

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 3 Certificate in IT User Skills (ITQ)		
Qualification number (QN)	600/1463/5		
Total qualification time (TQT):	250	Guided learning hours (GL)	185
UCAS	This qualification has been allocated UCAS points. Please refer to the UCAS website for further details of the points allocation and the most up-to-date information.		
Entry requirements:	Registration is at the discretion of the centre, in accordance with equality legislation, and should be made on the Portal. There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 2 qualification. This qualification is suitable for learners aged pre-16 and above. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners.		

About this qualification

This qualification will:

- focus on the study of IT User Skills (ITQ) within the Information and Communication Technology sector
- offer breadth and depth of study, incorporating a key core of knowledge
- provide opportunities to acquire a number of practical and technical skills.

Qualification structure

To be awarded the NCFE Level 3 Certificate in IT User Skills (ITQ), learners are required to successfully achieve a minimum of 25 credits. 5 credits must be from the mandatory unit and a minimum of 20 credits must be from the optional groups. A minimum of 15 credits must be at Level 3.

Only one of the same titled units can be achieved.

Mandatory units

Unit 01 Improving productivity using IT

Optional units

Optional units available for this qualification cover areas such as:

- Bespoke software
- Using collaborative technologies

- Data management software
- Design software
- Using the internet
- Specialist software

Please refer to the Qualification Specification for more information.

Assessment

The NCFE Level 3 Certificate in IT User Skills (ITQ) is a competence-based qualification. Please see the ITQ Assessment Strategy which is available on the NCFE website.

Progression opportunities

The objective of this qualification is to:

- allow learners to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role. This qualification is suitable for learners using IT systems in a wide range of job roles.

Learners who achieve this qualification could progress to:

- NCFE Level 4 Award in Programming
- level 4 qualifications in IT and Computing

This qualification aims to provide learners with a number of progression options, including higher level studies at university or FE colleges. The skills required to progress to higher academic studies are different from those required at Levels 1 and 2. Level 3 qualifications enable the development of these skills. Although there is no single definition of higher-level learning skills, they include:

- checking and testing information
- supporting your points with evidence
- self-directed study
- self-motivation
- thinking for yourself
- analysing and synthesising information/materials
- critical thinking and problem solving
- working collaboratively
- reflecting upon learning and identifying improvements.



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