

## Foundation Apprenticeship in IT users Level 2

iTQ is based on a national framework of skills that covers the core range of everyday IT user skills.

What makes iTQ unique is that it recognises what's best in current qualifications. iTQ can be tailored to each organisations needs and each learners requirements and does not involve learning skills that won't be needed or used. iTQ can include any workplace specific systems (e.g. intranet) or even a Health & Safety module as part of the overall qualification.

On completion of the framework the candidate will receive the following qualifications:

- OCR Level 2 ITQ Diploma in IT User Skills
- Information Technology Foundation Apprenticeship
- Essential Skills Wales - Application of Number Level 1, Communication Level 1 and ICT Level 2

## Level 2 Diploma in IT User Skills (ITQ)

The aim of these qualifications is to recognise the application of a range of IT user skills, knowledge and understanding.

A credit value applies to each unit dependent on the level of that area of competence you work towards e.g. the word processing software unit at level 1 has a credit value of 3 credits, 4 credits at level 2 and 6 credits at level 3. In order to successfully achieve this qualification the candidate must achieve a minimum credit value of 38 credits. A minimum of 17 credits must be achieved at level 2 or above.

### course details

#### Mandatory Units

- Improving productivity using IT
- Understanding the potential of IT
- Developing personal and team effectiveness using IT

#### Optional Units

(3 themes to choose from)

#### Using IT systems

- IT user fundamentals
- Set up an IT system
- Optimise IT system performance
- IT security for users

#### Using IT to find and exchange information

- IT communication fundamentals
- Using the internet
- Using mobile IT devices
- Using e-mail
- Personal information management software
- Using collaborative technologies

#### Using productivity tools and applications

- IT software fundamentals
- Audio and video software
- Bespoke and specialist software
- Computerised accounting software
- Database software
- Data management software
- Design and imaging software
- 2D drawing and planning software
- Desktop publishing software
- Multimedia software
- Presentation software
- Project management software
- Spreadsheet software
- Website software
- Word processing software

# Essential Skills Wales

## course units

Essential Skills Wales are a range of skills that are critical to succeed in the workplace today. There are two Essential Skill areas (Communications and Application of Number) which participants complete through a combination of work-based assessments and assignments.

### Mandatory Units

- Application of Number (Level 1)
- Communication (Level 1)
- ICT (Level 2)

### Delivery

Essential Skills Wales will be completed during the assessor visits.

### Recommended Time on Framework:

The recommended time to complete the Foundation Apprenticeships in iTQ is 14 months.