

IT User qualifications

Start IT (ITQ) Entry Level 3 (4249)

Provides the perfect start for those wishing to learn more about technology or gain confidence in their skills before taking further qualifications. Designed to provide basic skills across a range of IT including the standard office type applications, but also design and imaging software, audio and video software, using mobile IT devices, as well as the practical use of Internet and e-mail.

ITQ Levels 1-3 (7574)

Learners can show they have practical competence in applications including audio software, data management, design software, planning and drawing software, spreadsheets, word processing, website software and much more. ITQ also includes practical units such as optimise your IT systems, set up an IT system and security for IT Users.

How can I find out more?

Visit www.cityandguilds.com/itq

You can also find out more by contacting your nearest City & Guilds Centre. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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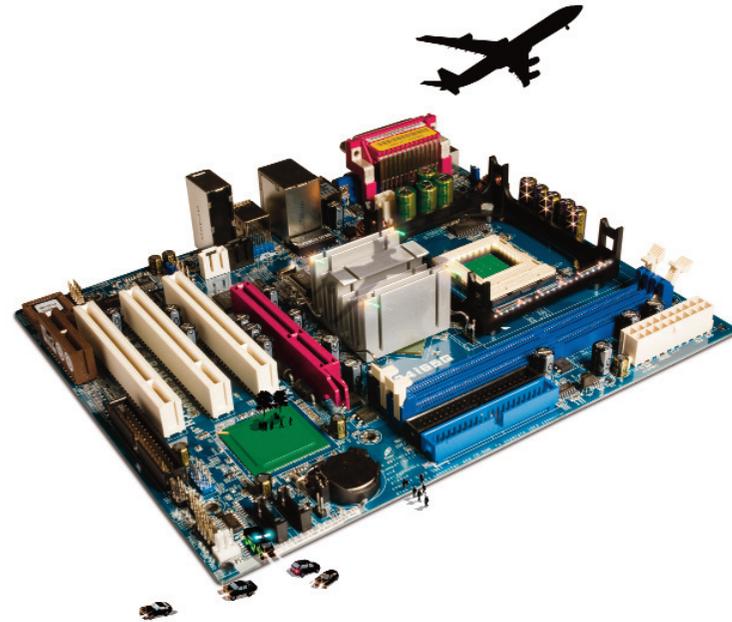
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ITQ - MAKING BETTER IT USERS

**City &
Guilds**

INFORMATION FOR LEARNERS



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www.cityandguilds.com

Whether you work in an office, a shop or a warehouse you will be affected by technology. A City & Guilds ITQ provides you with the skills and knowledge to work with that technology effectively.

Gaining an ITQ from City & Guilds, a leading name in vocational qualifications, means your abilities will be recognised wherever you use them.

Whether for work or leisure, our ITQ allows you to select what you want to learn and will make you a confident user across a range of information and communication technology and software applications.

What is ITQ?

ITQ is an established (and nationally recognised) qualification for people using computers at work or home. Its unique 'pick and mix' design means that you can select units across a range of skill levels in just one qualification.

How will I learn?

There are hundreds of City & Guilds recognised centres across the UK offering courses backed by the ITQ qualification. Centres will provide taught sessions, e-learning or on-the-job training – you choose what you want to do.

How will I be assessed?

Your achievement can be shown through a variety of methods. You could:

- produce a portfolio of evidence - paper or electronic
- take a paper based assignment or an on-screen test
- use 'expert witnesses' from your own organisation
- use a combination of the above.

Also, your centre can take any prior accredited learning you have undertaken into account, which means you can avoid unnecessary training.

Does it take long to get an ITQ?

Course lengths are set by the centre, based on the number of topics covered and how the learning is delivered. The Certificate sized qualification will typically be about 100 to 130 hours at level 1 and level 2, while at level 3 this will be closer to 200 to 250 hours.

Where the ITQ is taken at work, the time required to complete it will depend on the amount of training required and your previous knowledge and experience.

What support is provided?

Much of the support you will get during your learning will come direct from the City & Guilds approved training centres, through qualification handbooks and sample assignments. There is also a wide variety of books and e-learning materials that are commercially available for ITQ or specific software topics from use of audio to website software.

What can ITQ offer me?

Whether you are learning for work or leisure, a City & Guilds ITQ offers you the ability to learn about specific software applications from design and imaging for use with digital photography through to word processing and website software to make the most of you and your business.

The table provides you with a full list of subjects, even some to help you deal with getting your first computer out of the box.

Unit Table

Improving productivity using IT

IT user fundamentals

Setting up an IT system

Optimise IT system performance

Security for IT users

IT communication fundamentals

Using the Internet

Using email

Using collaborative technologies

Using mobile IT devices

Personal information management software

IT software fundamentals

Audio software

Video software

Bespoke software

Specialist software

Computer accounting software

Data management software

Database software

Design software

Desktop publishing software

Drawing and planning software

Imaging software

Multimedia software

Presentation software

Project management software

Spreadsheet software

Website software

Word processing software

Sector Specific Unit

Key points

- ITQ is based on National Occupational Standards designed and developed with employers
- City & Guilds ITQ is designed with you the learner in mind to meet your needs to help you develop IT skills for leisure or work
- Allows you to create an individualised 'course' that lets you learn the subjects you want
- An ITQ can be used to underpin an organisation's training programme
- City & Guilds ITQ will recognise previous certification, where appropriate, and even allow inclusion of units from other qualifications such as Hairdressing, Construction, Health and Safety, Plumbing, Teaching Qualifications, Business Administration and many, many more.

ITQ from City & Guilds is a qualification designed for you to use technology either for leisure or for work now or in the future.