

SCHOOLS SECTOR

The Learning Machine (TLM)'s IT User Skills Level 2 Qualification with Microsoft Office Specialist (MOS) Certifications A*-C

Qualification Name:	Level 2 Certificate in IT User Skills in Open Systems and Enterprise (QCF)
Qualification Number:	600/6688/X (Click here for more information)
Level:	Level 2
Guided Learning Hours:	120-135
Overall Grading Type:	A*/A/B/C with 2015, 2016 & 2017 School League Table Points (Click here for more information)
Microsoft Units:	Microsoft Office Specialist (MOS) Certification in Word, Excel and PowerPoint (Click here for more information)

Introduction:

This document outlines how you use [Microsoft Office Specialist \(MOS\)](#) certification as evidence towards units within the [The Learning Machine \(TLM\)](#) Level 2 Certification in IT User Skills.

Four Step Process:

Step 1: Students complete 3 *MOS Certifications* from Prodigy Learning



Step 2: Students complete both TLM *The Improving Productivity Using IT (IPU)* & *The IT Security (ITS)* units

Step 3: Evidence is submitted to TLM. Students take the TLM *Online Grading A* - C* exam

Step 4: Students achieve the TLM *Level 2 Certificate in IT User Skills in Open Systems and Enterprise (QCF)* as well as three globally recognised *Microsoft Office Specialist (MOS) Certifications (A* - C)*

Qualification Grading:

Students that pass their 3 *MOS Certifications*, plus the *Improving Productivity Unit (IPU)* and the *IT Security Unit (ITS)*, will have **30 marks** towards their overall grade. They will then be eligible to take the *TLM Online Grading* exam, which is worth a further **70 marks**. Outlined below is the Grading system based on a student's combined marks:

- **80 marks** or more will be awarded **Grade A***
- **70 marks** or more will be awarded **Grade A**
- **60 marks** or more will be awarded **Grade B**
- **50 marks** or more will be awarded **Grade C**

Note: The questions on TLM's on-line grading exam get gradually harder throughout the exam, with scope to stretch the highest attaining students.

Why Take This Qualification?

- **DfE Recognised**
 - TLM are one of only four Awarding Bodies that have a DfE recognised ICT GCSE equivalent qualification for 2015, 2016 and 2017 School League Table Points.
- **Value for Money**
 - The combined cost of TLM's ICT GCSE equivalent qualification plus 3 MOS certifications in most cases is still cheaper than competing qualifications.
- **Dual Award**
 - TLM's ICT GCSE equivalent qualification provides a dual award i.e. an Awarding Body Qualification plus three Microsoft qualifications.
- **Industry Recognised Qualification**
 - Microsoft Office Specialist (MOS) is a globally recognised qualification, which is an industry standard and sought after by employers.
- **Easy to Deliver**
 - The majority of the qualification is delivered online, with excellent learning resources, which are interactive and very user friendly.
- **Customer Service**
 - Both TLM and Prodigy Learning pride themselves on their service to their customers. Therefore, each Customer will have a local account Manager to look after all their queries.

Next Steps...

Contact Prodigy Learning by email info@prodigylearning.com or phone 0845 399 1551 to arrange for your local Regional Account Manager to call out to your School ASAP!