

**Course Name: ITQ for IT Users**

**Level: 3**

**Course Code: 7574-03**

**Accreditation No: 500/6587/7**

**Tutor: Sam Beattie**

### **About the course**

A Level 3 user can make use of predefined or commonly used IT tools for activities most of which are complex and non-routine, they will be able to devise solutions in the use of IT tools in order to improve productivity. They will take considerable responsibility and autonomy, and be prepared to offer support and advice to others.

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**

Unit 301: Improving Productivity Using IT

The qualification requires a minimum of 25 credits. The mandatory units add up to 5 credits so another 20 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?**

This qualification could help you get a job or underpin positions such as:

Application support assistant

Application support officer

Data entry clerk

Business administrator

Personal 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.