



**Institute for Apprenticeships
& Technical Education**

Higher technical qualification submission form

Awarding body information

Awarding body information

What is the name of the awarding body?

University of Plymouth

Is the awarding body a higher education provider?

Yes

Is the awarding body on the Office for Students register?

Yes

Qualification information

Qualification information

You can only submit one qualification for each form. If you are submitting multiple qualifications you must start a new form for each qualification. Please include the name of the qualification as it appears on Ofqual register or UCAS. Include the size of the qualification. e.g. award, certificate, diploma

What is the name of the qualification?

HND Computing

Is the qualification on the Ofqual register?

No

If the qualification is not regulated by Ofqual, the organisation owning the qualification must be OfS regulated. This is typically the case of qualifications from Higher Education Providers. For organisations which are Ofqual regulated, the specific qualification must be on the Ofqual register for the application to be progressed. The form will not prevent continuing if this is not completed, but your application cannot be progressed by the approval managers following submission if the awarding organisation is regulated by Ofqual but the qualification is not.

What is the level of the qualification?

Level 5

Route and occupational standards

Route and occupational standards

Awarding bodies must demonstrate that a qualification will enable a person to demonstrate that they have attained as many of the knowledge, skills and behaviours set out in the standard as may be reasonably

expected by undertaking a course of education.

Please note:

- Qualifications will only be considered for approval against occupational standards approved by the Institute.

If qualifications have optional units or pathways, we will only approve qualifications where every possible combination of units/ pathways ensures that a learner achieves competence in at least one occupation for which there is a standard. Qualifications with optional units that do not ensure this should be redesigned or remove optional units that do not align to occupations.

Awarding bodies must fill out all sections of this form. They must also submit supporting documentation to provide evidence of the following:

- The content of the qualification (for example, the specification of content)
- Evidence of employer engagement in the development and validation of the qualification (for example this could be within the qualification design and validation documentation that was used through the development of the qualification which evidences where and how employers were involved)

Which route does the qualification fall under?

Digital

Which occupational standards are aligned to the qualification?

Network engineer/Level: 4

Attach documents

Please attach the following documents:

- The content of the qualification (for example, the specification of content)
- Evidence of employer engagement in the development and validation of the qualification (for example this could be within the qualification design and validation documentation that was used through the development of the qualification which evidences where and how employers were involved)

Network engineer

Network engineer

Knowledge, skills and behaviours coverage within the qualification

Please identify which knowledge, skill and behaviour statements from the occupational standard are covered within the qualification.

Where knowledge, skill and behaviour statements are covered, please provide a reference to the qualification content. This should be a unit or module reference along with associated page/paragraph/line numbers (as appropriate) in the attached specification. Please be as specific as possible which content in the qualification aligns to the statement in the standard.

Where knowledge, skill or behaviour statements are partially covered or not covered, you will be asked to provide a rationale for the exclusion of this content from the qualification. The employer engagement evidence provided should support this rationale.

The following questions assess how knowledge, skill and behaviour statements from the occupational standards are covered within the qualification.

This page has automatically generated an item for each knowledge, skill and behaviour statement (KSB) contained within the chosen standard. So please do not remove or add any further KSBs, as it requires the exact number.

KSBgenerator

KSB

KSB 1

K1 The causes and consequences of network and IT infrastructure failures.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Definitive Module Record document and P26-29 of Programme Quality Handbook).

KSB 2

K2 The architecture of typical IT systems, including hardware, OS, server, virtualisation, voice, cloud, and applications.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record

document and P26-29 of Programme Quality Handbook).

KSB 3

K3 The techniques for systems performance and optimisation.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 4

K4 Diagnostic techniques and tools to interrogate and gather information regarding systems performance.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 5

K5 Organizational procedures to deal with recording information effectively and in line with protocols.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 6

K6 Service Level Agreements (SLAs) and their application to delivering network engineering activities in line with contractual obligations and customer service.

Is the statement covered within the qualification?

Not covered

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The area is unsuitable for coverage in a classroom based qualification. The statement refers to being based in an organisation or workplace and we cannot guarantee that when on placement students will have access to relevant workplace systems.

KSB 7

K7 Their role in Business Continuity and Disaster Recovery.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 8

K8 The purposes and uses of ports and protocols.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 9

K9 Devices, applications, protocols, and services at their appropriate OSI and/or TCP/IP layers.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 10

K10 The concepts and characteristics of routing and switching.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 11

K11 The characteristics of network topologies, types, and technologies.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 12

K12 Wireless technologies and configurations.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 13

K13 Cloud concepts and their purposes.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 14

K14 Functions of network services.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2029 Cyber Security (P36-38 Module Record document and P 38-41 of Programme Quality handbook).

