

# NVQ Level 2 for IT Users



The Edexcel NVQ for IT Users is available at Levels 1, 2 and 3. It is important that the most appropriate overall level is selected for each candidate. Individual job roles can vary significantly in the variety of types of activity and also different roles need different levels of skills for different aspects. The NVQ facilitates this variety as optional units can be drawn from different levels. The mandatory unit determines the overall level of the qualification and the overall level of the job role must be consistent with this unit.

The mandatory unit Make Selective Use of IT at each level concerns the ability to determine the appropriate use of IT in a variety of settings. The units are available at three levels but it is possible that you could mix units from different levels in any one qualification. Each unit is assigned a value according to its level and size and to achieve a full IT Users NVQ, candidates must achieve a minimum total of unit values.

## These minimum total unit values are:

- 40 for a Level 1 qualification
- 100 for a Level 2 qualification

### A Level 1 job role is likely to involve:

Working out how to use IT for simple tasks (eg producing a letter, making a slide for a presentation, recording spending, keeping addresses, sending a message or drawing boxes and arrows to highlight information).

### In addition a Level 2 job role is likely to involve:

Working out how to use IT for more complex tasks (eg producing a business letter, working out a monthly budget, creating a presentation with a sound track, editing a photo for a brochure or planning multiple web pages for a website).

| Unit titles                   |                                |
|-------------------------------|--------------------------------|
| Mandatory                     | Word Processing Software       |
| Make Selective Use of IT      | Spreadsheet Software           |
| Optional                      | Database Software              |
| Operate a Computer            | Website Software               |
| IT Trouble-Shooting for Users | Artwork and Imaging Software   |
| IT Maintenance for Users      | Presentation Software          |
| IT Security for Users         | Specialist or Bespoke Software |
| Internets and Intranets       | Evaluate the Impact of IT      |
| Email                         | Sector specific unit           |

After each candidate has been inducted (received appropriate advice and guidance) and eligibility for funding established, a group of candidates will follow a planned support and guidance programme. In between each session candidates will have access to support and guidance from Assessors during their on-site visits. They will also be encouraged to Network with their colleagues and in addition to this candidates will be expected to allocate themselves approximately 3 hours per week at their place of employment, to work on their Portfolio of Evidence.

## The programme includes:

- Induction Session for Candidates with all programme documentation and Materials
- EDEXCEL Candidate Registration, assessment and internal verification
- On-site Assessment and unlimited candidate support via telephone and E-Mail

For further information about the delivery of this award please contact

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