

# Information for learners

## Statement of purpose

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| Qualification Title  | <b>BCS Level 2 Certificate in IT User Skills (ITQ) (QCF)</b> |
| Qualification Number | <b>500/6175/6</b>  |

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| What does this qualification cover? | <p>This qualification is a level 2 Certificate that covers core IT user skills and applications commonly used in many businesses around the world. Completing this qualification will improve your understanding of these applications and teach you how to use the software efficiently.</p> <p>You will complete one mandatory unit, Improving Productivity Using IT at level 2, and can choose from a wide range of optional units across the whole of the ITQ framework including:</p> <ul style="list-style-type: none"> <li>• <b>Using IT Systems</b> <ul style="list-style-type: none"> <li>○ Set up an IT system</li> <li>○ Optimise IT system performance</li> </ul> </li> <li>• <b>Using IT to Find and Exchange Information</b> <ul style="list-style-type: none"> <li>○ Using mobile IT devices</li> <li>○ Using collaborative technologies</li> </ul> </li> <li>• <b>Using Productivity Tools and Applications</b> <ul style="list-style-type: none"> <li>○ Computerised accounting software</li> <li>○ Data management software</li> <li>○ Design and imaging software</li> <li>○ Desktop publishing software</li> <li>○ Multimedia software</li> <li>○ Project management software</li> <li>○ Website software</li> </ul> </li> </ul> <p>The optional units can be level 1, level 2 or level 3 units from the ITQ framework, however, a minimum of 6 credits must come from level 2 units. There are 31 units to choose from at each level allowing you to tailor the qualification to suit your specific development needs and the needs of your employer.</p> <p>You can also incorporate units for using bespoke or specialist IT software applications which you may use in your job. Some organisations have software applications developed specifically for their business or they may use specialist software such as computer aided design (CAD) applications. By building this into your qualification, you can make your qualification unique for you in your job and prove your skills and competencies to your employer. You can view the full range of available units at <a href="http://www.bcs.org/itq">www.bcs.org/itq</a>.</p> |
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|  | <p>This qualification is on the on the <a href="#">Ofqual Register</a> of Regulated Qualifications.</p>   |
| <p>What will you learn by completing this qualification?</p> | <p>By completing this qualification, you will develop the IT user knowledge and skills you need to work productively in an administrative job role that requires the use of common IT software applications. You can expect to develop skills including:</p> <ul style="list-style-type: none"> <li>• How to use IT tools to improve productivity; such as using automated tools like macros and mail merge.</li> <li>• How to create and edit word processing documents.</li> <li>• How to manipulate numerical data using spreadsheets.</li> <li>• How to design and produce presentations to communicate information.</li> <li>• How to use project management software to plan, organise and monitor tasks within a project.</li> <li>• How to use IT tools and devices for working and communicating collaboratively.</li> </ul> <p>You will also develop the skills you require to be able to progress to the next level of vocational learning as listed below (see section 'What could this qualification lead to?').</p>   |
| <p>Who is the qualification designed for?</p>                | <p>This qualification is designed for people who are looking to gain a better understanding in IT applications that are a requirement in many job roles across many different sectors today.</p> <p>IT skills are used a variety of job roles in all kinds of organisations including those in manufacturing, retail, education, hospitality, health and social care, business services, transport and public services.</p> <p>This qualification will be right for you if:</p> <ul style="list-style-type: none"> <li>• You want to develop a good understanding of IT software applications;</li> <li>• You are employed and want to prove to your employer that you can use these IT software applications productively and professionally;</li> <li>• You are employed and want to develop your existing skills for career progression;</li> <li>• You are unemployed and would like to develop your IT user skills to help improve your prospects of getting a job;</li> <li>• You are looking for formal recognition of your IT skills and knowledge;</li> <li>• You are thinking about further vocational learning in IT;</li> <li>• You want to tailor a qualification to suit your specific development needs and/or the needs of your employer;</li> <li>• You want to incorporate units on bespoke software you use in your job;</li> <li>• You want to prove your competence with a certificate from a leading professional body for IT.</li> </ul> |
| <p>How many hours do I need to study for?</p>                | <p>The minimum number of vocational learning hours is 120.<br/>The maximum number of vocational learning hours is 130.</p>  |

