Use proofreading techniques to check the accuracy of the text
	b) Check that line endings, paragraphs and page breaks fall in appropriate places
	c) Check consistency of headings and subheadings

2. Spreadsheets

Subject content	What students need to learn:
2.1 File Handling	a) Create, open and save spreadsheets in appropriate directories and folders
	b) Print a spreadsheet displaying formulae as necessary
	c) Name sheets within a spreadsheet
	d) Rename a worksheet
	e) Insert additional sheets
	f) Open multiple worksheets and move between them
2.2 Enter and Edit Data	a) Enter and edit text and data into cells, including: <ul style="list-style-type: none"> • inserting into multiple cells • deleting cell contents • inserting/deleting rows/columns • copying, pasting and moving • using find and replace
	b) Insert data in a header or footer

Subject content	What students need to learn:
2.3 Format a Spreadsheet	a) Apply formatting including the use of: <ul style="list-style-type: none"> • font style and size • bold, underline and italic • number options • vertical and horizontal alignment • borders and shading • colour • printing in landscape
	b) Format cells for text wrap, cell merge and text orientation
2.4 Functions and Formulae	a) Use formulae to: <ul style="list-style-type: none"> • add, subtract, multiply and divide • calculate subtotals and totals
	b) Adjust formulae to allow for additional rows/columns
	c) Use formulae requiring the use of brackets
	d) Incorporate absolute and relative cell references within formulae
	e) Incorporate rational operators (=, <, >, <>, =<, =>) within formulae
	f) Calculate percentages using formulae
	g) Select and use functions to include statistical operators (sum, average, max, min, count)
	h) Apply formulae to non-contiguous ranges of cells
2.5 Analysis of Data	a) Carry out analysis of data, including: <ul style="list-style-type: none"> • sorting text and data into ascending/descending order • sorting data in multiple columns into numeric order • sorting data by multiple criteria
2.6 Present More Complex Data	a) Generate pie charts and bar graphs and add titles, labels and legends
	b) Edit charts and graphs (change scale, modify patterns and fonts)
	c) Format headings, titles, legend and chart background
	d) Change chart type
	e) Move and resize chart

Subject content	What students need to learn:
2.7 Check a Spreadsheet	a) Check spreadsheet contents using the spellcheck facility
	b) Check formulae by displaying row/column headings
	c) Check that formatting is appropriate throughout the spreadsheet
	d) Check the accuracy of spreadsheet results
2.8 Combine Information	a) Combine defined ranges from two different spreadsheets to create a new spreadsheet
	b) Link spreadsheets to automatically include information from another spreadsheet
	c) Update links between spreadsheets
	d) Incorporate an image or graphic in a spreadsheet
	e) Export information from a spreadsheet into a word processed document

3. Database

Subject content	What students need to learn:
3.1 File Handling	a) Open an existing database, amend and save any changes to the database, query or report
	b) Print a copy of a database, query and report using print options
	c) Create a new folder for a new database and save data in this new folder
3.2 Database Design, Data Entry and Database Modification	a) Design and create a simple non-relational database table based on field characteristics such as name, type, size and format
	b) Structure the table's field properties as text, numeric, date, logic and set up primary key and look-up table
	c) Create, delete and amend data and field properties in an existing single-table, non-relational database
	d) Rearrange field order in a table
	e) Hide or show columns in a table and adjust column widths and row heights

Subject content	What students need to learn:
3.3 Database Queries and Sorting	a) Reorder data by sorting multiple fields
	b) Create queries based on a single non-relational database to retrieve information using a single criterion or multiple criteria
	c) Add and remove fields in a query
3.4 Database Reports	a) Produce a report based on a query using a single criterion or multiple criteria
	b) Modify a report
3.5 Formatting Data	a) Select appropriate formats for data in tables, queries, forms and reports
	b) When formatting forms and reports use appropriate tools within the application for report style, page layout, page size, page orientation, page numbering, headers and footers and margins
3.6 Checking Data	a) Use automated facilities to check data and reports for accuracy and completeness
	b) Check formatting and layouts of reports

4. Presentation Software

Subject content	What students need to learn:
4.1 File Handling and Printing	a) Open an existing file
	b) Save a presentation as an existing or new file
	c) Create a new presentation identifying presentation requirements
	d) Print using various print operations (slides, handouts, notes)
4.2 Enter Information	a) Add and delete slides
	b) Insert and manipulate text, pictures, objects and lines
	c) Insert objects produced using different software
	d) Resize pictures, images or other objects
	e) Create speaker notes

