City & Guilds

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

OVERVIEW

What does this qualification cover?

This qualification covers enables a learner to gain some skills and knowledge in a wide number 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
  - Audio software
  - Video software
  - Presentation software
  - Drawing and planning software
- 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.

<u>Who could take this qualification?</u>
The City & Guilds Level 2 Diploma 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 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)
- 500/6706/0 City & Guilds Level 2 Award for IT Users (ITQ)
- 500/6724/2 City & Guilds Level 2 Certificate for IT Users (ITQ)

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

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, such as;

- IT Clerk
- Data Administrator
- Supervisor/Manager/Director looking to gain application skills

<u>Will the qualification support progression to further learning?</u>
The City & Guilds Level 2 Diploma for IT users (ITQ) provides the underpinning knowledge and skills that would allow a learner to extend their competency in further areas at 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 Certificate 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;
- Intermediate Apprenticeship as an IT Application Specialist
- Advanced Apprenticeship as an 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 City & Guilds Level 2 Diploma for IT users (ITQ) will be looking to gain knowledge and skills across a wider range of applications and systems to deal with regular ICT operation and occasional non-regular situations that may align with and lead them to taking the Intermediate Apprenticeship or for personal use where a wide range of competency is only required at this level.

Who supports this qualification?

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