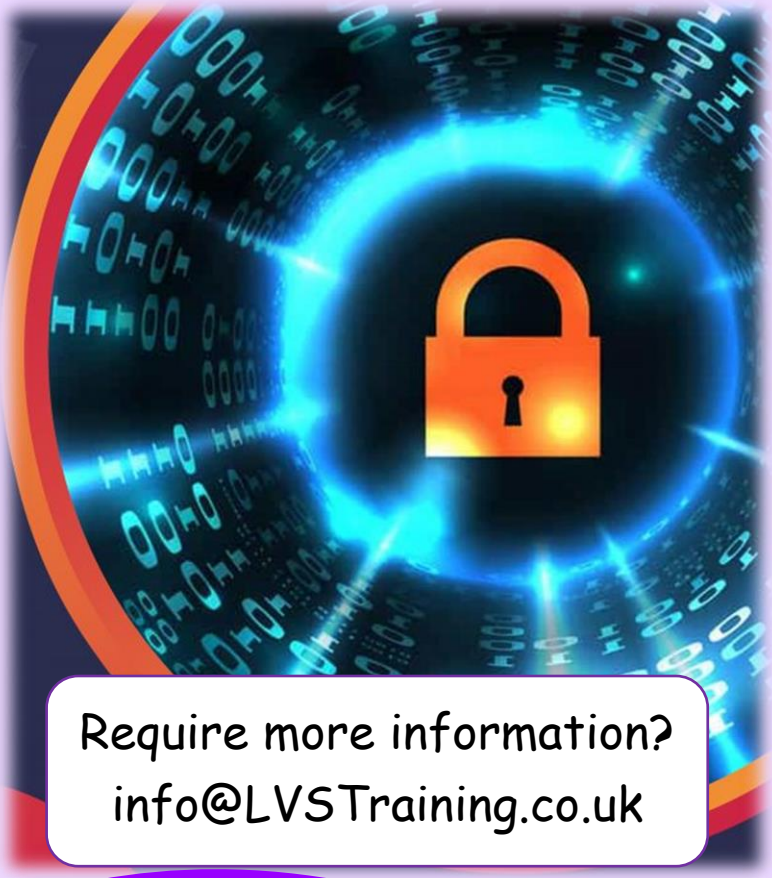
LVS Training brochure (May 2023)

# IT Users Skills (ITQ)



Require more information?
info@LVSTraining.co.uk

WNT Academy
London

# IT Users Skills (ITQ)

## Qualification Specification

NCFE Level 1 Certificate in IT User Skills (ITQ) (600/1455/6)

Fees listed below

Please note: There are many other qualifications available at various levels.
Please 'Request a call back' via our website or ask a LVS Training Team member for more details about:

NCFE Level 2 Certificate in IT User Skills (ITQ) (501/1239/9)

NCFE Level 3 Certificate in IT User Skills (ITQ) (600/1463/5)

These qualifications are suitable for our Educational gifts

## The objectives of this LEVEL 1 qualification are to:

Allow learners to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role.

✓ **Design course: Using the internet ITQ/L1C/UI**

**Group B optional units**

| | | | | |
|---|---|---|---|---|
| Unit 37 | Using the internet (T/502/4296) level 1 - This unit is barred against A/502/4297 and F/502/4298 | 3 | Y | Y |

**Duration: 2 days (+ distance learning + portfolio) Cost £175**

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✓ **Design course: Website software ITQ/L1C/WS**

**Group B optional units**

| | | | | |
|---|---|---|---|---|
| Unit 75 | Website software (L/502/4630) level 1 - This unit is barred against R/502/4631 and Y/502/4632 | 3 | Y | |

**Duration: 2 days (+ distance learning + portfolio) Cost £175**

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✓ **Design Course: ITQ/L1C/WPS**

**Group B optional units**

| | | | | |
|---|---|---|---|---|
| Unit 72 | Word processing software (L/502/4627) level 1 - This unit is barred against R/502/4628 and Y/502/4629 | 3 | Y | Y |

**Duration: 2 days (+ distance learning + portfolio) Cost £175**

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## Design Course: ITQ/L1C/SSS

**Group B optional units**

| | | | | |
|---|---|---|---|---|
| Unit 67 | Spreadsheet software (A/502/4624) level 1 - This unit is barred against F/502/4625 and J/502/4626 | 3 | Y | Y |

**Duration: 2 days (+ distance learning + portfolio) Cost £ 175**

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## Design Course: ITQ/L1C/PS

**Group B optional units**

| | | | | |
|---|---|---|---|---|
| Unit 56 | Presentation software (K/502/4621) level 1 - This unit is barred against K/502/4621 and T/502/4623 | 3 | Y | Y |

**Duration: 2 days (+ distance learning + portfolio) Cost £ 175**

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## Design Course: ITQ/L1C/DS

**Group B optional units**

| | | | | |
|---|---|---|---|---|
| Unit 16 | Database software (H/502/4553) level 1 - This unit is barred against M/502/4555 and T/502/4556 | 3 | Y | Y |

**Duration: 2 days (+ distance learning + portfolio) Cost £ 175** ENQUIRE

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## ACHIEVING THE FULL QUALIFICATION

To be awarded the NCFE **Level 1 Certificate** in IT User Skills (ITQ), learners must achieve a minimum of **13 credits**.

