

NVQ

LEVEL 2

ITQ for IT Users

The qualification provides from a basic level skills and knowledge that could lead to further education in IT or related areas, as well as underpinning other educational sectors to higher levels of competency for those required to work independently or supervise others. For those moving into their first job role the ITQ can provide the confidence to work effectively with ICT and deal with tasks that are straightforward or routine.

Who is this suitable for?

A Level 2 user can make use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar, they will be able to devise solutions to use IT tools to improve productivity. Any aspect that is unfamiliar will require support and advice from other people. This qualification could help you get a job in areas such as:

- » Assistant application specialist
- » Business administrator
- » Social media/digital marketing assistant
- » Web development assistant
- » Software help desk assistant

Awarding Body



Course Contents

- » Improving Productivity Using IT
- » IT Communication Fundamentals
- » Various software applications choosing from presentations, spreadsheets and word processing

Assessment

With guidance a learner will be able to operate information and communication software or hardware with knowledge and understanding at the relevant level in a variety of topics they undertake.

Learners are assessed through:

- » Portfolio of evidence (paper or electronic)
- » Scenario based assignments
- » Using 'expert witnesses' from within an organisation
- » Observation
- » Professional discussion
- » A combination of the above

The qualification can be delivered in either the classroom, workplace or remotely.

Duration



This course can be completed within 5 months and contains assessment carried out in the workplace.

Funding

Geason Training is able to access government funding for this course including the European Social Funding (ESF) and Adult Education Budget (AEB) funding. Geason Training have a dedicated team who will assist you to ensure you receive the maximum grants available..

Flexible Delivery and Dedicated Support

Once the learners are enrolled on the programme, they will be assigned a Skills Trainer. Our NVQ qualifications are delivered using various proven methods:

- Coaching and mentoring
- Workplace observations and practical tuition
- Assessment Delivery
- Remote Learning Sessions
- Self-Study Modules and Activities



Units

Mandatory

- Unit 201 - Improving Productivity Using IT
- Unit 206 - IT Communication Fundamentals

Optional (two chosen)

- Unit 225 - Presentation Software
- Unit 227 - Spreadsheet Software
- Unit 229 - Word Processing Software



Contact

If you would like any more information about the qualification, please contact us

by phone: 0330 088 9671 or via email: enquiries@geason.co.uk or visit: www.geasontraining.co.uk.

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