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1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)20 7294 2468  
F +44 (0)20 7294 2400  
[www.cityandguilds.com](http://www.cityandguilds.com)

## City & Guilds

### 500/6724/2 City & Guilds Level 2 Certificate for IT users (iTQ)

#### OVERVIEW

##### What does this qualification cover?

This qualification covers 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 further learning either within the workplace for a job role or within a training provider for personal use due to the growth of 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
  - IT communication fundamentals
  - IT software fundamentals
- Systems skills
  - Setup an IT system
  - IT User fundamentals
  - 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.



### Who could take this qualification?

The City & Guilds Level 2 Certificate for IT Users (ITQ) has been developed for those with little or no experience with ICT and software applications, but wish to become effective users of ICT at a basic level for common office applications or gain skills in new technology areas such as website software or use of mobile devices.

No previous experience or qualifications in ICT are expected, though learners can progress to this qualification from;

- 500/5886/1 City & Guilds Entry Level Award for IT Users (Start IT-iTQ) (Entry 3)
- 500/8483/5 City & Guilds Entry Level Award in Online Basics (Start IT-iTQ) (Entry 3)
- 500/6100/8 City & Guilds Entry Level Certificate for IT Users (Start IT-iTQ) (Entry 3)
- 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)

This qualification is suitable for a wide age range starting at 14.

### **What could this qualification lead to?**

#### Will the qualification lead to employment?

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.

#### Will the qualification support progression to further learning?

The City & Guilds Level 2 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:

- 500/6760/6 City & Guilds Level 2 Diploma for IT Users (ITQ)

Or gain or improve their skills by undertaking a higher level qualification, such as;

- 500/6697/3 Level 3 Award for IT users (ITQ)
- 500/6587/7 Level 3 Certificate for IT users (ITQ)
- 500/6688/2 Level 3 Diploma for IT users (ITQ)
- 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 an;

- Intermediate Apprenticeship in IT Application Specialist
- Advanced Apprenticeship in IT Application Specialist
- Advanced Apprenticeship in Social Media and Digital Marketing

Additionally, the skills and knowledge gained would prove useful to developing evidence or in 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 the City & Guilds Level 2 Certificate for IT Users (iTQ) will be looking to gain skills and knowledge to help them perform within their job role and make the most effective use of ICT for specific applications for common activities that they are required use on a regular basis.

### Who supports this qualification?

Anne Mollart

Lead IV for ICT, Business Administration, Customer Service, Marketing and Sales

**Macclesfield College**

**T:** 01625 410000 **Ext:** 582

Sheena Morris

**Happy Computer Ltd**

**T:** 0207 375 7300

Julie Williams

**West Cheshire College**

**T:** 01244 656555

Ed Blanchard

Community Learning Centre Manager

**Grimsby Institute of Further and Higher Education**

**T:** 01472 311222

Linda Thomas,

General Manager.

**The CADcentre UK Ltd**

**T:** 0208 983 9738