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 with 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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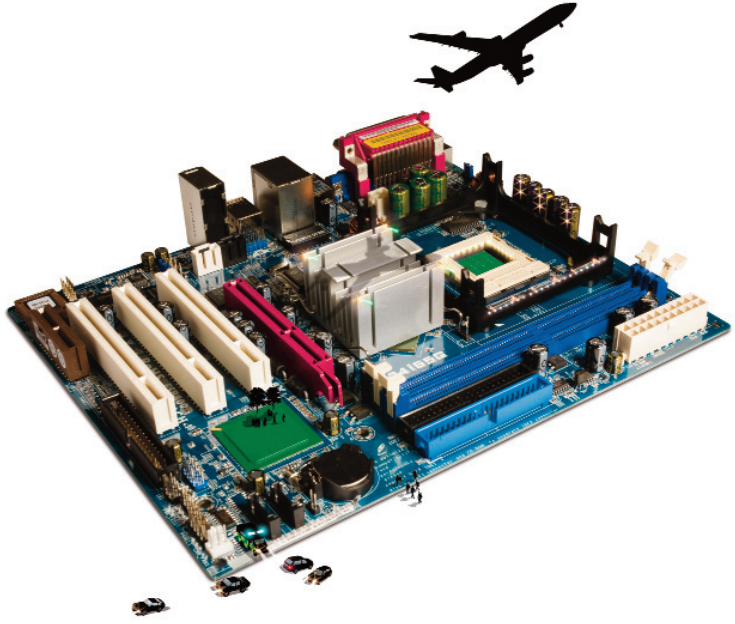
JUNE 2009

ITQ - MAKING BETTER IT USERS

City & Guilds

INFORMATION FOR CENTRES



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www.cityandguilds.com

With over 77%[1] of people using IT in their jobs today, a City & Guilds ITQ means your learners skills will be recognised wherever they choose to work.

The City & Guilds ITQ has been designed for complete flexibility, allowing you to plan for individual learner development and to create courses that meet local centre and business needs.

Whether your learners are working in an office, a shop, a warehouse or just studying for pleasure the City & Guilds ITQ equips them with the skills and knowledge to use technology more effectively.

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.

1 e-skills UK Creating the IT Nation

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
Desktop publishing software
Drawing and planning software
Imaging software
Multimedia software
Presentation software
Project management software
Spreadsheet software
Website software
Word processing software
Sector Specific Unit

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 SkilSure 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.