| What are the entry requirements?                                | There are no specific entry requirements for this qualification however if you have not previously studied IT qualifications at level 1, you may benefit from completing one before progressing to this level 2 qualification.   |              |                 |                |                 |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|---|--|--------------|-----------------|----------------|-----------------|----------------|----------------|---|--------------------|--------|------|--------|---------|--------------------------|---------|-----------|---------|----------|----------------------|---------|-----------|---------|-----------|---|--------------------|---------|------|---------|---------|--------------------------|---------|-----------|---------|-----------|----------------------|---------|-----------|---------|-----------|---|--------------------|---------|------|---------|---------|--------------------------|---------|-----------|---------|-----------|-----------------------|---------|-----------|---------|-----------|
| What are the age restrictions?                                  | This qualification is suitable for learners aged 14+.  |              |                 |                |                 |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
| Where does this qualification fit in with other qualifications? | <p>This qualification is part of a suite of ITQ qualifications at Levels 1-3, developed by e-skills UK, the Sector Skills Council for Information Technology and aligned to the National Occupational Standards (NOS) for IT Users.</p> <p>The BCS IT User Skills Qualifications (ITQs) which incorporate the internationally recognised ECDL<sup>1</sup> are shown in the table below.</p> <table border="1" data-bbox="515 685 1433 1111"> <thead> <tr> <th>Level</th> <th>Size</th> <th>Credit Value</th> <th>Mandatory Units</th> <th>Optional Units</th> <th>Learning Hours</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1</td> <td>Award<sup>2</sup></td> <td>9 - 12</td> <td>None</td> <td>9 - 12</td> <td>60 - 70</td> </tr> <tr> <td>Certificate<sup>3</sup></td> <td>13 - 16</td> <td>3 credits</td> <td>10 - 13</td> <td>90 - 110</td> </tr> <tr> <td>Diploma<sup>4</sup></td> <td>37 - 44</td> <td>3 credits</td> <td>34 - 41</td> <td>250 - 290</td> </tr> <tr> <td rowspan="3">2</td> <td>Award<sup>5</sup></td> <td>10 - 15</td> <td>None</td> <td>10 - 15</td> <td>70 - 80</td> </tr> <tr> <td>Certificate<sup>6</sup></td> <td>16 - 20</td> <td>4 credits</td> <td>12 - 16</td> <td>120 - 130</td> </tr> <tr> <td>Diploma<sup>7</sup></td> <td>38 - 45</td> <td>4 credits</td> <td>34 - 41</td> <td>260 - 295</td> </tr> <tr> <td rowspan="3">3</td> <td>Award<sup>8</sup></td> <td>12 - 18</td> <td>None</td> <td>12 - 18</td> <td>85 - 95</td> </tr> <tr> <td>Certificate<sup>9</sup></td> <td>25 - 30</td> <td>5 credits</td> <td>20 - 25</td> <td>175 - 200</td> </tr> <tr> <td>Diploma<sup>10</sup></td> <td>39 - 46</td> <td>5 credits</td> <td>34 - 41</td> <td>275 - 320</td> </tr> </tbody> </table> <p>The table above shows where this qualification, BCS Level 2 Certificate in IT User Skills (ITQ) (QCF), fits in the suite of ITQ qualifications.</p> <p>This qualification is significantly larger than the BCS Level 2 Award in IT User Skills (ITQ) (QCF) which requires just 10 to 15 credits and can be completed with 70 to 80 hours of learning.</p> <p>It is aimed at people who are looking to gain a better understanding and capabilities in a broader range of IT applications by covering skills in software applications commonly used in the workplace that are not covered in the Level 2 Award.</p> <p>The BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) (QCF) may be more suitable for you if you only want to gain skills in a few</p> | Level        | Size            | Credit Value   | Mandatory Units | Optional Units | Learning Hours | 1 | Award <sup>2</sup> | 9 - 12 | None | 9 - 12 | 60 - 70 | Certificate <sup>3</sup> | 13 - 16 | 3 credits | 10 - 13 | 90 - 110 | Diploma <sup>4</sup> | 37 - 44 | 3 credits | 34 - 41 | 250 - 290 | 2 | Award <sup>5</sup> | 10 - 15 | None | 10 - 15 | 70 - 80 | Certificate <sup>6</sup> | 16 - 20 | 4 credits | 12 - 16 | 120 - 130 | Diploma <sup>7</sup> | 38 - 45 | 4 credits | 34 - 41 | 260 - 295 | 3 | Award <sup>8</sup> | 12 - 18 | None | 12 - 18 | 85 - 95 | Certificate <sup>9</sup> | 25 - 30 | 5 credits | 20 - 25 | 175 - 200 | Diploma <sup>10</sup> | 39 - 46 | 5 credits | 34 - 41 | 275 - 320 |
| Level   | Size   | Credit Value | Mandatory Units | Optional Units | Learning Hours  |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
| 1   | Award <sup>2</sup>   | 9 - 12       | None            | 9 - 12         | 60 - 70         |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|   | Certificate <sup>3</sup>   | 13 - 16      | 3 credits       | 10 - 13        | 90 - 110        |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|   | Diploma <sup>4</sup>   | 37 - 44      | 3 credits       | 34 - 41        | 250 - 290       |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
| 2   | Award <sup>5</sup>   | 10 - 15      | None            | 10 - 15        | 70 - 80         |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|   | Certificate <sup>6</sup>   | 16 - 20      | 4 credits       | 12 - 16        | 120 - 130       |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|   | Diploma <sup>7</sup>   | 38 - 45      | 4 credits       | 34 - 41        | 260 - 295       |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
| 3   | Award <sup>8</sup>   | 12 - 18      | None            | 12 - 18        | 85 - 95         |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|   | Certificate <sup>9</sup>   | 25 - 30      | 5 credits       | 20 - 25        | 175 - 200       |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |
|   | Diploma <sup>10</sup>  | 39 - 46      | 5 credits       | 34 - 41        | 275 - 320       |                |                |   |                    |        |      |        |         |                          |         |           |         |          |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                      |         |           |         |           |   |                    |         |      |         |         |                          |         |           |         |           |                       |         |           |         |           |

