



Benefits of an ITQ:

- Efficient staff will save time and money
- No need for staff to go to college for their learning
- Reduced pressure on the I.T. helpdesk
- Recognition of existing skills
- Improved productivity

ITQ NVQ Level 2 and 3

Mandatory Unit

- Make selective use of IT 25 unit points for Level 2 35 unit points for Level 3

Optional Units

Level 2- a total of 100 or more points must be gained. 25 from the mandatory unit, 40 of the unit values must come from level 2 units, the remaining 35 unit values can come from any level.

Level 3—a total of 180 or more points must be gained. 35 from the mandatory unit, 75 of the unit values must come from level 3 units, the remaining 70 unit values can come from any level.

Unit	Level 1 Values	Level 2 Values	Level 3 Values
Use IT Systems	5	15	25
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
Artwork & imaging software	10	20	35
Internets & 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
Presentation software	10	20	30
Specialist or bespoke software	10	20	30
Evaluate the impact of IT	5	15	25
Use IT Systems	5	15	25
Use IT to exchange information	5	15	25
Sector specific unit	10	20	30

