



Information Technology Qualification (ITQ) for IT Users NVQ Level 2

Course Overview

The ITQ is an accredited NVQ Level 2 allowing you to complete an IT qualification over an intensive period whilst providing underpinning knowledge and skills.

Why are skills in Information Technology important to the economy right now?

Well-managed organisations depend upon skilful use of IT technology and everyone, from director to receptionist, needs to know how to effectively use this powerful new tool. Better use of resources means increased productivity, significant savings, and enhanced career prospects.

Who is this training for?

This training is available for those who are employed, self-employed or volunteering in a role where they are exposed to the use of IT and would to develop their skills and competence using IT and software applications.

Course Content

The course covers the essential elements of information technology and includes one mandatory unit and four further units, as indicated below:

- **Make selective use of IT (Mandatory Unit)**
- **Use IT to exchange information Level 2**
- **Word processing software Level 2**
- **Spreadsheet software Level 2**
- **Presentation software Level 2**

Training & Assessment:

Training will consist of workshops run half a day per week in the afternoon or evenings for six weeks and will include two on-site assessments within the workplace for two hours each. A tutor and assessor will be assigned for the length of the course.

Further assessment will include:

- Written homework assignments - where you will demonstrate your knowledge and understanding of information technology.
- Observations in your work place - supplemented by discussion, questions and answers, where you will demonstrate your understanding and competency.
- Projects - a set of information technology projects where you will be set a defined number of tasks to complete based as far as possible on experience from your work place.
- Professional discussions.
- Simulations within the classroom and/or within a realistic working environment.

Entry requirements

You will need to complete a successful interview, initial assessment and screening session at RACC in order to be accepted onto the programme. You need to be at least at level 1 in literacy and numeracy and some basic IT skills are necessary. These include computer keyboard skills and mouse skills as well as the use of IT in the workplace.

At this level some of the evidence for assessment will need to be provided from your workplace.

Enrolment:

To enrol, candidates are required to attend a recruitment day for interview, assessment and screening.

Interested?

If you'd like to find out more or enrol please call 020 8439 8937 or email employers@racc.ac.uk to speak to one of our Skills for Business Team members.

Fees:

Based upon eligibility of the candidate subject to initial assessment and screening.

RICHMOND BUSINESS SCHOOL

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