<sup>1</sup> European Computer Driving Licence (known as ICDL (International Computer Driving Licence) outside of Europe).

<sup>2</sup> BCS Level 1 Award in IT User Skills (ITQ) (QCF) 500/6178/1

<sup>3</sup> BCS Level 1 Certificate in IT User Skills (ITQ) (QCF) 500/6276/1

<sup>4</sup> BCS Level 1 Diploma in IT User Skills (ITQ) (QCF) 500/6174/4

<sup>5</sup> BCS Level 2 Award in IT User Skills (ITQ) (QCF) 500/6275/X

<sup>6</sup> BCS Level 2 Certificate in IT User Skills (ITQ) (QCF) 500/6175/6

<sup>7</sup> BCS Level 2 Diploma in IT User Skills (ITQ) (QCF) 500/6161/6

<sup>8</sup> BCS Level 3 Award in IT User Skills (ITQ) (QCF) 500/6179/3

<sup>9</sup> BCS Level 3 Certificate in IT User Skills (ITQ) (QCF) 500/6176/8

<sup>10</sup> BCS Level 3 Diploma in IT User Skills (ITQ) (QCF) 500/6386/8

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|   | <p>specific software applications and do not want or need the flexibility to tailor a qualification to suit your specific development needs.</p> <p>The BCS Level 2 Diploma in IT User Skills (ITQ) (QCF) may be more suitable for you if you want to gain skills in a much wider range of tools and applications and still want or need the flexibility to tailor a qualification to suit your specific development needs.</p>  |
| <p>What could this qualification lead to?</p> | <p>By completing this qualification, you will be demonstrating that you have the skills to competently carry out job roles in business administration that the employers listed below agree this qualification could lead to, including:</p> <ul style="list-style-type: none"> <li>• Marketing Assistant</li> <li>• Office Assistant</li> <li>• Data Entry Administrator</li> <li>• Personal Assistant</li> <li>• Service Delivery Manager</li> <li>• Customer Services Advisor</li> </ul> <p>You may also progress to further vocational learning at level 3, studying qualifications such as:</p> <ul style="list-style-type: none"> <li>• BCS Level 3 Award in IT User Skills (ITQ) (QCF) 500/6179/3</li> <li>• BCS Level 3 ECDL Award in IT User Skills (QCF) 601/0635/9</li> <li>• BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) (QCF) 500/6243/8</li> <li>• BCS Level 3 Diploma in IT User Skills (ITQ) (QCF) 500/6386/8</li> </ul> <p>Whilst this qualification does not form part of an Apprenticeship it can lead you to a Level 2 Diploma in IT User Skills (Apprenticeship Component) where your achievements from this qualification can count towards the Diploma, and ultimately, an apprenticeship in IT. This would be suitable for you if you wish to complete an apprenticeship using smaller, bite-sized qualifications.</p> |
| <p>Who supports this qualification?</p>       | <p>This qualification is supported by a number of organisations across the UK. The following organisations have provided support for this qualification:</p> <ul style="list-style-type: none"> <li>• Avis Budget Group</li> <li>• CS Risk Management &amp; Compliance Ltd</li> <li>• Volkswagen Group</li> </ul>  |
| <p>Why BCS?</p>                               | <p>BCS, The Chartered Institute for IT is a leading professional body for IT. We and are experts in our field and at the forefront of innovation in learning delivery and assessment.</p> <p>Our coverage of ITQs includes units from the popular ECDL qualification, exclusive to BCS. ECDL is recognised and valued in workplaces all over the world. Employers regard it as the international benchmark in IT user competence and meets the growing requirements for evidence of digital literacy from employers.</p>   |

Where can you find more information?

The BCS ITQ Qualifications Builder is an exciting, innovative tool that will help you to see the complete range of units available, and design your own unique qualification to meet your specific needs.

You can find the BCS ITQ Qualifications Builder and more information about BCS ITQ's at [www.bcs.org/itq](http://www.bcs.org/itq).

To find your nearest BCS approved centre where you can study this qualification, please visit our Find a Centre page at <http://apps.bcs.org/fac/> or call us on 01793 417530. We are open 8.15am to 5.30pm UK time, Monday to Friday.