Subject content	What students need to learn:
4.3 Format Slides	a) Format slides using bullets, borders, shading, numbering and colours and ensure that the organisation's house style is adhered to
	b) Select and apply background to the presentation and presentation templates
	c) Adjust pictures, objects, fonts and line spacing
4.4 Slide Shows	a) Produce a complete complex interactive slide show using at least two presentations which includes animations and transitions
	b) Change the order of the slides within the presentation
	c) Link information within your presentation using action buttons
4.5 Checking Presentations	a) Check and make any necessary changes to images and other objects within the presentation
	b) Proofread the presentation to check and amend the slides to ensure the finished presentation looks professional

Assessment

Assessment summary

Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ)

Number of series: On demand

Overview of content

- Word Processing
- Spreadsheets
- Database
- Presentation Software

Candidates must complete a minimum of two units to be awarded the full Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ).

Overview of assessment

- Word Processing, Spreadsheets, Database and Presentation Software are assessed via the completion of a **practical assignment**. Each assignment consists of four tasks requiring candidates to demonstrate their practical skills in the specific application. The duration of each assignment is 1½ hours and assignments must be completed using the appropriate Microsoft software.

Answer format

- Assignments

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When the centre marking is complete for all candidates within a registration order, Pearson will then moderate this marking. Moderation may lead to an adjustment to the final result. The Pearson Moderator will complete a Moderator's Report which will be made available to the centre through the website portal.

Aims of assessment

The assessments enable candidates to demonstrate their ability at Level 2 to:

- use competently the applications of Word Processing; Spreadsheets; Database and Presentation Software and apply these skills to produce accurate, business-like work.

Entry and assessment information

Please see the *Pearson Information Manual* and the *Pearson LCCI examination regulations*, available from our website: qualifications.pearson.com/lcci

Student entry

Details on how to enter students for the examination for this qualification can be found on our website: qualifications.pearson.com/lcci

Combinations of entry

There are no forbidden combinations of entry for this qualification.

Age

The qualification is intended for learners aged 16 and above.

Resitting the qualification

Candidates can resit the examination for the Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ).

It is strongly advised that candidates do not register to undertake a resit until they have received the results from their previous examination.

Access arrangements, reasonable adjustments and special consideration

Access arrangements

Access arrangements are agreed before an assessment. They allow students with special educational needs, disabilities or temporary injuries to:

- access the assessment
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual student with a disability, without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

Access arrangements should always be processed at the start of the course. Students will then know what is available and have the access arrangement(s) in place for assessment.

Reasonable adjustments

The Equality Act 2010 requires an awarding organisation to make reasonable adjustments where a person with a disability would be at a substantial disadvantage in undertaking an assessment. The awarding organisation is required to take reasonable steps to overcome that disadvantage.

A reasonable adjustment for a particular person may be unique to that individual and therefore might not be in the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on a number of factors, including:

- the needs of the student with the disability
- the effectiveness of the adjustment
- the cost of the adjustment; and
- the likely impact of the adjustment on the student with the disability and other students.

An adjustment will not be approved if it involves unreasonable costs to the awarding organisation timeframes, or affects the security or integrity of the assessment. This is because the adjustment is not 'reasonable'.

Special consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/ assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their level of attainment in an assessment.

Further information

Please see our website or email internationalenquiries@pearson.com for further information on how to apply for access arrangements and special consideration.

For further information about access arrangements, reasonable adjustments and special consideration please refer to the Joint Council for Qualifications (JCQ) website: www.jcq.org.uk/examination-system/access-arrangements-and-special-consideration

Equality Act 2010 and Pearson equality policy

Equality and fairness are central to our work. Our equality policy requires all students to have equal opportunity to access our qualifications and assessments, and our qualifications to be awarded in a way that is fair to every student.

We are committed to making sure that:

- students with a protected characteristic (as defined by the Equality Act 2010) are not, when they are undertaking one of our qualifications, disadvantaged in comparison to students who do not share that characteristic
- all students achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers.

