QUALIFICATION HANDBOOK

City & Guilds Level 2/3 Award/ Certificate/Diplomas in ICT Systems and Principles (7540-12/13)

Version 5 (March 2022)

City & Guilds
A City & Guilds Group Business

Qualification at a glance

Subject area	**ICT Systems and Principles**	
City & Guilds number	7540-12	7540-13
Age group approved	14+	16+
Assessment	By means of either set assignment, vendor certification or portfolio. Some units have a paired multiple-choice test (please see individual units for details)	
Grading	Pass/Fail	
Support materials	Assignments 7540 Qualification Handbook 7540 Unit Handbooks	
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates	

Title and level	City & Guilds number	Ofqual number
City & Guilds Level 2 Award in ICT Systems and Principles	7540-12	500/3475/3
City & Guilds Level 2 Certificate in ICT Systems Support	7540-12	501/1623/X
City & Guilds Level 2 Diploma in ICT Systems Support	7540-12	501/1430/X
City & Guilds Level 2 Diploma in ICT Systems and Principles for IT Professionals	7540-12	501/1859/6
City & Guilds Level 3 Certificate in ICT Systems and Principles	7540-13	500/3476/5
City & Guilds Level 3 Diploma in ICT Systems Support	7540-13	501/1585/6
City & Guilds Level 3 Diploma for ICT Systems and Principles for IT Professionals	7540-13	501/0277/1

Version and date	Change detail	Section
5.0 March 2022	Optional units in RoCs updated following a structural amendment of this qualification.	All
4.2 September 2016	7540-12 ROC for all Level 2 qualifications amended to correct overall optional units and to include 111. 7540-13 ROC for all Level 3 qualifications amended to correct overall optional units.	Structure
4.1 July 2016	7540-12 ROCS amended to include unit 111. 7540-13 **Level 3 Diploma in ICT Systems and Principles for IT Professionals** ROC amended to add 646 to 44 minimum group	Structure
4 November 2015	Units 604 to 648 added to Level 2 & 3 structures.	Structure
3.0 May 2014	Units 355 and 363 added to the Rules of combination for 501/0277/1	Structure
2.0 January 2014	Units 111,393 & 394 added to the Rules of combination for 500/3476/5 and 501/0277/1 Units 505, 702, 703 & 750 added to the Rules of combination for 501/0277/1	Structure
1.1 Sep 2013	Added unit 363 to unit table	Assessment

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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who are the qualifications for?	They are for candidates who work or want to work in a number of different job roles such as Database Administrators, IT Product Developers, Telecommunications Technicians in the Information and Communications Technologies (ICT) sector.
What do the qualifications cover?	These qualifications will provide underpinning knowledge and recognise skills in Systems Support, software development and telecommunications in the workplace which will help to tailor employees' knowledge to their specific job role.
Are the qualifications part of a framework or initiative?	The Level 2 Award/Certificate/Diploma in ICT Systems and Principles and the Level 3 Certificate or Diploma in ICT Systems and Principles serve as technical certificates in the IT, Software, Web and Telecoms Professionals Apprenticeship framework.
Who did we develop the qualifications with?	First developed in association with e-skills UK, the Sector Skills Council for Business and Information Technology.
What opportunities for progression are there?	The Level 2 programmes allow candidates, who are not in employment, to progress into employment or to the following City & Guilds qualifications: • Level 3 Diploma in ICT Professional Competence (4520-03) • Level 3 Certificate in ICT Systems and Principles for Advanced Apprentices (7540-13) • Level 2 Diploma in ICT Professional Competence (4520-02) Intermediate Apprenticeship • Advanced Apprenticeship The Level 3 programmes allow candidates, who are not in employment, to progress into employment or to the following City & Guilds qualifications: • Level 4 Diploma in ICT Professional Competence (4520-04) • Level 4 Diploma in ICT Systems and Principles (7630-04) • Level 3 Diploma in ICT Professional Competence (4520-03) • High Level Apprenticeship

