

bcs

The
Chartered
Institute
for IT

The Awarding Body for IT



Flexible **learning**
Relevant **skills**

ITQs from BCS, The Chartered Institute for IT
Adult learning brochure

'Over three quarters (77%) of the UK workforce use IT in their jobs yet 1 in 10 businesses say there are gaps in the IT skills they need. ITQ is helping to fill these gaps.'

e-skills uk

In today's digital world, we need to equip learners with the skills and knowledge they need to fully exploit the technology around them and maximise their career potential.

Good IT skills promote greater confidence and enable young people to enjoy both an enhanced learning experience and increased employability.

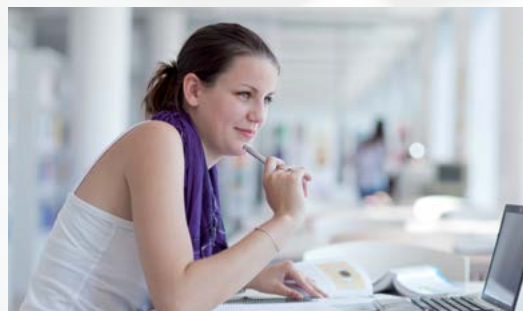
With 92% of advertised jobs requiring IT user skills*, demand is at an all time high for employees who are able to demonstrate proficiency in using IT.

To meet this demand and to maximise their employability, learners are looking to extend their IT user knowledge and equip themselves with the skill to exploit the IT applications driving today's working environments.

*e-skills uk

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BCS ITQ – the flexible IT qualification



What is BCS ITQ?

The BCS ITQ is a range of IT user qualifications made up of a combination of units available on the ITQ framework.

The framework consists of a wide range of units covering all aspects of IT user application including word processing, spreadsheets, internet, multimedia software and design software.

Units are available at three different levels of skill, with each unit carrying a credit value. All units are recognised on the QCF framework.

Learners complete individual units to accumulate the number of credits required to achieve an Award, Certificate or Diploma qualification at one of the 3 levels.

The flexibility of BCS ITQ allows you to engage with your learners through interesting and relevant IT qualifications - while giving them the skills they need for success in today's working environments.

	Minimum credit value		
	QCF level 1	QCF level 2	QCF level 3
Award	9	10	12
Certificate	13	16	25
Diploma	37	38	39

Tailored learning

BCS ITQ offers you the flexibility to create courses of study tailored to the specific needs of your learners.

Learners are able to gain a recognised qualification made up of the units that are most relevant to them.

For example, those working in administrative roles can concentrate on the use of word processing, spreadsheets and presentations, while anyone in a creative position can focus on units such as audio, imaging or desk top publishing.

Choose from over 80 units - across 3 levels of achievement



Create your own programmes of study

BCS ITQ frees you to create your own bespoke IT user qualifications selecting units from across levels to motivate your students to achieve success.



You can combine elements of office, creative and technical areas to suit the needs of your learners and tailor your teaching to reflect the diversity of the job roles in the workplace and the software used.

Build on existing learning

The flexibility of BCS ITQ encourages progression by recognising small steps of achievement and enabling your learners to build on their existing skills.

Credits are transferable between qualifications so learners avoid having to repeat learning.

Did you know?

Our internationally recognised ECDL qualification is made up of combinations of popular units within the ITQ framework.

Ready made combinations

ECDL Essentials - level 1 Award		ECDL Extra - level 2 Certificate		ECDL Advanced - level 3 Certificate	
Unit	Credit value	Unit	Credit value	Unit	Credit value
It User Fundamentals	3	Improving Productivity Using IT	4	Improving Productivity Using IT	5
Using The Internet and Using E-mail	5	Word Processing Software	4	Database Software	6
IT Security for Users	1	Spreadsheet Software	4	Word Processing Software	6
Total	9	Presentation Software	4	Spreadsheet Software	6
		Total	16	Presentation Software	6
				Total	29

Find out more about the rules for combining units at www.bcs.org/itq

'After completing the Level 1 BCS ITQ I was promoted to a data controller role, inputting stock data into a database. I believe this qualification has certainly improved my job prospects for the future. I now feel confident using computers and I am aiming to complete the Level 2 BCS ITQ soon'.

