February 2015

City & Guilds

500/6688/2 City & Guilds Level 3 Diploma for IT users (ITQ)

OVERVIEW

<u>What does this qualification cover?</u>

The primary purpose of this qualification is to lead onto employment. This qualification enables a learner to gain a range of skills and knowledge in the use of ICT applications or use of ICT equipment that can lead to a variety of job roles that rely use digital technologies and services.

Areas that can be covered using this qualification include:

- Application skills and knowledge development, such as;
  - Word processing
  - Spreadsheets
  - Using email and the Internet
  - Personal information management
  - Website software
  - Using collaborative technology and mobile devices
  - Audio software
  - Video software
  - Presentation software
  - Drawing and planning software
  - Website software

- Systems skills
  - Setup an IT system
  - Optimise system performance
  - Security for IT users

All learners will cover the mandatory unit Improving productivity using IT, which can be based around one or more of the optional units they undertake to give them the required skills and knowledge to make effective use of ICT in specific areas for the future.

This is a Framework qualification.

<u>Who could take this qualification?</u>

The City & Guilds Level 3 Diploma for IT Users (ITQ) has been developed for those with experience using ICT and software applications, but need more depth of competence to use a wide range common office applications or new technology areas such as website software or use of mobile devices. This will enable them to handle both common and non-regular activities and support others in their use of ICT and applications.

If you are looking to gain a basic rage of skills and to do a qualification that enables you more time to add other qualifications as part of a programme of study then the certificate would be better suited to your needs. The Certificate size would be appropriate if you only need to learn a few applications and are not looking how to apply the skills and knowledge to improve productivity for personal or work ICT related activities

While no previous experience or qualifications in ICT are required for entry, learners would benefit from progressing from;
- 500/6805/2 City & Guilds Level 1 Award for IT Users - (ITQ)
- 500/6759/X City & Guilds Level 1 Certificate for IT Users (ITQ)
- 500/6903/2 City & Guilds Level 1 Diploma for IT Users (ITQ)
- 500/6706/0 City & Guilds Level 2 Award for IT Users - (ITQ)
- 500/6724/2 City & Guilds Level 2 Certificate for IT Users (ITQ)
- 500/6760/6 City & Guilds Level 2 Diploma for IT Users (ITQ)
- 500/6697/3 City & Level 3 Award for IT users (ITQ)
- 500/6587/7 City & Guilds Level 3 Certificate for IT users (iTQ)

This qualification is suitable for a wide age range starting at 16.

What could this qualification lead to?

<u>Will the qualification lead to employment?</u>

With the growth of the use of digital technology, this qualification will enable to learners make use of ICT within a number of job roles where use of digital technology is a required knowledge and skill set. Roles will be across a variety of organisations and could include;
- IT application helpdesk support
- IT Supervisor
- Website manager
- IT Application Officer
- Supervisor/Manager/Director looking to gain application skills

<u>Will the qualification support progression to further learning?</u>

The City & Guilds Level 3 Certificate for IT users (ITQ) provides the underpinning knowledge and skills that would allow a learner to extend their competency in further areas at the same level using:

- 600/7154/0 Level 3 Award in Principles of Social Media Advertising and Promotion
- 600/7157/6 Level 3 Award in Principles of Social Media within a Business
- 600/7158/8 Level 3 Award in Principles of Mobile Social Media for a Business
- 600/7232/5 Level 3 Award in Social Networking Management for Business
- 600/7234/9 Level 3 Award in Principles of Website Creation and Optimisation
- 600/7617/3 Level 3 Award in Principles of Keywords and Optimisation in Social Media
- 600/7156/4 Level 3 Certificate in Principles of Social Media Advertising and Promotion
- 600/7231/3 Level 3 Certificate in Principles of Website Creation and Optimisation
- 600/7236/2 Level 3 Certificate in Social Media Marketing Within a Business
- 600/7375/5 Level 3 Certificate in Mobile Social Media for a Business

- 600/7376/7 Level 3 Certificate in the Principles of Social Media for a Business
- 600/4967/4 Level 3 Diploma In Social Media for Business
- 601/2447/7 Level 3 Diploma in Digital Marketing

The qualification can also provide a pathway to, but is not part of an apprenticeship;
- Advanced Apprenticeship as an IT Application Specialist
- Advanced Apprenticeship in Social Media and Digital Marketing
- Higher Level Apprenticeship in Social Media and Digital Marketing

Additionally, the skills and knowledge gained would prove useful to developing evidence for use as part of a number of subject specific areas, such as Business Administration, Legal or Medical Secretaries, Hair and Beauty programmes.
Using this size of qualification

Those undertaking City & Guilds Level 3 Diploma for IT users (ITQ) will be looking to gain substantial knowledge and skills across a wide range of applications and systems to deal with common and non-regular ICT operation that may align with and lead them to taking the Advanced Apprenticeship or for personal use where a wide range of competency is only required at this level.

Who supports this qualification?

Employers

Jane White
Hear Us
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