

ITQ LEVEL 2 NVQ FOR IT USERS

What is a Level 2 NVQ for IT Users course?

This NVQ course is a new flexible nationally recognised IT qualification that is tailored for those who wish to be trained in just the IT skills they require. To enrol on the ITQ course you must either be employed or have work experience in the area of employment where you are using IT skills. If you already hold a Level 1 IT or an ECDL qualification you may not have to complete the whole course to gain the certificate. NB An interview is required before you can enrol on this course.

Course topics

Using IT for simple tasks and purposes is the mandatory unit.

All other units are optional and can be selected from:

- Using artwork and imaging software
- Using the Internet and Intranet
- Email
- Word Processing
- Spreadsheets
- Database
- Simple website design
- Operate a computer

Teaching and Learning

You will be allocated a tutor/assessor who will help you through your online learning and workplace assessments and provide you with feedback. Ideally you should have access to a computer at work to enable you to submit assessments to your tutor/assessor.

Assessment details

In order to achieve the qualification you will need to complete one mandatory unit (25 unit values) and a choice of optional units to make up a total of 100 unit values. (The unit value worth of the optional modules may well be different, dependent on choice).

You will complete and submit a number of activities which will be assessed. In doing this you will build up a portfolio which, when complete, will form the essential evidence of satisfactory completion of the course.

Cost to students whose contributing qualifications have been confirmed £194 which includes a £72 registration fee.

This is a Learning & Skills Council (LSC) funded course and you may be exempt from the tuition fee, however you would be required to pay the registration fee at the time of application.

If you do not already have a full level 2 qualification (ie 5 GCSEs at A* - C, an NVQ Level 2 or an equivalent qualification) you may qualify for free tuition and registration fees on this course.

Tuition fees for overseas students may vary from those quoted.

Extra costs: None