City & Guilds

500/6759/X City & Guilds Level 1 Certificate for IT users (ITQ)

OVERVIEW

What does this qualification cover?

This fully vocational qualification enables you 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. The primary purpose of this qualification is to progress onto further learning as stated below. 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
    - 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

You will cover the mandatory unit 'Improving productivity using IT', which can be based around one or more of the optional units you undertake to give you 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 1 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. It includes learning how to use your skills to make improvements to productivity either for personal or work related activities.

If you are looking to gain a wider range of skills then it may be more appropriate for you to take the Diploma sized qualification that allows you to select more units. The Award 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.

No previous experience or qualifications in ICT are expected, though you may have previously achieved one of these qualifications;
- 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)

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

What could this qualification lead to?

Will the qualification support progression to further learning?

The City & Guilds Level 1 Certificate for IT users (ITQ) provides the underpinning knowledge and skills that would allow you to extend your competency in further areas at the same level using:

- 500/6903/2 City & Guilds Level 1 Diploma for IT Users (ITQ)

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

- 500/6706/0 City & Guilds Level 2 Award for IT Users (ITQ)
- 500/6724/2 City & Guilds Level 2 Certificate for IT Users (ITQ)
- 600/7039/0 City & Guilds Level 2 Certificate for IT Users
- 500/6760/6 City & Guilds Level 2 Diploma for IT Users (ITQ)

The qualification can also provide a pathway to an Intermediate Apprenticeship as an IT Application Specialist using;

- 600/0993/7 City & Guilds Level 2 Diploma in IT User Skills

Will the qualification lead to employment?

With the growth of the use of digital technology, this qualification will enable you to make use of ICT within a number of job roles where use of digital technology is a required knowledge and skill set, such as

- General administrator

- Receptionist
- Admin assistant
- Manager (with no previous ICT experience)

It would also prove useful for you if you are returning to work or seeking employment.

Who supports this qualification?

Sheena Morris
Happy Computer Ltd
T: 0207 375 7300

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