Structures

7540-12 City & Guilds Level 2 Award in ICT Systems and Principles

Full rules of combination for the **City & Guilds Level 2 Award in ICT Systems and Principles** (**500/3475/3**) are as follows:

Overall minimum **12** credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
((361 or 809) and (661 or 810 or 861)),
((364 or 811) and (664 or 812 or 864)),
(002-003, 010-014, 031-033, 040-045, 111, 229-235, 270, 284, 321, 328 355-356, 362-363, 365, 367-370, 387-391, 600-637, 642-645, 653, 800, 851-856, 859-860, 862-863, 865, 868, 872, 874)

A minimum of **7** credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
(002-003, 010-014, 229-235, 270, 284, 600-603, 606-607, 617-629, 800, 851-856)

Plus (920) for certification

Please note that 2 units of the same discipline at different levels cannot count towards this qualification

7540-12 City & Guilds Level 2 Certificate in ICT Systems Support

Full rules of combination for the **City & Guilds Level 2 Certificate in ICT Systems Support** (**501/1623/X**) are as follows:

Overall minimum **27** credits required:
Mandatory: **9** credits from (001)

18 credits from
((225 or 801) and (525 or 802 or 825))
((226 or 803) and (526 or 804 or 826))
((227 or 805) and (527 or 806 or 827))
((228 or 807) and (528 or 808 or 828))
((361 or 809) and (661 or 810 or 861))
(002, 010-011, 013-014, 040, 042, 044, 061-069, 075-083, 090-097, 111
229-235, 284, 321, 328, 357-359, 362, 365-367, 384, 387-388, 390-391, 606-637, 645-648, 653, 851-860, 862-863,
865-868, 871-872, 874)

A minimum of **16** credits must come from
((225 or 801) and (525 or 802 or 825))
((226 or 803) and (526 or 804 or 826))
((227 or 805) and (527 or 806 or 827))
((228 or 807) and (528 or 808 or 828))
(002, 010-011, 013-014, 111, 229-235, 284, 606-607, 617-624, 851-856)

Max **6** credits from IT User units
(061-069, 075-083, 090-097, 099)

Plus (929) for certification

** Please note that 2 units of the same discipline at different levels cannot count towards this qualification **

7540-12 City & Guilds Level 2 Diploma in ICT Systems Support

Full rules of combination for the **City & Guilds Level 2 Diploma in ICT Systems Support** (**501/1430/X**) are as follows:

Overall minimum **37** credits required:
Mandatory: **9** credits from (001)

28 credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
((361 or 809) and (661 or 810 or 861)),
(002, 010-014, 031, 033, 040, 042-044, 060-073, 075-086, 090-099, 111, 229-235, 284, 321, 328, 357-359, 362, 365-367, 369, 384, 387-388, 390-391, 606-637, 645, 647-648, 653, 851-860, 862-863, 865-868, 871-872, 874)

A minimum **22** credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
(002, 010-011, 013-014, 072-073, 075-084, 086, 111, 22 -235, 284, 606-607, 617-624, 851-856)

Max **6** credits from IT User units
(060-073, 075-086, 090-099)

Plus (923) for certification

Please note that 2 units of the same discipline cannot count towards this qualification

7540-12 City & Guilds Level 2 Diploma in ICT Systems and Principles for IT Professionals

Full rules of combination for the **City & Guilds Level 2 Diploma in ICT Systems and Principles for IT Professionals** (**501/1859/6**) are as follows:

Overall minimum **37** credits required:
Mandatory: **9** credits from (001)

28 credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
((361 or 809) and (661 or 810 or 861)),
(002-003, 010-014, 031-033, 040-042, 044-045, 060-069, 072, 075-086, 090-099, 111, 229-235, 284, 321, 328, 356-359, 362, 365-367, 384, 387-391, 414, 600-645, 647-648, 653, 851-860, 862-863, 865-868, 871-872, 874)

A minimum **22** credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
(002-003, 010-014, 072, 111, 229-235, 283-284, 600-603, 606-645, 647-648, 653, 851-856)

