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.

ITQ Levels 1-3 (7574)
Learners can show they have practical competence in applications including audio software, data management, design software, planning and drawing software, spreadsheets, word processing, website software and much more. ITQ also includes practical units such as optimise your IT systems, set up an IT system and security for IT Users.

How can I find out more?

Visit **www.cityandguilds.com/itq**

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

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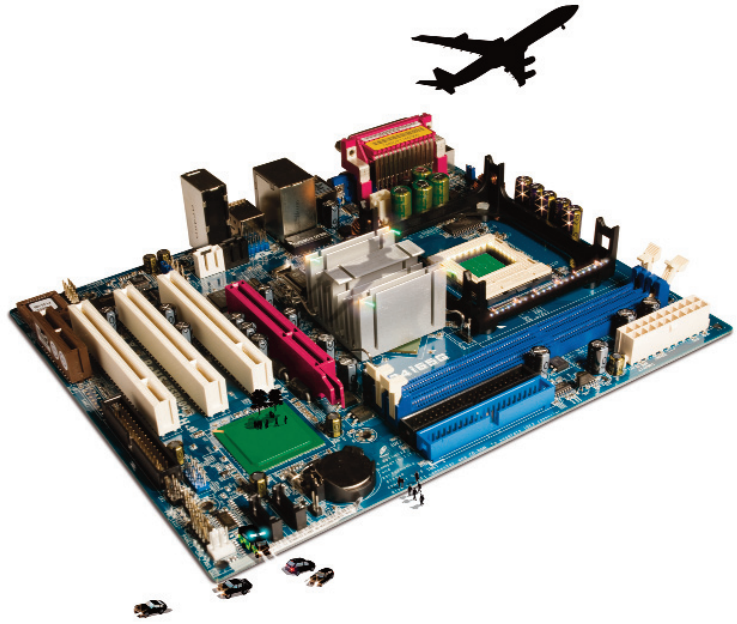
JUNE 2009

ITQ - MAKING BETTER IT USERS

City & Guilds

INFORMATION FOR EMPLOYERS



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With over 77%[1] of people using IT in their jobs today, it makes sense to ensure that staff are using your systems in a cost effective and efficient way – and that you know it.

City & Guilds ITQ provides a single, straightforward benchmark to analyse the IT skills across your organisation, allowing you to plan staff development to meet organisational and individual needs.

Have staff trained in what you want by customising the ITQ to meet your needs, including bespoke and specialist software specific to your organisation. By including your staff's previous IT qualifications or counting work from an industry specific qualification, save time and money by training only on the areas required.

ITQ is an established (and nationally recognised) qualification for people using computers at work. Its unique 'pick and mix' design will allow your employees to demonstrate a full spectrum of different skill levels in just one qualification.

There are bespoke and specialist software units that can be customised to your organisation's specific applications and the ITQ's flexible structure means that it can be adapted for almost any workplace or job.

Delivery can be designed to suit your particular requirements: either send employees on a course in-house, at a local training centre or they can learn on the job.

Evaluation of achievement can be carried out in the way that best meets your and your staff'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 your own organisation
- by combining of all the above.

Prior accredited learning can also be taken into account which will save you and your staff time and money by avoiding unnecessary training.

Support is provided direct from City & Guilds training centres, through qualification handbooks 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 and a training organisation to design a course and assessment programme specifically for your organisational needs.

In addition, learners and centres 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**

Time and cost will depend on the amount of training required and how you will work with the local training provider to deliver and assess the ITQ. This will take into account assessor visits to the workplace and any classroom based and on the job training that is required.

ITQ is eligible for **funding** from the Learning and Skills Council which can be accessed through Train to Gain programmes. By having employees work toward a recognised qualification, it can help reduce overall costs.

And because the City & Guilds ITQ can be **customised** to your needs, it can form part of your normal training process and not be an extra burden as with more generalist IT user qualifications.

Credibility of the ITQ qualification comes without question, from being awarded by City & Guilds, the UK's leading provider of vocational qualifications and based on National Occupational Standards developed by e-skills UK – the sector skills council for ICT. City & Guilds offer over 500 qualifications across a wide range of industries that enable employees to work from entry level through to higher levels of professional achievement.

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, help you monitor staff progress and cut down on printing - which can save up to 50% of the cost normally associated with hard copy portfolios.

Being web based it requires no software download that might compromise your systems and has a secure, password controlled environment. To find out more visit **www.skilsure.com**

Key points

- ITQ is based on National Occupational Standards designed and developed with employers
- City & Guilds ITQ is designed to meet the needs of the employer and employee to show the level of competence in IT
- ITQ can be used to underpin an own organisations training programme
- City & Guilds ITQ will be fundable as level 1 is part of the Foundation[2] Learning Tier and level 2 and 3 are part of the Apprenticeship framework
- Create individualised 'courses' to meet employee needs – not a 'one-size-fits-all' approach
- City & Guilds ITQ will recognise previous certification, where appropriate, and even allow inclusion of units from other qualifications such as Hairdressing, Construction, Health & Safety, Plumbing, Teaching Qualifications, Business Administration and many, many more.

ITQ from City & Guilds is a qualification designed for the way you want staff to use technology for work, now or in the future.

[1] e-skills UK Creating the IT Nation

[2] The Foundation Learning Tier is the term used for entry level and level 1 qualifications on the Qualifications and Credit Framework. Please see www.cityandguilds.com/flt for more information.