Gilzete da Silva, Learner at MTC Learning, Swindon

Qualifications Summary

ITQ Units	Level	Credit values		
		1	2	3
Improving Productivity Using IT	3	4	5	
IT User Fundamentals	3	3		
Setting up an IT System	3	4	5	
Optimise IT Systems 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 Mobile IT Devices	2	2		
Personal Information Management Software	2	2		
IT Software Fundamentals	3	3		
Audio Software	2	3	4	
Video 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 & 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	
Understanding the Potential of IT			8	8
Developing Personal and Team Effectiveness		4	4	

'We have used BCS for a number of years and there is not another awarding body who compares with the quality of materials or service.'

Alison Overington, Tutor

The benefits

- Flexibility to choose units of study that meet your learners' needs
- Wide coverage of IT - encompasses 29 subject areas across 3 levels of ability
- Learners build their confidence in using IT more effectively and productively
- Developed in consultation with employers - delivers the skills they're looking for
- Engaging and relevant content - which is also interesting to teach
- Increases the employability of your learners
- Learners gain a nationally recognised IT qualification
- Your opportunity to work with the leading professional body for IT
- Enjoy professional and efficient service from our dedicated client services team

Your choice of assessment

Automated tests

Automated tests are available from a number of test providers for the most popular BCS ITQ units.

Automated testing offers the benefit of a realistic testing environment, with instant results. Diagnostic tests are also available to increase the learners' chances of success.

Evidence based assessment

Evidence based assessment is available for an extensive range of BCS ITQ units and includes the following methods:

- evidence gathered in the classroom
- personal statements
- witness testimony
- oral questioning
- professional discussion
- knowledge tests
- simulation
- scenario based

Manual tests

Manual testing is available for a number of popular BCS ITQ units. Marking is completed by the relevant staff within your centre. Manual tests include the test paper, work files and mark schemes.

Find out what method of assessment is available for your chosen BCS ITQ units at www.bcs.org/itqassessment

The next step

Our centralised ordering system makes purchasing fast and efficient.

Already BCS approved?

If you are already a BCS approved centre you can place your order straight away simply by visiting the Approved Centre Forum.

Find out more at

www.bcs.org/approvedcentreforum

Need BCS approval?

Becoming a BCS approved centre is straightforward. Our dedicated client services team will guide you through the approval process which typically takes less than a week.

Find out more at

www.bcs.org/becomeapproved





The Awarding Body for IT

BCS, The Chartered Institute for IT, is enabling the global information society by improving the IT skills of everyone who uses, or wants to use, technology. The leading awarding organisation for IT qualifications, we work with partners in schools, adult education, government and business in the UK and across the world. We are experts in our field and at the forefront of innovation in learning delivery and assessment.

BCS Qualifications – ITQ

LEVEL	QUALIFICATION
Level 1	BCS Level 1 Award in IT User Skills (ITQ) (QCF)
	BCS Level 1 Certificate in IT User Skills (ITQ) (QCF)
	BCS Level 1 Diploma in IT User Skills (ITQ) (QCF)
Level 2	BCS Level 2 Award in IT User Skills (ITQ) (QCF)
	BCS Level 2 Certificate in IT User Skills (ITQ) (QCF)
	BCS Level 2 Diploma in IT User Skills (ITQ) (QCF)
Level 3	BCS Level 3 Award in IT User Skills (ITQ) (QCF)
	BCS Level 3 Certificate in IT User Skills (ITQ) (QCF)
	BCS Level 3 Diploma in IT User Skills (ITQ) (QCF)

About BCS

Our mission as BCS, The Chartered Institute for IT, is to enable the information society. We promote wider social and economic progress through the advancement of information technology science and practice. We bring together industry, academics, practitioners and government to share knowledge, promote new thinking, inform the design of new curricula, shape public policy and inform the public.

Our vision is to be a world-class organisation for IT. Our 70,000 strong membership includes practitioners, businesses, academics and students in the UK and internationally. We deliver a range of professional development tools for practitioners and employees. A leading IT qualification body, we offer a range of widely recognised qualifications.

BCS Qualifications Client Services is committed to providing you with professional service and support at all times through a single, dedicated point of contact. With a flexible and proactive approach, our team will work together with you to ensure we deliver quality solutions that are right for you.

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