Max **6** credits from IT User units
(060-069, 075-086, 090-099)

Plus (925) for certification

Please note that 2 units of the same discipline at different levels cannot count towards this qualification

7540-13 City & Guilds Level 3 Certificate in ICT Systems and Principles

Full rules of combination for the **City & Guilds Level 3 Certificate in ICT Systems and Principles** (**500/3476/5**) are as follows:

Overall minimum **24** credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
((361 or 809) and (661 or 810 or 861)),
((364 or 811) and (664 or 812 or 864)),
(02-03, 010-014, 030-033, 040-45, 111, 229-235, 284, 321, 328, 355-359, 362-363, 365-370, 384, 387-391, 393-394, 414, 437-438, 600-639, 641-648, 650-651, 653, 851-860, 862-863, 865-868, 871-872, 874, 877-893)

A minimum **14** credits from
((361 or 809) and (661 or 810 or 861)),
((364 or 811) and (664 or 812 or 864)),
(030-033, 040-045, 321, 328, 355-359, 362-363, 365-370, 384, 387-391, 393-394, 414, 438, 608-616, 630-648, 650-651, 653, 857-860,862-863,865-868, 871-872, 874, 877-893)

Additional (930) for certification

Please note that only the highest unit value in any subject matter can count towards the award. Please refer to the assessment entry section

7540-13 City & Guilds Level 3 Diploma in ICT Systems Support

Full rules of combination for the **City & Guilds Level 3 Diploma in ICT Systems Support** (**501/1585/6**) are as follows:

Overall minimum **72** credits:
12 credits from either (030 or 653)

60 credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
((361 or 809) and (661 or 810 or 861)),
(002, 010-011,013-014, 031, 040, 042, 044, 060-069, 072, 075-083, 085, 090-099, 229-235, 284, 321, 328, 356-359, 362, 365, 367-368, 384, 387-388, 390-391, 414, 437, 603-637, 640, 645-647, 650-651, 653, 851-860, 862-863, 865-868, 871-872, 874, 877-893)

A minimum **43** credits from
((361 or 809) and (661 or 810 or 861)),
(031, 040, 042, 044, 321, 328, 356-359, 362, 365, 367-368,
384, 387-388, 390-391, 414, 437, 608-616, 630-637, 640, 645-648, 650-651, 653, 857-860,862-863, 865-868, 871-872, 874, 877-893)

A maximum of **6** credits can come from IT user units
(060-069, 072, 075-083, 085, 090-099)

Additional (933) for certification

Only the highest unit value in any subject matter can count towards the award. Please refer to the assessment entry section

7540-13 City & Guilds Level 3 Diploma for ICT Systems and Principles for IT Professionals

Full rules of combination for the **City & Guilds Level 3 Diploma in ICT Systems and Principles for IT Professionals** (**501/0277/1**) are as follows:

Overall minimum **72** credits:
Mandatory: **12** credits from (030)

60 credits from
((225 or 801) and (525 or 802 or 825)),
((226 or 803) and (526 or 804 or 826)),
((227 or 805) and (527 or 806 or 827)),
((228 or 807) and (528 or 808 or 828)),
((361 or 809) and (661 or 810 or 861)),
((364 or 811) and (664 or 812 or 864)),
(02-03, 010-014, 031-033, 040-45, 060-073, 075-086, 090-099, 111, 229-235, 284, 321, 328, 355, 357-359, 362-363, 365-369, 384, 387-391, 393-394, 437-438, 606-644, 650-651, 653, 851-860, 862-863, 865-868, 871-872, 874, 877-893)

A minimum **44** credits from
((361 or 809) and (661 or 810 or 861)),
((364 or 811) and (664 or 812 or 864)),
(031-033, 040-045, 321, 328, 355, 357-359, 362-363, 365-369, 384, 387-391, 393-394, 608-616, 630-648, 650-651, 653, 857-860, 862-863, 865-868, 871-872, 874, 877-893)

