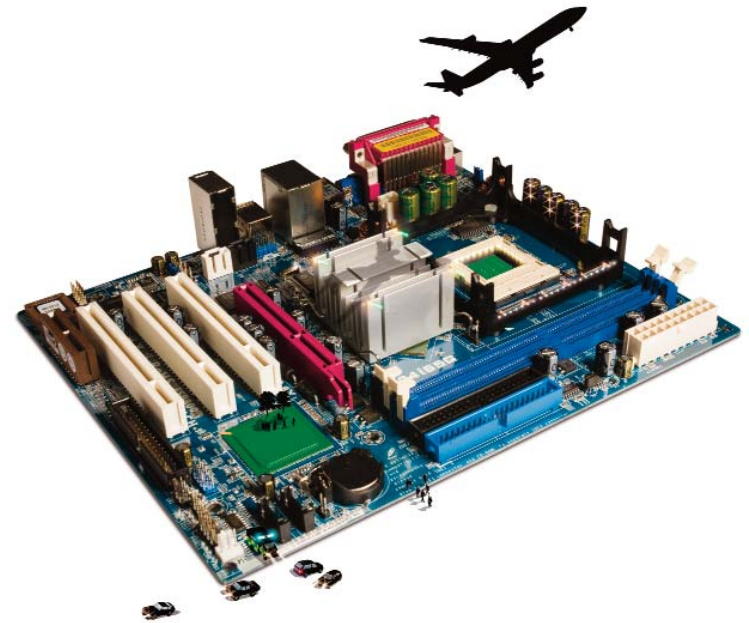


START IT (ITQ) 4249



START IT (ITQ) CENTRES' INFORMATION



START IT (ITQ)

Start IT (ITQ) is an entry level 3 qualification for those completely new to ICT or looking to gain confidence to go on to higher qualifications. This is a qualification that provides the flexibility for centres and learners to choose subjects that best meet their needs. It is accredited for the Foundation Learning Tier.

GAINING A START IT (ITQ) QUALIFICATION

Start IT (ITQ) is available in two ways:

- Award - requires a minimum of 6 credits and must include IT User fundamentals or Computer Basics and Computer Security and Privacy.
- Certificate - requires a minimum of 13 credits and must include IT User fundamentals or Computer Basics and Computer Security and Privacy.

WHY START IT?

The qualification is based on the National Standards and was developed with e-skills UK, the sector skills council for IT and Telecoms, providing an excellent gateway to the ITQ. It has been designed in conjunction with a panel of IT trainers, tutors and college representatives, whose members also developed the assignments.

It is an up-to-date product that will continue to be monitored and developed with centres' and learners' needs in mind, keeping it in line with developments in new technology and the demands of an everyday digital lifestyle.

Start IT (ITQ) also has five units based on the Microsoft Digital Literacy curriculum to allow ease of on-line learning both in the classroom and at home.

UNIT NUMBER & TITLE	CREDITS
001 - IT User fundamentals	2
002 - Database software	2
003 - Desktop publishing software	2
004 - Audio and video software	2
005 - Design and imaging software	2
006 - Using email	1
007 - Using the Internet	1
008 - Using mobile IT devices	1
009 - Presentation software	2
010 - Spreadsheet software	2
011 - Word processing software	2
012 - Personal information management software	1
013 - Specialist/bespoke software	2
014 - Data management software	2

091 - Computer basics (based on Microsoft Digital Literacy)	1
092 - The Internet and world wide web (based on Microsoft Digital Literacy)	1
093 - Productivity programmes (based on Microsoft Digital Literacy)	1
094 - Computer security and privacy (based on Microsoft Digital Literacy)	1
095 - Digital lifestyle (based on Microsoft Digital Literacy)	1

HOW IS START IT ASSESSED?

Learners will complete a number of practical assignments based on the skills and knowledge they have learnt, using technology and applications that they are familiar with. Some of the units will be assessed by multiple choice tests only.

HOW CAN I FIND OUT MORE?

Visit the IT (Using Computers) pages at www.cityandguilds.com

You can also find out more by contacting:

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IF YOU'RE ASKED FOR A QUALIFICATION NUMBER, PLEASE QUOTE 4249.

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