KSB 15

K15 The different types of network maintenance.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 16

K16 How current legislation relates to or impacts occupation.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document).

KSB 17

K17 Troubleshooting methodologies for network and IT infrastructure.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 18

K18 How to integrate a server into a network.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 19

K19 The types of security threats to networks and IT infrastructure assets.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of PQH), and module EXCE2029 Cyber Security (P36-38 Module Record document and P38-41 PQH).

KSB 20

K20 How to use tools to automate network tasks.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 21

K21 Approaches to change management.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document). This covers all HND programme outcomes except K&U 1.

KSB 22

S1 Apply the appropriate tools and techniques when securely operating and testing Networks.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 23

S2 Install and configure the elements required to maintain and manage a secure Network.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 24

S3 Implement techniques to monitor and record systems performance in line with defined specifications.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 25

S4 Maintain security and performance of the system against known and standard threats.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of PQH), and module EXCE2029 Cyber Security (P36-38 Definitive Module Record document and P38-41 of PQH).

KSB 26

S5 Apply the appropriate tools and techniques to identify systems performance issues.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 27

S6 Apply the appropriate tools and techniques to gather information to troubleshoot issues and isolate, repair or escalate faults.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 28

S7 Communicate outcomes of tasks and record in line with organisational procedures and SLAs including adherence to good customer service standards.

Is the statement covered within the qualification?

Not covered

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The area is unsuitable for coverage in a classroom based qualification. The statement refers to being based in an organisation or workplace and we cannot guarantee that when on placement students will have access to relevant workplace systems.

KSB 29

S8 Upgrade, apply and test components to systems configurations ensuring that the system meets the organisation's requirements and minimises downtime. This should include backup processes.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 30

S9 Record task details whether face-to-face, remote or in writing in line with organisational requirements.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 31

S10 Interpret information received from a manager, customer or technical specialist and accurately implement the defined requirements.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 32

S11 Monitor, identify and implement required maintenance procedures.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 33

S12 Implement techniques to optimise systems performance in line with defined specifications.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of Programme Quality Handbook).

KSB 34

S13 Organise and prioritise clients/stakeholders' requests in line with SLAs and organization processes.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE1162 Fundamentals of Computer Networking (P22-24 of Module Record document and P26-29 of PQH), and module EXCE2031 Workplace Learning. (P43-46 of Definitive Module Record document and P46-49 of PQH).

KSB 35

S14 Explain their job role within the business context to stakeholders to enable a clear understanding on both sides of what their remit is and convey technical constraints in appropriate language considering accessibility and diversity implications.

Is the statement covered within the qualification?

Partially covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The statement refers to an organisation's systems or processes that are outside of the remit of a work experience placement. Cannot guarantee the student will be able to fully cover criteria.

KSB 36

S15 Operate securely and apply the appropriate process, policies, and legislation within their business responsibilities.

Is the statement covered within the qualification?

Partially covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The statement refers to an organisation's systems or processes that are outside of the remit of a work experience placement. Cannot guarantee the student will be able to fully cover criteria.

KSB 37

S16 Communicate with a range of stakeholders taking into consideration of organisations cultural awareness and technical ability.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-41 of Programme Quality Handbook).

KSB 38

S17 Apply the appropriate level of responsibility when planning and prioritizing work tasks.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 39

S18 Apply the relevant numerical skills (Binary, dotted decimal notation) required to meet the

defines specifications.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

Covered by Module EXCE1157 Computational Thinking (Pg1-4, of Module Record and P7-10 of Programme Quality Handbook).

KSB 40

S19 Ensure compliance of network engineering outputs with change management processes.

Is the statement covered within the qualification?

Not covered

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The area is unsuitable for coverage in a classroom based qualification. The statement refers to being based in an organisation or workplace and we cannot guarantee that when on placement students will have access to relevant workplace systems.

KSB 41

S20 Select the appropriate tools and comply with organisation policies and processes when upgrading systems.

Is the statement covered within the qualification?

Partially covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The statement refers to an organisation's systems or processes that are outside of the remit of a work experience placement. Cannot guarantee the student will be able to fully cover criteria.

KSB 42

B1 Work independently and demonstrate initiative being resourceful when faced with a problem and taking responsibility for solving problems within their own remit.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 43

B2 Work securely within the business.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 44

B3 Work within the goals, vision, and values of the organisation.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality Handbook).

KSB 45

B4 Take a wider view of the strategic objectives of the tasks/ projects they are working on including the implications for accessibility by users and diversity.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality handbook).

KSB 46

B5 Works to meet or exceed customers' requirements and expectations.

Is the statement covered within the qualification?

