



# BTEC Level 2 Certificate for IT USERS (ITQ) (QCF)

## Who is it for?

This qualification is intended for those who regularly use a computer in the workplace. It is designed to improve IT skills, using a variety of software packages, for example word processing, spreadsheets, internet etc. It is a work based qualification which will allow learners to develop knowledge, understanding and skills essential for working in an office environment.

The award is a nationally recognised qualification validated by Edexcel, and includes a wide range of study units to select from. Units are chosen to reflect the specific job role of each candidate resulting in a tailor-made qualification to meet individual needs.

## About the course

To achieve this qualification, candidates must gain a total of 16 credits by completing a variety of units. 4 credits are gained through completion of the 1 mandatory unit:

- Improving productivity using IT (4 credits)

Additional optional units are selected to make up the remaining 12 credits for this qualification, each of which are worth between 1 and 5 credits. Learners will attend regular workshops to complete units and monitor and discuss progress. In addition candidates will be expected to complete tasks, source evidence and have workplace observations.

### The programme includes:

- Interview and induction programme
- Unlimited support and guidance from a qualified assessor via phone and email
- All programme documentation, files and materials
- One to one portfolio review session
- Regular workshops held in the workplace at pre-agreed dates and times
- Verification and certification on completion
- Monthly updates on candidate progress

### What are the benefits for employers?

- Higher skilled and more motivated workforce
- Improved self confidence in carrying out work based tasks
- Increased efficiency
- Reduction in staff turnover

### What are the benefits for learners?

- A Level 2 BTEC Certificate in IT USERS (ITQ) (QCF)
- Opportunity to do further courses
- Career progression

For further information about the delivery of this award please contact

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