You can find details on how to make adjustments for students with protected characteristics in the policy document *Access Arrangements, Reasonable Adjustments and Special Considerations*, which is on our website: qualifications.pearson.com/en/support/support-topics/exams/special-requirements.html

Malpractice

Cases of alleged, suspected or confirmed malpractice must be dealt with in accordance with the latest Joint Council for Qualifications (JCQ) *General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures*, available on the JCQ website: www.jcq.org.uk

Pearson cares greatly about the integrity of its qualifications and is aware that incidents of malpractice threaten that integrity, adversely affect learners and undermine public confidence in the delivery and awarding of qualifications. For this reason, Pearson takes malpractice incidents extremely seriously and investigates all allegations it receives as fully as possible. Where malpractice is proven Pearson will impose appropriate penalties and/or sanctions on those found to be responsible, which can include debarment from delivery of Pearson qualifications (for staff) and disqualification (for learners).

Candidate malpractice

Candidate malpractice refers to any act by a candidate that compromises or seeks to compromise the process of assessment or which undermines the integrity of the qualifications or the validity of results/certificates.

Candidate malpractice in examinations must be reported to Pearson using a *JCQ M1 Form* (available at www.jcq.org.uk/exams-office/malpractice). The form can be emailed to pqsmalpractice@pearson.com or posted to Investigations Team, Pearson, 190 High Holborn, London, WC1V 7BH. Please provide as much information and supporting documentation as possible. The final decision regarding appropriate sanctions lies with Pearson.

Failure to report malpractice constitutes staff or centre malpractice.

Staff/centre malpractice

Staff and centre malpractice includes both deliberate malpractice and maladministration of Pearson qualifications. As with candidate malpractice, staff and centre malpractice is any act that compromises or seeks to compromise the process of assessment or which undermines the integrity of the qualifications or the validity of results/certificates.

All cases of alleged or suspected staff malpractice and maladministration must be reported immediately, before any investigation is undertaken by the centre, to Pearson on a *JCQ M2(a) Form* (available at: www.jcq.org.uk/exams-office/malpractice). The form, supporting documentation and as much information as possible can be emailed to pqsmalpractice@pearson.com or posted to Investigations Team, Pearson, 190 High Holborn, London, WC1V 7BH. The final decision regarding appropriate sanctions lies with Pearson.

Failure to report malpractice itself constitutes malpractice. More detailed guidance on malpractice can be found on our website at <http://qualifications.pearson.com/en/support/support-topics/exams/examination-guidance/malpractice-and-plagiarism.html> and in the latest version of the *JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures*, available at: www.jcq.org.uk/exams-office/malpractice

Language of assessment

Assessment of this specification will be in English only. Assessment materials will be published in English only and all work submitted for examination must be in English only.

Other information

Guided Learning Hours (GLH)

Guided Learning Hours: the number of teacher-led contact hours required to support student achievement for a qualification.

For the Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ) we recommend 70–80 GLH.

Centres should ensure students have additional time for self-study and preparation for the final examination, which is in addition to the GLH stated above.

Student recruitment

Pearson follows the JCQ policy concerning recruitment to our qualifications in that:

- they must be available to anyone who is capable of reaching the required standard
- they must be free from barriers that restrict access and progression
- equal opportunities exist for all students.

Prior learning and other requirements

There are no formal entry requirements for this qualification.

However, candidates should have achieved a level of skill and knowledge of the relevant application areas appropriate to preparation for a Level 2 qualification in Practical ICT Skills.

Students may be studying in a local language but the assessment will be in English. Pearson recommends that students have a standard of English equivalent to Level 2 on the LCCI IQ Language Levels Framework (Council of Europe C1 / Operational Proficiency). This will support access to the assessment materials and enable students to communicate responses effectively.

Progression

Students can progress to the Pearson LCCI Level 3 Certificate in Practical ICT Skills (VRQ); alternatively the qualification can support progression to employment.

Using appropriate internal processes, centres must ensure they choose the most appropriate qualification level for their students' needs.

Codes

The subject code for the Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ) is: ASEPICT2. The subject code is used by centres to enter students for a qualification.

Unit codes:

ASE2221: Word Processing

ASE2222: Spreadsheets

ASE2223: Database

ASE2224: Presentation Software

Support, training and resources

Training

Pearson offers support and training to teachers on standard of delivery and preparing students to meet the assessment requirements.

Specifications, sample assessment materials and teacher support materials

The Pearson LCCI Level 2 Certificate in Practical ICT Skills (VRQ) sample assessment materials can be downloaded from our website

To find a list of all the support documents available please visit our website:
qualifications.pearson.com

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**For more information on Pearson and LCCI qualifications please
visit our website: qualifications.pearson.com**

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