

## Information & Communication Technology

# NVQ Level 2 for IT Users (ITQ)

Awarding Body: Edexcel

### General Information:

This qualification is appropriate for people that use IT for different purposes in a wide range of job roles.

### Course structure:

To achieve a full Level 2 NVQ for IT Users candidates must achieve a minimum total unit value of 100. This must include the mandatory unit at this level and a number of optional units. At least 50% of the total optional unit value must be achieved at Level 2.

#### **Mandatory unit:**

- Make selective use of IT (25)

#### **Optional units:**

- Operate a Computer (20)
- IT Trouble-Shooting for Users (15)
- IT Maintenance for Users (15)
- IT Security for Users (15)
- Internet and Intranets (15)
- Email (15)
- Word Processing Software (20)
- Spreadsheet Software (20)
- Database Software (20)
- Website Software (20)
- Artwork and Imaging Software (20)
- Presentation Software (20)
- Specialist or Bespoke Software (20)
- Evaluate the Impact of IT (15)
- Sector specific unit (20)

NB: The figure in brackets is the specific unit value that has been allocated to that unit at this level.

### Assessment methods:

All candidates are allocated an assessor who will guide the candidate through the process of assessment and portfolio building. PDM's fully trained and qualified assessors base their judgements of competence on the candidate's work and how it compares with the National Occupational Standards.

Typically, the candidate builds a portfolio of evidence, under guidance of the assessor, using a range of assessment methods: observation, oral and/or written questioning, witness testimonies, candidate statements, product evidence and professional discussion.

When all the units have been completed, and the assessor is satisfied that the candidate has met the national standard, the certificate is claimed from the awarding body.

### Progression:

Some progression is available within this Level 2 NVQ, as candidates can select some higher level optional units.

Candidates who complete this qualification may be able to progress onto:

- NVQ Level 3 for IT Users (ITQ)