A maximum of **10** credits can come from IT user units
(060-073, 075-086, 090-099)

Additional (935) for certification

Only the highest unit value in any subject matter can count towards the award. Please refer to the assessment entry section

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
City & Guilds Level 2 Award in ICT Systems and Principles	100	120
City & Guilds Level 2 Certificate in ICT Systems Support	170	270
City & Guilds Level 2 Diploma in ICT Systems Support	250	370
City & Guilds Level 2 Diploma in ICT Systems and Principles for IT Professionals	220	370
City & Guilds Level 3 Certificate in ICT Systems and Principles	95	240
City & Guilds Level 3 Diploma in ICT Systems Support	489	720
City & Guilds Level 3 Diploma for ICT Systems and Principles for IT Professionals	315	720

2 Centre requirements

Approval

To offer these qualifications, new centres will need to gain both centre and qualification approval. Please refer to the document *Quality Assurance Standards: Centre Approval Process* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- hold the Level 3 Diploma for ICT Professionals, or an equivalent qualification
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the area of ICT Systems Installation and maintenance, Developing Software or Project Management for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and Internal Quality Assurers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualification.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to successfully gain the qualification.

Age restrictions

The Level 3 qualifications are not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so that the candidate fully understands the requirements of the qualification[s], their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability.

Where applicable, this could involve enabling the candidate to access relevant qualifications covering these skills.

Support materials

The following resources are available for these qualifications:

Description	How to access
Level 1 & 2 Unit Handbook	www.cityandguilds.com
Level 3 & 4 Unit Handbook	www.cityandguilds.com
Sample test papers	www.cityandguilds.com
Assignment guides for assessors	www.cityandguilds.com
Assignment guides for candidates	www.cityandguilds.com
SmartScreen	www.smartscreen.co.uk

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: **www.cityandguilds.com/eportfolios**.

4 Assessment

Assessment of the qualification

Candidates must complete one or more of the following assessments depending on the units selected:

- Online multiple-choice test
- Practical demonstration / assignment
- Vendor certification
- Portfolio of evidence.

City & Guilds provides the following assessments:

- Online, on-demand testing using multiple choice questions for certain units
- Assignments.

The details of the assessment methods for each unit are as follows:

Unit Number	UAN	Title	Assessment Available
001	T/601/8296	Customer support provision	Assignment
002	T/601/3289	Networking principles 2	Assignment
003	D/601/3206	Data representation and manipulation for IT	Assignment
010	J/601/3295	Telecommunications principles	Assignment
011	L/601/3508	Principles of ICT system and data security	Assignment
012	J/601/3510	Software testing	Assignment
013	M/601/3503	Systems architecture	Assignment
014	R/601/3512	Web fundamentals	Portfolio
030	R/602/1173	Customer support provision for the ICT professional	Assignment
031	J/601/3250	Networking principles	Assignment
032	T/602/2557	Implementing an ICT systems security policy	Assignment
033	L/601/3251	Software design fundamentals	Assignment
040	R/601/3509	Principles of ICT system and data security	Assignment
041	T/601/3504	Systems architecture	Assignment
042	D/601/3254	Telecommunications principles	Assignment
043	L/601/3511	Software testing	Assignment
044	K/601/3256	Web development	Assignment
045	F/601/3246	Advanced data	Assignment

