

IT Users Level 2 & 3

These are flexible qualifications aimed at those using IT within their job role. They are designed to cater for the wide range and diversity of job roles in the sector and to reflect the range and depth of competence required by different people using IT within their job role.

The qualifications consist of units, each of which has a credit value. In order to achieve the qualification at a particular level, learners must achieve units whose total credit value equals or exceeds that required for that level. Candidates may wish to just complete individual units, accumulate credit and not claim for a specific qualification. A detailed description of the credit values and how they are applied is provided in the qualification structures on the following pages.

Diploma in IT Level 2

To achieve the Level 2 Diploma in IT User Skills (ITQ), the candidate will need to complete units to gain a minimum of 38 credits. The credit total is made up from:

- 4 credits from mandatory Group A, Improving Productivity Using IT
- A minimum of 16 credits from optional units at the qualification level
- A minimum of 18 credits from a choice of optional units at Level 1 or above which can include a Sector Specific Unit with a credit value of up to 4
- Barred units: Only one unit from each optional area of competence can contribute to the credit total
- Application of Number L1, Communication L2 & Technical Certificate L2

Diploma in IT Level 3

To achieve the Level 3 Diploma in IT User Skills (ITQ), the candidate will need to complete units to gain a minimum of 39 credits. The credit total is made up from:

- 5 credits from mandatory Group A, Improving Productivity Using IT
- A minimum of 15 credits from optional units at that qualification level
- A minimum of 19 credits from a choice of optional units at Level 1 or above which can include a Sector Specific Unit with a credit value of up to 5
- Barred Units: Only one unit from each optional area of competence can contribute to the credit total
- Application of Number L2, Communication L2 & Technical Certificate L3

Unit Titles	Credit Values		
	Level 1	Level 2	Level 3
Mandatory Unit			
Improving Productivity Using IT	3	4	5
Optional Units			
IT User Fundamentals	3	3	
Setting up an IT system	3	4	5
Optimise IT System performance	2	4	5
IT Security for Users	1	2	3
IT Communication Fundamentals	2	2	
Using the Internet	3	4	5
Using Email	2	3	3
Using Collaborative Technologies	3	4	6
Using IT Mobile Devices	2	2	
Personal Information Management Software	2	2	
IT Software Fundamentals	3	3	
Audio Software	2	3	4
Bespoke Software	2	3	4
Specialist Software	2	3	4
Computerised Accounting Software	2	3	5
Data Management Software	2	3	4
Database Software	3	4	6
Design Software	3	4	5
Imaging Software	3	4	5
Desktop Publishing Software	3	4	5
Drawing & Planning Software	2	3	4
Multimedia Software	3	4	5
Presentation Software	3	4	5
Project Management Software	3	4	5
Spreadsheet Software	3	4	5
Website Software	3	4	5
Word Processing Software	3	4	6