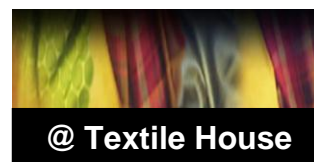


# Textile Centre of Excellence



Red Doles Lane  
Off Leeds Road  
Huddersfield  
HD2 1YF

## NVQ Levels 1, 2 and 3 – INFORMATION TECHNOLOGY QUALIFICATION (ITQ)

### TARGET AUDIENCE & PREREQUISITES

This qualification is suitable for employees working with information and communication technologies as users and who wish to have their essential competencies recognised by a national qualification.

### COURSE OUTLINE

The NVQ is made up of work related units, which measure a person's capability and job competency. The qualification is individually designed to match the employee's job role and knowledge and practical skills development is expected.

There is 1 mandatory unit to which are added individual units up to the required number of credits for each NVQ level – see the ITQ structure overleaf. The BCS ITQ is in line with ECDL **Syllabus 4.5** only and ECDL Advanced Modules.

### REWARD

Following successful completion, employees will be awarded a certificate approved by the British Computer Society (BCS) with the opportunity for a formal presentation at the Textile Centre of Excellence's awards day. Opportunities for further progression are available and might include:

- ❖ Specialist ICT qualifications
- ❖ Level 3 in Business & Administration
- ❖ First line management qualification

### COURSE DELIVERY

Employees are assessed in the workplace by qualified assessors.

**Venue:** Onsite at the employer's premises

**Duration:** Up to 3 months (Level 1); 12 months (Level 2); 12 months (Level 3)

**Cost:** No cost to eligible learners through Train to Gain; £1226 per employee without funding at Level 2 or potential funding via Train to Gain; £1841 per employee without funding at Level 3.

### COURSE DATES

Employees can begin this NVQ at any point in the calendar year.



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## ITQ STRUCTURE

Unit No.	Unit Titles	Unit Values		
		NVQ Level 1 40	NVQ Level 2 100	NVQ Level 3 180
001	Make Selective use of IT (Mandatory, work based)	15	25	35
002	Using IT Systems	5	15	25
003	Operate a Computer (ECDL module 2)	10 	20	30
004	IT Trouble-Shooting for Users	5	15	25
005	IT Maintenance for Users	5	15	25
006	IT Security for Users	5	15	25
007	Use IT to Exchange Information	5	15	25
008	Internets and Intranets (ECDL module 7)	5 	15	25
009	E-mail (ECDL module 7)	5 	15	25
010	Word Processing (ECDL module 3)	10 	20 	30  Advanced
011	Spreadsheets (ECDL module 4)	10	20 	35  Advanced
012	Databases (ECDL module 5)	10	20 	35  Advanced
013	Websites	10	20	35
014	IT Artwork and Images	10	20	35
015	IT Presentations (ECDL module 6)	10	20 	30  Advanced
016	Specialist or Bespoke Software (CASY)	10	20	30
017	Evaluate the Impact of IT	5	15	25
018	Sector Specific Unit	10	20	30
Total:				



INVESTOR IN PEOPLE

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