

Qualifications in...

# IT User (ITQ)

Qualifications in ITQ are work-based, which cover the core areas of Information Technology, including the basic use of IT, operating IT, creating software, installing software and other products, supporting users and information systems development. The different levels available mean that these qualifications are suitable for those with extensive experience as well as those applying IT use in the workplace for the first time.

## Level 3

The level 3 qualification is for you if you operate a variety of IT systems within your job and have previous experience of IT within the workplace.

During your training you will have the opportunity to learn, develop and practice the skills required to make an effective contribution to using IT in the business environment.

The qualification is made up of the following:

### E-Skills Induction Workbook

Covers your Employment Responsibilities and Rights within your IT role.

### NVQ IT User (ITQ)

The NVQ is extremely flexible in structure. The mandatory unit covers operating a computer. The optional units are chosen by

you and your supervisor to reflect the areas that you deal with, within the requirements of your job role. Optional Units Include; Troubleshooting, Maintenance, Security, Websites, and Imaging. You can also choose from the more usual word-processing, spreadsheets and database units.

Each optional unit has a value based on whether it is a Level 1, 2 or 3 unit. For a level 3 NVQ qualification you will select mostly high value level 3 units because of your experience with IT systems. Similarly you could select some level 2 units in your weaker developmental areas

### How can I enrol onto an NVQ in ITQ?

However, if your not currently employed then ring us on 01773 747377 to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria.

We deliver the training at no cost to you and your organisation if you are aged below 25. If you are aged over 25, please call us on 01773 747377 about our commercial training rates or other funding opportunities.

