

IT Users Level 3

This qualification is suitable for learners who are using IT within their job. It will allow learners to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role.

The qualifications consist of units, each of which has a credit value. In order to achieve the qualification at a particular level, learners must achieve units whose total credit value equals or exceeds that required for that level.

Diploma in IT Users Level 3

To achieve the Level 3 Diploma in IT Users (ITQ), the candidate will need to complete units to gain a minimum of 39 credits. The credit total is made up from:

- 5 credits must be completed from mandatory units
- A minimum of 34 credits must be completed from mandatory units

Intermediate Apprenticeship Level 3 – Diploma in IT User Skills (NVQ)

To achieve the Level 3 Diploma in IT User Skills the candidate will need to complete units to gain a minimum of 39 credits. The credit total is made up from:

- 5 credits must be completed from mandatory units
- A minimum of 34 credits must be completed from optional units

PLUS Application of Number L2, Communication L2, ICT L2 and Technical Certificate L2

Unit Titles	Credit Values
Mandatory Unit	
Improving Productivity Using IT	5
Optional Units	
Setting up an IT system	5
Optimise IT System performance	5
IT Security for Users	3
Using the Internet	5
Using Email	3
Using Collaborative Technologies	6
Audio Software	4
Bespoke Software	4
Specialist Software	4
Computerised Accounting Software	5
Data Management Software	4
Database Software	6
Design Software	5
Imaging Software	5
Desktop Publishing Software	5
Drawing & Planning Software	4
Multimedia Software	5
Presentation Software	5
Project Management Software	5
Spreadsheet Software	5
Website Software	5
Word Processing Software	6