

Course Name: ITQ for IT Users

Level: 2

Course Code: 7574-02

Accreditation No: 500/6706/0

Tutor: Sam Beattie

About the course

A Level 2 user can make use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar, they will be able to devise solutions to use IT tools to improve productivity. Any aspect that is unfamiliar will require support and advice from other people.

This course is theory and practical based. The theory is carried out in the classroom and the practical based is done at your placement. To evidence your practical work at your placement your tutor will occasionally come out to observe you doing a specific task.

Units for the qualification

The mandatory units for the qualification are:

201: Improving Productivity Using IT

The qualification requires a minimum of 16 credits. The mandatory units add up to 4 credits so another 12 are needed to complete. These are gained through a selection of competence units which will be chosen by your tutor to suit your needs.

What careers can this lead to?

A qualification in ITQ for IT Users can help you succeed in a support role in any size or type of organisation. These roles include:

Application support assistant

Application support officer

Data entry clerk

Business administrator

Personal assistant

Assistant application specialist

Business administrator

Social media/digital marketing assistant

Web development assistant

Software help desk assistant

Tutor Profile

Sam Beattie has worked at Appleby Training and Heritage Centre for 10 years, having completed her Teacher training at the Centre. Sam also teaches on our Customer Service and IT courses, gaining her an excellent reputation for supporting learners to achieve. Before undertaking her Teacher training, Sam worked in hospitality, hotel management and administration. Sam also has the responsibility of the Centre's quality assurance systems and is a qualified assessor and internal quality assessor.

Entry Requirements

You will need five GCSEs at Grade 4 or above, including English and Maths or a Level 2 Diploma or NVQ in a related field or equivalent at pass or higher.

Applicants over 19 years of age (on 1st September) will be considered on their individual academic and vocational experience to date.

Will there be homework set?

Students are encouraged to practice between sessions but usually there is no formal homework set. If you happen to fall behind on your work, either homework will be given or extra lessons will be organised.

What about equipment, clothing and materials?

Students are encouraged to come to class with a notebook and pen as well as a USB to save work.

Progression Opportunities:

This qualification can lead to further associated studies in a variety of ICT or business related courses or employment in an office environment.