		representation and manipulation for IT	
060	J/502/4609	Drawing and planning software 1	Assignment
061	M/502/4572	Design software 1	Portfolio
062	J/502/4299	Using email 1	Assignment
063	J/502/4612	Imaging software 1	Portfolio
064	T/502/4296	Using the Internet 1	Portfolio
065	Y/502/4565	Desktop publishing software 1	Portfolio
066	K/502/4621	Presentation software 1	Portfolio
067	A/502/4624	Spreadsheet software 1	Assignment
068	L/502/4627	Word processing software 1	Portfolio
069	L/502/4630	Website software 1	Portfolio
070	H/502/4553	Database software 1	Portfolio
071	Y/502/4615	Multimedia software	Portfolio
072	A/502/4610	Drawing and planning software	Assignment
073	D/502/4616	Multimedia software	Assignment
075	T/502/4573	Design software 2	Assignment
076	A/123/1234	Desktop publishing software	Assignment
077	M/502/4300	Using email 2	Assignment
078	L/502/4613	Imaging software 2	Assignment
079	A/502/4297	Using the Internet 2	Assignment
080	M/502/4622	Presentation software	Assignment
081	F/502/4625	Spreadsheet software	Assignment
082	R/502/4628	Word processing software	Assignment
083	R/502/4631	Website software	Assignment
084	M/502/4555	Database software	Assignment
085	F/502/4611	Drawing and planning software	Assignment
086	T/502/4556	Database software	Assignment
090	A/502/4574	Design software	Assignment
091	H/502/4567	Desktop publishing software	Assignment
092	T/502/4301	Using Email	Assignment
093	R/502/4614	Imaging software	Assignment
094	T/502/4623	Presentation software	Assignment
095	J/502/4626	Spreadsheet software	Assignment
096	Y/502/4629	Word processing software	Assignment
097	Y/502/4632	Website software	Assignment
098	H/502/4617	Multimedia software	Assignment
099	F/502/4298	Using the Internet	Assignment
111	L/500/7388	Technical fault diagnosis 1	Portfolio
225	K/501/3957	Fibre optic cabling in an internal environment	Assignment and online multiple choice test (525)*
226	M/501/3958	Fibre optic cabling in an external environment	Assignment and online multiple choice test (526)*
227	F/600/6815	Copper cabling in an internal environment	Assignment and online

			multiple choice test (527)*
228	K/501/3960	Maintain ICT equipment and systems 2	Assignment and online multiple choice test (528)*
229	J/501/3979	Install and configure ICT equipment and operating systems	Assignment
230	A/501/3980	Install, configure and maintain software	Assignment
231	J/501/3982	Testing ICT systems	Assignment
232	R/501/3984	ICT systems monitoring and operation	Assignment
233	Y/501/3985	ICT repair centre procedure	Assignment
234	K/501/3991	Create automated procedures for ICT operating systems	Assignment
235	H/501/3990	Install, configure and test ICT networks Install, configure and test ICT networks	Assignment
270	M/600/9063	Basic principles of communications systems	Portfolio

284	A/502/1108	Business concepts 2	Assignment
321	R/501/3998	Testing ICT systems	Assignment
328	R/501/4004	Maintain ICT equipment and systems	Assignment
355	K/501/4008	Designing and creating advanced websites	Assignment
356	J/501/4002	Design and maintain ICT networks software components	Assignment
357	T/501/4013	Design and plan for an internal network cabling infrastructure	Assignment
358	M/501/4012	Design and plan for an external overhead network cabling infrastructure	Assignment
359	F/501/4015	Design and plan for an external overhead network cabling infrastructure	Assignment
361	J/501/3996	Install, configure and integrate networked hardware and software	Assignment and online multiple choice test (661)*
362	L/501/3997	Install, configure and upgrade ICT software	Assignment
363	H/501/4010	Network management and security	Assignment
364	M/501/3992	Plan for the delivery of ICT support services and assist in the acquisition of ICT systems	Assignment and online multiple choice test (664)*
365	L/501/4003	Principles of planning telecommunications services	Assignment
366	D/501/4006	Requirements analysis and systems specifications	Assignment
367	A/501/4000	ICT repair centre procedure	Assignment
368	Y/501/3999	ICT systems and network management	Assignment
369	F/501/4001	Develop ICT technical documentation and procedures	Assignment
370	M/501/4009	Voice and data communications	Assignment
384	K/502/1119	Business concepts	Assignment
387	H/502/1118	Unix operating system	Assignment
388	D/502/1117	Creative problem solving	Assignment
389	H/501/4007	Develop software using SQL	Assignment
390	Y/502/1116	IT consulting skills 3	Assignment
391	R/502/1115	The technologies of the Internet	Assignment
393	L/602/4637	Communications workshop practice	Portfolio

