



# Learner overview

## NCFE Level 3 Certificate in IT User Skills (ITQ) (600/1463/5)

### Qualification content, structure and outcomes

This qualification provides formal recognition of your skills, knowledge and understanding in IT which can be applied to current or future employment within a variety of roles.

This qualification forms part of the ITQ Framework developed by e-skills UK, the Sector Skills Council for, Business, Information and Technology, to provide a flexible framework for recognising achievements in IT skills across the UK within the education system and industry.

The content of the ITQ units has been developed with employers to ensure that it's relevant to the real world and meets the needs of employers.

This qualification consists of **one mandatory unit**:

- **Unit 01 Improving productivity using IT (5 credits)**

This unit covers the use of IT systems and software for different purposes, the selection and use of IT tools, and the devising of solutions to improve the use of IT tools and systems.

### Optional units

The rest of the qualification is made up by a wide range of optional units which cover 27 specialist areas and can be taken at a variety of levels – areas include:

- audio software
- bespoke software
- accounting software
- IT security
- mobile IT devices
- project management software.

This structure provides flexibility and allows the qualification to match specific job roles.

This qualification has **185 guided learning hours**. You need to complete **25 credits** to achieve this qualification. Please see the 'Unit breakdown' tab on the qualification page of our website for further information.

### Similar qualifications

We also offer the Level 3 Diploma in IT User Skills (600/1868/9) which is a larger qualification, with 280 guided learning hours and 3 mandatory units – meaning it's less flexible than the Certificate.

The Level 3 Diploma in IT User Skills is part of the IT Application Specialist (England) Apprenticeship framework.

### **Other ways you could achieve the same outcome**

This qualification is available through other Awarding Organisations, please check Ofqual's Register of Regulated Qualifications for details at <http://register.ofqual.gov.uk/>.

Funding won't be available for this qualification so you'll need to apply for a loan to support you during this qualification.

This qualification is not available as part of an Apprenticeship.

### **How the qualification supports the identified outcome**

The qualification allows you to prove your competence within a job role requiring IT skills and knowledge.

Once you achieve this qualification you could progress on to further learning at a higher level, or you could progress in to (or within) roles such as:

- Software Developer
- Network Technician
- IT Support

### **Support for this qualification**

The qualification is supported by the Tech Partnership (formerly e-skills UK).

### **UCAS points**

This qualification does not carry any UCAS points but it could provide evidence for a personal statement to enable mature students to enter Higher Education.