



## Level 2 Certificate in IT User Skills (ITQ)

### Overview

The Level 2 Certificate in IT User Skills (ITQ) qualification aims to recognise and build on individual learners' skills and knowledge across a range of IT applications at a level relevant to the workplace. Level 2 is suitable for those who already have some confidence in using software such as word processing and have been using a computer on a regular basis for some time.

This qualification will allow candidates to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role and gain a high quality, nationally recognised qualification.

### The benefits of this qualification to the candidate

For candidates this qualification provides an opportunity:

- to achieve a qualification that recognises their IT user skills
- to achieve a qualification that is nationally recognised
- a clearer understanding of how to use IT packages
- the opportunity to develop new skills and the recognition of existing skills
- the opportunity to receive certification for individual units
- Flexibility, allowing candidates to take assessments at any time, using methods to suit their learning aims and styles
- the opportunity for progression onto other training and qualifications

### The benefits of this qualification for business

For business the benefits include:

- Candidates achieve a nationally recognised qualification at Level 2
- Candidates develop knowledge and understanding in the core areas of IT user skills
- help investments in IT reach their full potential by making sure employees have the right skills to use the technology

### Who is this qualification suitable for?

This qualification is suitable for candidates who want to demonstrate to employers they have achieved a recognised standard in IT and also for candidates interested in developing IT skills for personal use. Candidates may be working in wide range of roles across a variety of sectors.

### Delivery

This qualification is competence based, this means that it is linked to a candidate's ability to completely perform a range of tasks connected with their work. Assessments will be carried out on their daily activities using a range of planned assessment methods.

### Support

Candidates will be allocated a tutor who is a subject specialist within the field of information technology (IT). Their tutor will support and advise candidates throughout their qualification and will:

- Provide a comprehensive induction to the qualification
- Support candidates to select the most appropriate optional units
- Discuss with candidates the most appropriate methods of assessment, these may include: observation, work products, witness testimonies, discussion, written questions and answers
- Support candidates in developing their knowledge and understanding
- Plan with candidates how to meet the qualification requirements
- Review and feedback on the work candidates complete

### Learning and assessment

Candidates are required to demonstrate that they meet the requirements of the qualification by producing a portfolio of evidence. Candidates will be given an account for our web based learning and assessment system (iLearner). Via this system candidates will be able to:

- Progress at a pace that best suits them
- View up-to-date, on-going progress
- Study when, and where, they want
- Have instant access to all of the learning materials needed to develop their knowledge and understanding
- Communicate with those important to them in achieving their qualification
- Use more exciting and innovative forms of evidence.
- 24/7 activity is possible

### Qualification duration

This is dependent upon the candidate's individual circumstances but generally the qualification duration is between 3 - 6 months.

### Qualification content

To achieve this qualification candidates must complete a minimum total of 16 credits.

### Mandatory unit

Candidates will achieve 4 credits from the following mandatory unit:

- **Improving Productivity Using IT** - There are three elements to this module. They are: Objectives for using IT - understanding the context in which IT is to be used or the conditions that may affect the way IT is to be used; understanding what outcome needs to be developed, and the expectations and requirements that the outcome must meet; Application of IT skills and knowledge - understanding what is involved in a piece of work and the best way to get it done; Evaluation of the use of IT - being able to evaluate the strengths and weaknesses of the use of IT, including identifying improvements to inform future work.

### Optional units

Candidates must achieve a minimum of 9 credits from a range of optional units. Optional units include:

- Using email
- Using the internet
- Word processing software
- Spread sheet software
- Database software
- Presentation software
- IT security for users
- Audio software
- Bespoke software
- Design software
- Imaging software
- Personal information management software
- Specialist software
- Website software

### Entry requirements

There are no formal entry requirements. However candidates must be working with information technology at the appropriate level, either full-time, part-time or on a voluntary basis in order to generate the necessary evidence to prove competence.

### Qualification start date

Candidates can start this qualification at any time.

### Resources

Candidates will be provided with all the resources needed to complete this qualification at no additional cost.

### Progression

Candidates may wish to progress to the Level 2 Diploma in IT User Skills (ITQ).

### Questions

Please contact us:

- Call us on 0191 6600355
- Email us [info@roveconsultancy.co.uk](mailto:info@roveconsultancy.co.uk)
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