

# ITQ (NVQ Level 2 for IT Users)

## Who is the programme for?

For anyone who uses a range of IT skills regularly in their work.

## What is the course content?

The award covers a number of IT related subjects including all office based programmes such as Word, Email and Excel etc but can also include hands-on practical and theoretical knowledge of Maintenance, Trouble Shooting, and Security.

## Learning and Assessment

ITQ is a new nationally recognised qualification that gives you a bridge to new opportunities at work, maybe even a promotion. A portfolio of evidence is collected to demonstrate your competence and knowledge of using IT in your workplace, showing how you meet set performance standards.

## Entry Qualifications?

You must have experience of using IT or have studied IT applications.

## Course Duration

Approximately 6 months. Length of programme is dependent upon experience.

## Progression

You can progress on to more advanced applications in IT.

## How it all works

The qualification is based on a credit system. Each topic that you work through is worth a number of credits and to achieve the level 2 standard you must gain 100 credits. At level 2 25 points come from the compulsory unit therefore the remaining 75 points come from the optional units. 40 points **must** be achieved at level 2.

ITQ Credit Matrix			
	Unit values		
Unit Titles	Level 1	Level 2	Level 3
Compulsory Selective use of IT	15	25	35
Using IT systems	5	15	25
Operate a computer	10	20	30
IT trouble-shooting for users	5	15	25
IT maintenance for users	5	15	25
IT security for users	5	15	25
Use IT to exchange information	5	15	25
Internets and intranets	5	15	25
E-mail	5	15	25
Word processing	10	20	30
Spreadsheets	10	20	35
Databases	10	20	35
Websites	10	20	35
IT artwork and images	10	20	35
IT Presentations	10	20	30
Specialist or bespoke software	10	20	30
Evaluate the impact of IT	5	15	25
Sector Specific Unit	10	20	30

*“Tameside College will transform lives by offering first class education and training in order to improve employability and generate economic prosperity”*

*Educating to Enrich*