



NVQ in ITQ

ITQ lets employers and learners take control of the learning experience.

ITQ is growing and has been successfully used by tens of thousands of learners. Many organisations are choosing ITQ to keep the IT user skills of their staff up to date.

Learning new skills and getting a qualification need not be a one-off process that starts and finishes in a fixed time period. In fact it should be a continuous journey. That's why the e-skills Passport skills management system has been developed. e-skills Passport is a simple on-line tool that enables organisations and individuals to identify IT user skills gaps and focus learning activity. e-skills Passport also gives organisations and learners an ongoing Record of Achievement, ensuring all training progress is monitored and skill achievement recorded.

Move your IT user training to a whole new level

ITQ is the first training and qualification programme designed by employers that delivers truly relevant business IT user skills - the skills that make an individual employable and productive in their job.

ITQ is:

Fully customisable

Organisations can add bespoke software skills to the framework (e.g. intranet or existing accounting software) and include these in the qualification.

Adaptable to job or individual roles

Learning can be tailored to job role so that all training is totally relevant.

Flexible

Training can be delivered in 'bite sized chunks' to suit the practical needs of the business or individual – there is no 'set' course or programme. (ITQ learning can be incorporated into the working day through on-line learning at the desk - during lunch breaks or in less busy periods as and when time permits).

Who is an ITQ suitable for?

Any employee who uses IT in their day-to-day work.

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Easy assessment process

As far as possible assessments will take place whilst employees are doing real tasks at work. By allowing assessment to occur 'naturally' using systems already in place in your business, this reduces the bureaucracy that can be involved with assessments and minimises the impact on staff time.

What will your staff learn?

The ITQ has one core unit – Make Selective Use of IT – this deals with the effective use and selection of IT (hardware and software) to achieve tasks.

Additional units will vary depending on the IT skills an employee needs to learn for their specific job requirements.

No time wasted covering old ground

To save time and resources where employees already have an IT user qualification, they can use it to count towards the ITQ.

This allows employees to build and develop their skills to meet your needs without having to face the de-motivating prospect of starting again or having to demonstrate skills they've already had assessed.

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ITQ Unit Values for Levels 1 to 3

Unit titles	Unit values		
Mandatory	Level 1	Level 2	Level 3
Make Selective Use of IT	15	25	35
Optional			
Operate a Computer	10	20	30
IT Trouble-Shooting for Users	5	15	25
IT Maintenance for Users	5	15	25
IT Security for Users	5	15	25
Internets and Intranets	5	15	25
Email	5	15	25
Word Processing Software	10	20	30
Spreadsheet Software	10	20	35
Database Software	10	20	35
Website Software	10	20	35
Artwork and Imaging Software	10	20	35
Presentation Software	10	20	30
Specialist or Bespoke Software*	10	20	30
Evaluate the Impact of IT	5	15	25