394	T/600/0249	Health and safety in the engineering workplace	Portfolio
414	A/601/3505	Systems Architecture	Portfolio
437	T/506/8167	Business intelligence	Portfolio
438	F/506/8169	Test driven development	Portfolio

600	A/601/3164	Computer games development	Assignment
601	A/601/3200	Data modelling	Assignment
603	J/601/3247	Introduction to IT systems development	Portfolio
604	A/507/0177	Practical fundamentals of ICT	Portfolio
605	F/507/0178	Fundamentals of IT technology	Portfolio
606	A/507/0180	Principles and concepts of cloud computing	Portfolio
607	J/507/8508	ICT fundamentals	Portfolio
608	R/507/0184	Fundamentals of Linux based operating systems	Portfolio
609	Y/507/0185	Implementing and maintaining cloud technologies and infrastructure	Portfolio
610	R/507/0198	Configure and manage Linux based operating systems	Portfolio
611	F/507/0200	Implement and manage a network	Portfolio
612	D/507/0219	Securing ICT systems and networks	Portfolio
613	Y/507/0221	Install and configure a server	Portfolio
614	K/507/0224	Implement and manage a mobile computing environment	Portfolio
615	J/507/0229	Developing security for mobile apps on iOS	Portfolio
616	T/507/0226	Developing security for mobile apps on android	Portfolio
617	R/507/0234	Fundamentals of Windows based server administration	Portfolio
618	M/507/0774	Fundamentals of database administration	Portfolio
619	A/507/0776	Fundamentals of Windows based operating systems	Portfolio
620	H/507/0271	Software development fundamentals	Portfolio
621	K/507/0272	Gaming development fundamentals	Portfolio
622	M/507/0273	HTML5 application development fundamentals	Portfolio
623	H/507/0285	Software testing fundamentals	Portfolio

624	Y/507/0283	Networking fundamentals	Portfolio
625	J/507/0277	IT security fundamentals	Portfolio
626	M/507/0287	Windows development fundamentals	Portfolio
627	K/507/0286	Web development fundamentals	Portfolio
628	F/507/0276	.NET fundamentals	Portfolio
629	L/507/0281	Mobile development fundamentals	Portfolio
630	A/507/0292	Administering server databases	Portfolio
631	A/507/0289	Administering a Windows based server	Portfolio
632	R/507/0332	Configuring advanced Windows server services	Portfolio
633	D/507/0334	Configuring Windows based systems	Portfolio
634	H/507/0335	Installing and configuring Windows based servers	Portfolio
635	A/507/0275	Programming in HTML5 with JavaScript and CSS3	Portfolio
636	T/507/0338	Implementing a Windows based data warehouse	Portfolio
637	A/507/0342	Managing a Windows based system	Portfolio
638	T/507/0341	Designing and implementing a Windows desktop infrastructure	Portfolio
639	M/507/0340	Implementing Windows Desktop application environments	Portfolio
640	J/507/0344	Supporting Microsoft Exchange server solutions	Portfolio
641	M/507/0337	Designing and implementing a Windows server infrastructure	Portfolio
642	F/601/3179	Creating an event-driven computer program	Portfolio
643	R/601/3171	Creating a procedural computer program	Portfolio
644	L/601/3184	Creating an object-oriented computer program	Portfolio
645	H/507/0173	Introduction to networks	Portfolio
646	K/507/0174	Routing and switching essentials	Portfolio
647	M/507/0175	Scaling networks	Portfolio
648	T/507/0176	Connecting networks	Portfolio
653	R/601/3249	Investigating and defining customer requirements for ICT systems	Assignment

