

# An employer's guide to ITQ

City &   
Guilds

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If you've ever felt that nationally recognised IT qualifications are too rigid to be relevant to the real world, then prepare to be surprised.

ITQ is an innovative new qualification for people using computers at work. Its unique 'pick and mix' design makes it ideal for the workplace, allowing employees to demonstrate a full spectrum of different skill levels in just one qualification. The flexibility of ITQ means you can mould the qualification to fit individual job profiles. It is suitable for anybody who uses IT as part of their job.

## How does it work?

Each of the 54 units has been assigned a value - 5, 10, 15, 20, 25, 30 or 35 points depending on the complexity and level of its content. To complete the full ITQ qualification, candidates will need to achieve a minimum total of points: 40 points for a level 1 qualification, 100 points for level 2, and 180 points for level 3.

## Can we do any combination of units?

Almost - the only restrictions are the inclusion of one mandatory unit (marked in bold) and that 60 per cent of the points must come from units at the level of the qualification being achieved. For example to achieve a level 2 ITQ 60 per cent of the required points must be generated from units at level 2.

In fact, you can even use units from other qualifications including e-Quals, to count towards City & Guilds' ITQ.

## How will it meet the needs of my company?

One of the units is a bespoke unit which can be customised to fit your own particular requirements. This means that you'll be able to tailor it to your own specific applications.

## What units are available to us?

Units	Unit values		
	Level 1	Level 2	Level 3
<b>Make selective use of IT</b>	15	25	35
Operate a computer	10	20	30
IT trouble-shooting for users	5	15	25
IT maintenance for users	5	15	25
IT security for users	5	15	25
Internets and intranets	5	15	25
Email	5	15	25
Word processing software	10	20	30
Spreadsheet software	10	20	35
Database software	10	20	35
Website software	10	20	35
Artwork and imaging software	10	20	35
Presentation software	10	20	30
Specialist or bespoke software	10	20	30
Evaluate the impact of IT	5	15	25
Use IT systems	5	15	25
Use IT to exchange information	5	15	25
Sector specific unit	10	20	30

## How is it delivered?

City & Guilds' ITQ can be done in house and on the job. Under the guidance of an Assessor, employees will simply build up a portfolio of evidence to meet the requirements of each unit.

## Are there any other qualifications that may be of interest?

**e-Quals for IT Users (7262)**

**e-Quals for IT Professionals (7262)**

**Certificate in IT Coaching, Assessment and Training (CITCAT)**

## What's the next step?

If you are an existing approved centre, please contact your nearest City & Guilds office for scheme approval details.

If you are not, you can either run this scheme in co-operation with an approved centre, or become one in your own right. In either case, your next step is to contact our Customer Relations team or visit our website.

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## Key points

- The flexible design of City & Guilds' ITQ makes it ideal for any workplace
- You can mould the qualification to fit individual job profiles
- The bespoke unit allows you to customise it for specific applications
- Units from other qualifications, such as e-Quals count towards the award