Partially covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality handbook).

Please provide an explanation for the omission or partial coverage of this statement from the qualification.

The statement refers to an organisation's systems or processes that are outside of the remit of a work experience placement. Cannot guarantee the student will be able to fully cover criteria.

KSB 47

B6 Identifies issues quickly, investigates and solves complex problems and applies appropriate solutions. Ensures the true root cause of any problem is found and a solution is identified which prevents recurrence.

Is the statement covered within the qualification?

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality handbook).

KSB 48**B7 Committed to continued professional development to ensure growth in professional skill and knowledge.****Is the statement covered within the qualification?**

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality handbook).

KSB 49**B8 Work effectively under pressure showing resilience.****Is the statement covered within the qualification?**

Fully covered

Where within the qualification is the statement covered?

This is covered by module EXCE2031 Workplace Learning. (P43-46 of Module Record document and P46-49 of Programme Quality handbook).

Additional occupationally relevant content**Additional occupationally relevant content****Item 1**

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE1158 Computer Systems & Control

Please give a short description of the additional content

Hardware components of modern systems, linked to logic, low level programming and simple control mechanisms. Components and application of a processor-based system.

Where within the qualification is the additional content covered?

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 2

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE1159 Databases and Information Systems

Please give a short description of the additional content

Theoretical and practical design, use of information systems in a variety of contexts from small businesses to large scale operations. Use of database software.

Where within the qualification is the additional content covered?

Programme Quality Handbook P15-17

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 3

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE1160 Business and Intelligence Data

Please give a short description of the additional content

Focuses on modern engineering methods, tools and systems used for statistical computing and how organisations use Power BI as a tool

Where within the qualification is the additional content covered?

Programme Quality Handbook P18-21

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 4

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE1161 Software Development

Please give a short description of the additional content

Develop the ability to solve problems algorithmically and create a program to carry out an operation. They will implement and debug applications.

Where within the qualification is the additional content covered?

Programme Quality Handbook P22-25

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 5

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE2027 Servers and Cloud Computing

Please give a short description of the additional content

Explores the role of servers within organisations. Students will have the opportunity to apply the skills

learned to real and virtual servers both local and within the cloud.

Where within the qualification is the additional content covered?

Programme Quality Handbook P30-33

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 6

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE2028 Artificial Intelligence

Please give a short description of the additional content

Students implement and test two intelligent systems using one top-down and one bottom-up approach. A range of emerging AI technologies are investigated to determine future changes in industry.

Where within the qualification is the additional content covered?

Programme Quality Handbook P34-37

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 7

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE2030 Object Oriented Programming

Please give a short description of the additional content

Industry standard approaches to the design and documentation of object-oriented systems are covered. How to create large-scale projects by using range of design patterns.

Where within the qualification is the additional content covered?

Programme Quality Handbook P42-45

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Item 8

As well as the content aligned to the knowledge, skills and behaviours in the occupational standard, the qualification can include additional occupationally relevant content which is deemed of value to employers. Awarding bodies are asked to justify any content that does not directly align to the occupational standard, using evidence from employers.

Content should be identified at a unit or modular level and each item should be added separately by using the Add Item button. If the qualification does not include any additional content, please leave this section blank.

Unit or module containing additional content

EXCE2032 Website Development

Please give a short description of the additional content

Fundamentals of web-design and the concepts fundamental to web-technologies. Students will code a website using industry standard client-side languages.

Where within the qualification is the additional content covered?

Programme Quality Handbook P50-53

Please provide an explanation of how the content is relevant to the occupation, including evidence from employers that supports its inclusion in the qualification.

The other modules in the HNC/D align to other occupational routes. The course is designed with employer input(see section 8 of this application) to provide a broad base of knowledge and skills for a range of occupations within the IT sector.

Assessment methods

Assessment methods

Please confirm that the assessment covers all of the content relevant to the knowledge, skills and behaviours in the occupational standard.

Yes

Please outline the methods used to assess the content and provide a rationale for why these methods are valid for the qualification.

The assessment strategy for this programme includes a diverse range of assessment methods and is designed in accordance to the University of Plymouth (UoP) Assessment Policy. The purpose of the policy

is to:

- help students perform to the best of their abilities through assessment that's inclusive and supports their learning and future employment
- encourage, motivate and involve students in extensive learning
- provide a fair and reliable measure of students' performance, knowledge and skills against the learning outcomes and discipline pedagogy
- help students to develop, through timely and constructive feedback
- give our stakeholders confidence that a student has achieved the necessary level of achievement, giving a reliable and consistent basis for their award.

A description of the range of assessments is found on page 5 of the Operational Specification Document.

