

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 2 Certificate in IT User Skills (ITQ)		
Qualification number (QN)	501/1239/9		
Total qualification time (TQT):	160	Guided learning hours (GL)	110
Entry requirements:	There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 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 2 Certificate in IT User Skills (ITQ), learners are required to successfully achieve a minimum of 16 credits. 4 credits must be from the mandatory unit and a minimum of 12 credits from the optional group. A minimum of 6 credits must be at Level 2 or above.

Only one of the same titled units can contribute to the credit total.

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 2 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 3 Certificate in ICT Systems and Principles
- NCFE Level 3 Extended Diploma in IT (General)



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