800	J/601/3247	Introduction to IT systems development	Portfolio
851	A/601/3181	Creating an object-oriented computer program	Portfolio
852	T/601/3177	Creating an event-driven computer program	Portfolio
853	L/601/3167	Creating a procedural computer program	Portfolio
854	H/500/7378	User profile administration	Portfolio
855	Y/500/7331	System management	Portfolio
856	F/500/7338	ICT system operation	Portfolio
857	K/505/5786	Principles of information governance and assurance	Centre devised
858	T/505/5788	Testing the security of information systems	Portfolio
859	T/505/5791	Carrying out information security risk assessment	Portfolio
860	F/505/5793	Investigating information security incidents	Portfolio
862	F/505/5812	Carrying out Information security incident management activities	Portfolio
863	R/505/5801	Carrying out information security forensic examinations	Portfolio
865	A/505/5808	Carrying out information security audits	Portfolio
866	A/500/7340	System operation	Portfolio
867	D/500/7332	System management	Portfolio
868	K/500/7379	User profile Administration	Portfolio
871	R/505/5815	Principles of information security testing	Centre devised
872	K/505/5819	Principles of secure system development	Centre devised
874	L/601/3203	Data modelling	Portfolio

877		Carrying out electronic forensic examinations	Portfolio
878	A/505/5811	Carrying out Information security audits	Portfolio
879	M/505/5806	Carrying out information security forensic examinations	Portfolio
880	J/505/5813	Carrying out information security incident management activities	Portfolio
881	A/505/5792	Carrying out Information security risk assessment	Portfolio
882	L/505/5814	Carrying out information security risk management	Portfolio
883	J/601/3300	Designing and developing event-driven computer programs	Portfolio
884	T/601/3308	Designing and developing object-oriented computer programs	Portfolio
885	T/601/3311	Designing and developing procedural computer programs	Portfolio
886	A/601/0457	Human computer interaction	Portfolio
887	R/602/1772	Investigating and defining customer requirements for ICT systems	Portfolio
888	D/505/5798	Investigating information security incidents	Portfolio
889	M/504/5504	IT & telecoms system management	Portfolio
890	R/504/5513	IT & telecoms system operation	Portfolio
891	A/505/5789	Testing the security of information systems	Portfolio
892	J/601/1286	Website design	Centre devised
893	R/601/1288	Website management	Centre devised

Units are in separate unit handbooks which can be found on the website.

Time constraints

The time constraints vary across the different assignments depending on which unit is being assessed. Please refer to the Assessors' Assignment guide for the time allocated for assessment.

- All assignments must be completed and assessed within the candidate's period of registration. Centres should advise candidates of any internal timescales for the completion and marking of individual assignments.

Assignments

All assignments can be downloaded from the City & Guilds website at **www.cityandguilds.com**.

Guidance on the number of times a candidate can submit their assignment and the effect it will have on the grade is included in the assignment guide for assessors.

5 Units

Availability of units

Units for these qualifications are available in separate unit handbooks, which are available to download from **www.cityandguilds.com**.

Appendix 1 Relationships to other qualifications

Links to other qualifications

NB: mapping to NOS should be included in each unit.

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that candidates meet requirements of all units/qualifications.

These qualifications have connections to the:

- Level 1 Award in IT Systems Support - PC Maintenance (7276-11)
- Level 2 Diploma in ICT Professional Competence (4520-02)
- Level 3 Diploma in ICT Professional Competence (4520-03)
- Level 2 Digital Home Technology Integrators (7575-01/02/12)
- Level 2 Award in Communications Cabling (3667-02)
- Level 3 Certificate in in Designing and Planning Communications Networks (3667-03)
- ITQ for IT Users (7574)

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the Centre Document Library on www.cityandguilds.com or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The *Centre Document Library* also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

- Please visit the Contact Us section of the City & Guilds website, Contact us

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people, organisations and economies develop their skills for growth. We work with education providers, employers and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

The Group is made up of City & Guilds, ILM, Kineo, The Oxford Group, Gen2, and Intertrain. Together we set the standard for professional and technical education and corporate learning and development around the world.

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Published by City & Guilds, a company registered in England and Wales (company number 16513878)

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