



QUALIFICATION INFORMATION

EDI Level 2 Certificate in IT User Skills (ITQ)

Qualification Type: QCF

Level: 2

Qualification Overview

This qualification is suitable for candidates who are using IT within their job. Units can be taken at a variety of levels which gives flexibility to enable the qualification to match job roles. The qualification will allow candidates to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role. This qualification is suitable for candidates using IT systems in a wide range of job roles.

Qualification Structure

To achieve the EDI Level 2 Certificate the candidate will need to complete units to gain a minimum of 16 credits. The credit total is made up from:

- 4 credits from Mandatory Group A, Improving Productivity Using IT.
- A minimum of 6 credits from optional units at the qualification level.
- A minimum of 6 credits from a choice of optional units at Level 1 or above which can include a Sector Specific Unit with a credit value of up to 4.
- Barred units: Only one unit from each optional area of competence can contribute to the credit total.

Unit titles	Credit values		
	Level 1	Level 2	Level 3
Mandatory unit			
Improving Productivity Using IT	3	4	5
Optional units			
IT User Fundamentals	3	3	
Setting Up an IT System	3	4	5
Optimise IT System Performance	2	4	5
IT Security for Users	1	2	3
IT Communication Fundamentals	2	2	
Using the Internet	3	4	5
Using Email	2	3	3
Using Collaborative Technologies	3	4	6
Using IT mobile devices	2	2	
Personal Information Management Software	2	2	
IT Software Fundamentals	3	3	
Audio Software	2	3	4
Bespoke Software	2	3	4
Specialist Software	2	3	4
Computerised Accounting Software	2	3	5
Data Management Software	2	3	4
Database Software	3	4	6
Design Software	3	4	5
Imaging Software	3	4	5
Desktop Publishing Software	3	4	5
Drawing and Planning Software	2	3	4
Multimedia Software	3	4	6
Presentation Software	3	4	6
Project Management Software	3	4	5
Spreadsheet Software	3	4	6
Website Software	3	4	5
Word Processing Software	3	4	6

Assessment Method	Portfolio of evidence
Additional Information	This qualification is accredited on the Qualifications and Credit Framework (QCF) and has a credit value of 16.
EDI Qualification Number	CTITUS2
QCA Accreditation Number/LAD Reference	500/8267/X
Guided Learning Hours	110 - 120
Accreditation Start Date	1 February 2010
Accreditation End Date	31 December 2012
Certification End Date	31 December 2014
Age Ranges	Pre 16, 16-18, 18+, 19+
Is this qualification Eligible for LSC Funding?	This qualification is listed on the Learning Aim Database.
Available Online	Not Applicable
Multiple Choices	Not Applicable
Technical Certificate	Not Applicable
Support Materials Available	A Support Pack is available to centres approved to deliver this qualification A Candidate Pack is available to centres upon registration of candidates
Information Sheet Issue Date	18 March 2010