

# Qualification factsheet

## Qualification overview

<b>Qualification title</b>	NCFE Level 1 Certificate in IT User Skills (ITQ)		
<b>Qualification number (QN)</b>	600/1455/6		
<b>Total qualification time (TQT):</b>	130	<b>Guided learning hours (GL)</b>	100
<b>Entry requirements:</b>	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.  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 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 technical skills.

## Qualification structure

To be awarded the NCFE Level 1 Certificate in IT User Skills (ITQ), learners must achieve a minimum of 13 credits. 3 Credits must be from the mandatory unit and a minimum of 10 credits must be from the optional groups. 8 credits must be at Level 1 or above.

Only one of the same titled units can be achieved.

### Mandatory units

Unit 01 Improving productivity using IT (T/502/4153)
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### 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 1 Certificate in IT User Skills (ITQ) is a competence-based qualification. Please see the ITQ Assessment Strategy which is available on the NCFE website.

This qualification is internally assessed and externally quality assured.

## **Progression opportunities**

The objectives of this qualification are to:

- allow learners to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role.

Learners who achieve this qualification could progress to:

- NCFE Level 2 Certificate in IT User Skills (ITQ)
- NCFE Level 2 Certificate in ICT Systems and Principles
- NCFE Level 2 Diploma in Professional Competence for IT and Telecoms Professionals



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