Assessment of the overall programme objectives is mapped and can be seen on page 14 of the Operational Specification Document. This mapping ensures all outcomes are assessed. Module outcomes are assessed once to reduce over assessment and ensure the assessment workload is manageable for the student.

The modules mapped to the occupational standards in section 5 of the application are assessed via practical observation of tasks, completion of timed tasks, coursework and a work-based project as these methods are appropriate to cover the knowledge, skills and behaviours of the occupational standards.

In order to maintain the quality and standards of the qualification and safeguard the validity, reliability, comparability of assessment tasks and to minimise bias, Exeter College follow the policies, procedures and regulations set by the UoP. All relevant policies, regulations and procedures and the Quality Handbook are all easily accessible to students and staff via the university website.

All assessments (e.g. assignment briefs, exam scripts, practical tasks) are internally moderated for validity, reliability and, where appropriate, to ensure the task is industry related and relevant. All internally moderated assessment tasks are then sent to the External Examiner (EE) for comment and approval to maintain comparability, prior to being issued to the students.

Wherever possible, assessment will be marked anonymously. Anonymous marking avoids the risk of bias entering the assessment process and endeavours to make sure all students are treated equally.

Anonymous marking is defined as where an assessment is assessed without the student's name or identity being made known to the marker, moderator or external examiner. There are necessary exceptions to anonymity where assessments include performance, practical work, presentations, fieldwork, placements, and some team or group assessments. Where cohorts are small and anonymous marking difficult the moderation process will reduce the risk of bias.

Because the sample of moderated work will be used to make a decision about the marking of all work that has been submitted, it is important it complies with the minimum requirements for sampling set out below, or with an equivalent process approved by an External Examiner.

The minimum sample for each component is normally:

- All fails
- 10 pieces of work or 5% (whichever is the greater) from the Distinction range to demonstrate the lowest and highest marks awarded in that classification band
- 10 pieces of work or 5% (whichever is the greater) from the remaining classification bands with a focus on work at borderlines. The sample should normally be representative of all markers involved in marking the component.

Discretion in sampling may be exercised where there are:

- Modules with small numbers (i.e. less than 30 students) where for example all assessment can be included in the sample

The moderated sample is scrutinised by the External Examiner. EEs comment on assessment processes, and on the standard, content and development of the modules within the subject. They are members of the Subject Assessment Panel which confirms or modifies module marks and ensures that the students are assessed in accordance with the assessment programme and the intended learning outcomes for the subject modules.

Workplace learning is assessed by work-based project which enables them to demonstrate the application of professional practice in the workplace. Employers are involved in the development of this assessment as they will need to agree the project with the student. Students will reflect of employer feedback throughout their placement covering knowledge, skills and behaviours within the occupational standards.

Employer engagement

Employer engagement

Please describe how employers and industry practitioners were consulted throughout the development of the qualification, including:

- the process of identifying and recruiting relevant employers
- how employers were involved in the development, review and validation of the qualification materials.

Please describe how employers and industry practitioners were consulted throughout the development of the qualification.

As part of the development process for the HNC / HND program in association with the University of Plymouth we undertook an employer event on the 14th of November 2019. Participants from local IT companies, Nexus Open Systems, IT Champion, Strata Solutions and Tech Exeter and this panel confirmed that the content of the programme is appropriate and responds to the requirements of the current industry. There was unanimous feedback that the course needed to contain more than theory content and should provide students with the opportunity to gain additional accreditation's to increase employability as well as there being a focus on how to interact with systems users. Both of these aspects have been incorporated through the embedding of MTA certification and a greater focus on practical and transferable skills embedded in all modules, but particularly the Work-Place Learning module. These representatives maintained and working relationship with the college through the next 6 months as we wrote and finalised the content of the new program. A representative from Neon Tribe/Tech Exeter joined us as our professional external advisor in the final approval meetings. The industry partners we have worked with have also very generously agreed to support us when we come to placing students in the work placements that are required in order to facilitate the unit.

UoP's Approval and Validation process requires evidence of external advisors both on the development teams' panel and the validation panel (Approval of New Programme Award, P6, section 5). The external advisor on the validation panel must not have been involved in the programme development and must be approved by the university. An example of the Approval External Advisor Nomination form is attached to show the requirements of the panel member. Exeter College is also a member of SWIoT (South West Institute of Technology) formed from collaborations between Further Education providers, Higher Education providers and employers. They offer top-quality training and apprenticeships in higher-level technical skills with a focus on science, technology, engineering and mathematics (STEM). Their provision will be tailored to meet the specific skills requirements of their areas, so they can help strengthen local economies by delivering the skills that local employers need. The HNC/D is one of the qualifications offered as part of the SWIoT.

