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City & Guilds

500/6805/2 City & Guilds Level 1 Award for IT Users - (ITQ)

OVERVIEW

What does this qualification cover?

This is fully vocational qualification that will enable you to gain some skills and knowledge in a limited amount 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
 - 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

There is no mandatory unit for this qualification, so you are free to select optional units that 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 Award 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. This qualification is for you if you wish to learn a limited range of skills, while the Certificate and Diploma would allow you to gain a greater breadth of competency over a wider range of applications.

No previous experience or qualifications in ICT are expected, though you may benefit from having achieved a 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)

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 Award 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:

- 500/6759/X City & Guilds Level 1 Certificate for IT users (ITQ)
- 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 to you make use of ICT within a number of job roles where use of digital technology is a required knowledge and skill set.

Using this size of qualification

If you are taking the City & Guilds Level 1 Award for IT Users - (ITQ) you will be looking for short personal programme to gain basic skills in a limited range of applications for a specific purpose within their job for common and regular activities whether for business or personal use. If you require skills and knowledge in a wide range of applications then it would be more appropriate to take the Certificate or Diploma size qualification that would allow you to select more optional units as required.

Who supports this qualification?

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