- 3 Credits must be from the mandatory unit
- A minimum of 10 credits must be from the optional groups.
- 8 credits must be at Level 1 or above.

**Mandatory unit**

| Unit No | Unit title | Credit | Yes |
|---|---|---|---|
| Unit 01 | Improving productivity using IT (T/502/4153) | 3 | |

## Complete Design Course: ITQ/L1C/DPSW

**Pathway 1: Group B optional units**

| Unit No | Unit title | Credit | Standalone |
|---|---|---|---|
| Unit 16 | Database software (H/502/4553) level 1<br>This unit is barred against M/502/4555 and T/502/4556 | 3 | Y |
| Unit 56 | Presentation software (K/502/4621) level 1<br>This unit is barred against K/502/4621 and T/502/4623 | 3 | Y |
| Unit 67 | Spreadsheet software (A/502/4624) level 1<br>This unit is barred against F/502/4625 and J/502/4626 | 3 | Y |
| Unit 72 | Word processing software (L/502/4627) level 1<br>This unit is barred against R/502/4628 and Y/502/4629 | 3 | Y |

**Duration: 5 days** (+ distance learning + portfolio) **Cost £700** ENQUIRE

## Complete Design Course: ITQ/L1C/EIWS

**Pathway 2: Group B optional units**

| Unit No | Unit title | Credit | Standalone |
|---|---|---|---|
| Unit 31 | Using email (J/502/4299) -level 1<br>This unit is barred against M/502/4300 and T/502/4301 | 2 | Y |
| Unit 37 | Using the internet (T/502/4296) level 1<br>This unit is barred against A/502/4297 and F/502/4298 | 3 | Y |
| Unit 43 | Using mobile IT devices (H/502/4374) Level 1<br>This unit is barred against K/502/4375 | 2 | Y |
| Unit 75 | Website software (L/502/4630) level 1 -<br>This unit is barred against R/502/4631 and Y/502/4632 | 3 | Y |

**Duration: 5 days** (+ distance learning + portfolio) **Cost £700** ENQUIRE

# Course explained

Designer Course: IT users Skills (ITQ)

| Unit No | Unit title |
|---|---|
| Unit 01 Improving productivity using IT (T/502/4153) | In this unit the learner will plan the use of appropriate IT systems and software to meet requirements. |
| Unit 16 Database software (H/502/4553) | In this unit the learner will enter, edit and organise structured information in a database and use database software tools to extract information and produce reports. |
| Unit 31 Using email (J/502/4299) | In this unit the learner will use email software tools and techniques to compose and send messages as well as manage incoming email effectively. |
| Unit 37 Using the internet (T/502/4296) | In this unit the learner will connect to the internet and use browser software to navigate web pages. |
| Unit 40 IT security for users (R/502/4256) | In this unit the learner will use appropriate methods to minimise security risks to IT systems and data. |
| Unit 43 Using mobile IT devices (H/502/4374) | In this unit the learner will set up the mobile device to meet needs and use applications and files on the mobile device as well as transfer data to and from the mobile device. |
| Unit 56 Presentation software (K/502/4621) | In this unit the learner will input and combine text and other information within presentation slides and use presentation software tools to structure, edit and format slides as well as prepare slides for presentation to meet needs. |
| Unit 67 Spreadsheet software (A/502/4624) | In this unit the learner will use a spreadsheet to enter, edit and organise numerical and other data as well as use appropriate formulas and tools to summarise and display spreadsheet information. Also select and use appropriate tools and techniques to present spreadsheet information effectively. |
| Unit 70 IT user fundamentals (J/502/4206) | In this unit the learner will use IT systems to meet needs and organise, store and retrieve information efficiently. |
| Unit 72 Word processing software (L/502/4627) | In this unit the learner will enter, edit and combine text and other information accurately within word processing documents and structure information within word processing documents as well as use word processing software tools to format and present documents. |
| Unit 75 Website software (L/502/4630) | In this unit the learner will plan and create web pages as well as use website software tools to structure and format web pages. Also publish web pages to the internet or an intranet. |

# Progression opportunities

- NCFE Level 2 Certificate in IT User Skills (ITQ)
- NCFE Level 2 Certificate in ICT Systems and Principles
- NCFE Level 2 Diploma in Professional Competence for IT and Telecoms Professionals