Certificate Specification NFQ Level 5

Information Processing 5M2067

1. Certificate Details

Title	Information Processing
Teideal as Gaeilge	Próiseáil Faisnéise
Award Class	Major
Code	5M2067
Level	5
Credit Value	120
Purpose	The purpose of this award is to enable the learner to acquire the knowledge skills and competence to restore, retrieve and process information, working under supervision in a range information processing contexts or to progress to further and or higher education and training.
Statements of Knowledge, Skill and Competence	Learners will be able to:

Knowledge

Breadth	Demonstrate an understanding of the nature of business and how technology may be used as a support tool in a modern organisation.
Kind	Demonstrate an understanding of the value of information to a professional organisation and the technology and systems used to capture, store, retrieve and process this information.

Know How & Skill

Range	Demonstrate a broad range of skills in using modern office computer applications.
Selectivity	Use computer applications to determine and implement solutions to varied and unfamiliar problems.

Competence

Context	Perform information processing tasks relevant to a range of social, professional or vocational settings.	
Role	Assume responsibility for own performance in individual, team, and limited supervisory settings.	
Learning to Learn	Take responsibility for own learning in a structured context.	
Insight	Reflect on own performance in information processing role to gain an understanding of personal strengths and areas for development.	
	The learning outcomes associated with this award are outlined in the associated Component Specifications.	

Access   To access programmes leading to this award the learner should have reached the standards of knowledge, skill and competence associated with the preceding level of this award where one exists. This may have been achieved through a formal qualification or through relevant life and work experience.

Transfer   Achievement of this award will enable the learner to transfer to other appropriate programmes leading to awards at the same or lower levels of the National Framework of Qualifications.

Progression   Learners who successfully complete this award may progress to a range of different awards.

Progression Awards   Learners who successfully complete this award may progress to a range of different awards.

Grading   Pass

Merit

Distinction

The grade achieved will be determined by the grades achieved on the components

2. Certificate Requirements

The total credit value required for this certificate is 120. This will be achieved by completing:

Award Code	Title	Level	Credit Value
All of the following component(s)			
5N1952	Information and Communication Systems	5	15
5N0783	Database Methods	5	15
5N1977	Spreadsheet Methods	5	15
A minimum credit value of 15 from the following components			
5N0690	Communications	5	15

5N1367	Teamworking	5	15
5N1390	Personal Effectiveness	5	15

A minimum credit value of 15 from the following components

5N1356	Work Experience	5	15
5N2985	Personal and Professional Development	5	15
5N1433	Work Practice	5	15

A minimum credit value of 30 from the following components

5N1348	Accounting Manual and Computerised	5	15
5N1351	Behavioural Studies	5	15
5N1610	Business Administration Skills	5	15
5N1400	Marketing Practice	5	15
5N1358	Word Processing	5	15
5N1354	Bookkeeping Manual and Computerised	5	15
5N1546	Payroll Manual and Computerised	5	15
5N1422	Text Production	5	15
5N1389	Information and Administration	5	15
5N1369	eBusiness Studies	5	15
5N1350	Applied Economics	5	15
5N1910	Web Authoring	5	15
5N1611	The Internet	5	15
5N0785	Desktop Publishing	5	15
5N1794	Safety and Health at Work	5	15
5N2066	Statistics	5	15

The remaining credit value of 15 can be obtained by using vocationally relevant component(s) from level 5. A maximum of 15 credits may be used from either level 4 or level 6.

3. Supporting Documentation

None

4. Specific Validation Requirements

The provider must have the following in place to offer this award
Access to computer(s) fully installed with office software that reflects practices of modern organisations
1.

5. Europass Certificate Supplement

The Europass Certificate Supplement for this award can be accessed at: **www.qqi.ie**.

6. FET Award Standards

QQI award standards are determined within the National Framework of Qualifications (NFQ), http://www.nfq-qqi.com. QQI determines standards for the education and training awards that it makes itself and that are made by providers to whom it has delegated authority to make an award. Providers offering programmes leading to QQI awards **must** have their programme(s) validated in accordance with current validation policy (see www.qqi.ie).

Award standards are designed to be consistent with the NFQ's award classes i.e. major, special purpose, supplemental and minor awards. They are expressed in terms of **learning outcomes** i.e. concise statements of what the learner is expected to know or be able to do in order to achieve a particular award. Learning outcomes for QQI awards are contained within the associated specifications:

AWARD CLASS	STANDARDS	AWARDS
Major Award	Certificate Specification	Certificate (Levels 1 to 5) Advanced Certificate (Level 6)
Supplemental Award	Supplemental Specification	Supplemental Certificate (Level 3 to 6)
Special Purpose	Specific Purpose Specification	Specific Purpose Certificate (Levels 3 to 6)
Minor Award	Component Specification	Component Certificate (Levels 1 to 6)

Award standards are thresholds, they describe standards of knowledge, skill or competence to be acquired, and where appropriate, demonstrated, by a learner before an award may be made.

Award standards will be reviewed from time to time as necessary. Minor changes may be made by the QQI executive outside the review cycle where necessary. Changes to standards are published on QQI's website. Providers with validated programmes and providers with delegated authority to make awards are responsible for monitoring relevant standards and making necessary responses to changes.

7. FET Credit

Every FET certificate and component specification includes an FET credit value (Table 1). FET credit is quantified in multiples of 5 FET credits (up to 50 hours of learner effort). Learner effort is based on the time taken by typical learners at the level of the award to achieve the learning outcomes for the award. It includes all learning time involved including: guided learning hours, self-directed learning and assessment.

Table 1: FET Credit Values

NFQ Level	Major Awards Credit Values	Default Credit Values Minor Awards	Other Permitted Minor Award Credit Values	Special Purpose and Supplemental Award Credit Value Ranges
1	20	5	10	
2	30	5	10	
3	60	10	5,20	>5 and<60
4	90	10	5,15,20	>5 and<90
5	120	15	5,10,30	>5 and <120
6	120	15	5,10,30	>5 and <120

Guide to Level

Learning outcomes at this level include a broad range of skills that require some theoretical understanding. The outcomes may relate to engaging in a specific activity, with the capacity to use the instruments and techniques relating to an occupation. They are associated with work being undertaken independently, subject to general direction.

Strand	Sub-strand	Nature of learning
Knowledge	Breadth	Broad range of knowledge
	Kind	Some theoretical concepts and abstract thinking, with significant depth in some areas.
Know How & Skill	Range	Demonstrate a broad range of specialised skills and tools
	Selectivity	Evaluate and use information to plan and develop investigative strategies and to determine solutions to varied unfamiliar problems
Competence	Context	Act in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs; identify and apply skill and knowledge to a wide variety of contexts
	Role	Exercise some initiative and independence in carrying out defined activities; join and function within multiple, complex and heterogeneous groups
	Learning to Learn	Learn to take responsibility for own learning within a managed environment
	Insight	Assume full responsibility for consistency of self- understanding and behaviour

Extract from 'Determinations for the Outline National Framework of Qualifications': NQAI