

ITQ - NVQ Level 2 for IT Users

Awarding Body: City & Guilds

Introduction/Summary

This qualification is for anyone who uses ICT (Information & Communication Technology) on a regular basis as part of their work role. The course can be tailored to suit an individual's job description.

Qualification

To achieve this qualification, the Learner must be using IT on a regular basis. This should ideally cover a fairly wide range of applications. It is also highly recommended (but not essential) that the learner has access to e mails and the internet or an intranet.

The work submitted for assessment will be in the form of work based projects which contain substantial output relevant to the NVQ Standards.

One mandatory Unit must be achieved...

- Make Selective Use of IT (Mandatory)

Then, further Optional Units are taken to gain the full award. The Optional Units chosen will vary in number and subject according to which level is chosen. Learner – in agreement with their assessor, may choose from the following...

- Operate a Computer
- IT troubleshooting for Users
- IT Maintenance for Users
- IT Security for Users
- Internets & Intranets
- E Mail
- Word processing Software
- Spreadsheet Software
- Artwork & Imaging Software
- Presentation Software
- Specialist or bespoke Software
- Evaluate the impact of IT
- Use IT systems
- Use IT to exchange information
- Website Software

ITQ – How IT Works

ITQ qualifications (NVQ in Using IT) are available at levels 1, 2 & 3. They consist of a Mandatory Unit and a number of optional Units which are tailored and chosen to complement

the Learner's job role.

The Learner is registered for a Core level (say L2) and this is the award they will receive upon successful completion.

They then undertake the mandatory Unit at their core level. Following this, they choose – with help, guidance and advice from their Assessor – which Optional Units they will undertake. Optional Units can be taken at any level depending upon the usage of a particular package within the Learner's job.

For example, if they carry out a lot of Word processing and are proficient at it but only a little bit of Spreadsheet work and they send a number of e mails, they might choose WP at level 3, SS at level 1 and Email at level 2.

Each Unit has a different points value depending upon its level and complexity and when a designated points total has been reached, the NVQ at the Core level is awarded.

The work submitted for assessment must be in the form of work based projects which contain substantial output relevant to the NVQ Standards. The Assessor advises on this at every step of the way.

Training needs are identified during the assessment process and remedial training is provided alongside the normal assessment process.

Units available are...

- Make Selective Use of IT (Mandatory)
- Operate a Computer
- IT troubleshooting for Users
- IT Maintenance for Users
- IT Security for Users
- Internets & Intranets
- E Mail
- Word processing Software
- Spreadsheet Software
- Website Software
- Artwork & Imaging Software
- Presentation Software
- Specialist or bespoke Software
- Evaluate the impact of IT
- Use IT systems
- Use IT to exchange information