



Effective use of IT systems and applications is an essential element to the running of a successful business. This is the ideal programme for any individual that is looking to improve their overall IT skills in the workplace. The range of optional units means that the course can be tailored to your exact requirements. The course covers all applications that you would use on a day-to-day basis, as well as a number of others, and will allow you to use these programmes to their maximum potential.

iTQ will ensure that employers get the right person for the right job by equipping their staff with relevant and effective IT user skills.

There are two main aims for iTQ: Certifying Achievement and Improving Performance.

Studies have found that:

- 90% of learners believed their confidence in using IT had improved.
- 86% of employers believed productivity had increased or would increase in the near future.

This programme is delivered and assessed in the workplace. An assessor will visit the employees to develop a tailored training and assessment plan. Assessment is extremely flexible and is arranged in negotiation between the employer, employee and college assessor. Assessment time varies, but generally the qualification is completed within 3 to 9 months with a number of assessor visits, depending on the candidate's existing skill level.

iTQ – The New National Vocational Qualification in Using IT:

iTQ is a new nationally recognised qualification to ensure competence in the workplace

iTQ Qualification at Levels 2 & 3

In total candidates must achieve 100 points for Level 2 and 180 points for Level 3. To achieve a full award, candidates must complete the mandatory unit and a number of optional units to Level 2 or Level 3 standards.

ITQ Levels 2 & 3	
MANDATORY UNITS	
<ul style="list-style-type: none"> • Make selective use of IT 	
OPTIONAL UNITS	
<ul style="list-style-type: none"> • Operate a computer • Word Processing software • Spreadsheet software • Internet and Intranets • Email • Database software 	<ul style="list-style-type: none"> • Website software • Presentation software • Artwork and imaging software • Specialist or bespoke software • Use IT to exchange information • Sector specific unit