Funding opportunities

• All levels of ITQ will be fundable on section 96 and section 97
• Level 1 and level 2 are suitable for pre-16 candidates
• Level 1 will be part of Foundation Learning Tier
• Level 2 and level 3 will be the core of the IT User Apprenticeship.

Entry requirements

There are no entry requirements for level 1, but learners would be expected to have a reasonable level of ICT knowledge and competency to undertake level 2 and 3.

Key points

• ITQ is based on National Occupational Standards designed and developed with employers
• City & Guilds ITQ is designed to allow you to create and deliver courses for the learners in your area, whether developing IT skills for leisure or work
• Create individualised ‘courses’ to meet employee needs – not a ‘one-size-fits-all’ approach
• An ITQ can be used to underpin an organisation’s training programme
• City & Guilds ITQ will recognise previous certification, where appropriate, and even allow inclusion of units from other qualifications such as Hairdressing, Construction, Health and Safety, Plumbing, Teaching Qualifications, Business Administration and many, many more.

ITQ from City & Guilds is a qualification designed for the way you want to teach technology to those learning for work or leisure, now and in the future.

Related IT User qualifications

Start IT (ITQ) Entry Level 3 (4249) provides the perfect start for those wishing to learn more about technology or gain confidence in their skills before taking further qualifications. Designed to provide basic skills across a range of IT including the standard office type applications, but also design and imaging software, audio and video software, using mobile IT devices, as well as the practical use of Internet and e-mail.

How can I find out more?

Visit www.cityandguilds.com/itq

You can also find out more by contacting your nearest City & Guilds office. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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City & Guilds is a registered charity (number 312832) established to promote education and training.
ITQ is an established (and nationally recognised) qualification for people using computers for pleasure or work. Its unique ‘pick and mix’ design makes it ideal for creating courses that allow learners to demonstrate a full spectrum of skill levels in just one qualification.

There are bespoke and a specialist software units that can be customised to an organisation’s specific applications and the ITQ’s flexible structure means that you can design courses to meet local needs of the public or organisations.

The City & Guilds ITQ in particular allows you to design courses such as:

- Living with technology at home – Using the Internet, Using e-mail, Using IT mobile devices and Improving productivity using IT
- Keeping in-touch with family and friends – Using the Internet, Video software, Imaging software and Improving productivity using IT
- Better office IT – Word processing software, Spreadsheet software, Data management software and Improving productivity using IT.

**Delivery** can be designed to suit a learner’s particular requirements, either through a taught course or on-line learning materials, at the centre, in an organisation or at home.

**Evaluation** of achievement can be carried out in the way that best meets the individual’s needs:

- through a portfolio of evidence - paper or electronic
- by taking scenario based assignments from our e-Quals product or on-screen simulations
- by using ‘expert witnesses’ from within an organisation
- by combining of all the above.

Prior accredited learning can also be taken into account, which will save time and money for your business clients by helping them avoid unnecessary training.

**The length of a course** will depend on the units you decide to include. There are 3 sizes of qualification at level 1 to 3;

- Award – from 60 to 90 hours depending on level
- Certificate – from 90 to 190 hours depending on level
- Diploma – from 250 to 285 hours depending on level.

Where the ITQ is taken at work the time needed to complete it will depend on the amount of training required and previous knowledge and experience.

The City & Guilds ITQ also includes a unit route in preparation for the unitised funding that allows you to run short courses that are eligible for funding and provide a recognised awarding body certification.

**Unit Table**

- Improving productivity using IT
- IT user fundamentals
- Setting up an IT system
- Optimise IT system performance
- Security for IT users
- IT communication fundamentals
- Using the Internet
- Using email
- Using collaborative technologies
- Using mobile IT devices
- Personal information management software
- IT software fundamentals
- Audio software
- Video software
- Bespoke software
- Specialist software
- Computer accounting software
- Data management software
- Database software
- Design software

**Support** is provided through qualification handbooks, outcome and assessment guidance and sample assignments, as well as a wide variety of books and e-learning materials that are commercially available. Our external verification team can also work with you to design a course and assessment programme specifically for client organisation’s needs.

In addition, you and your learners can get access to our on-line support system SmartScreen. This provides learning activities, mock assignments and learning plans. For more information please visit www.smartscreen.co.uk

**ITQ Plus** is the easiest way to make more time and cost savings. The e-portfolio from SkillSure can reduce the need for assessor visits, monitor progress and cut down on printing – which can save up to 50% of the cost normally associated with hard copy portfolios.

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