

# Information for learners

## Statement of purpose

Qualification Title	<b>BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ)</b>
Qualification Number	<b>500/6243/8</b>

<p>What does this qualification cover?</p>	<p>This qualification is a level 3 Certificate that covers high level IT user skills and applications.</p> <p>You will complete 5 mandatory units:</p> <ul style="list-style-type: none"> <li>• Word Processing Software</li> <li>• Spreadsheet Software</li> <li>• Presentation Software</li> <li>• Database Software</li> <li>• Improving Productivity Using IT</li> </ul> <p>By completing this qualification, you will develop your understanding and capability in the use of IT and teaches you how to use the software efficiently.</p>																																															
<p>How does this qualification compare to others?</p>	<p>The table below shows where this qualification, BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ), fits in the suite of ITQ qualifications offered by BCS, The Chartered Institute for IT.</p> <p>The BCS IT User Skills Qualifications (ITQs) which incorporate the internationally recognised ECDL are shown in the table below.</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Size</th> <th>Title</th> <th>Number of Units</th> <th>Learning Hours</th> <th>Credit Value</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>1</b></td> <td rowspan="2">Award</td> <td>ECDL Essentials<sup>2</sup></td> <td>3</td> <td>65</td> <td>9</td> </tr> <tr> <td>ECDL Award<sup>3</sup></td> <td>Flexible</td> <td>60 - 70</td> <td>9 - 12</td> </tr> <tr> <td>Certificate</td> <td>ECDL Certificate<sup>4</sup></td> <td>Flexible</td> <td>90 - 110</td> <td>13 - 16</td> </tr> <tr> <td rowspan="3"><b>2</b></td> <td>Award</td> <td>ECDL Award<sup>5</sup></td> <td>Flexible</td> <td>70 - 115</td> <td>10 - 15</td> </tr> <tr> <td rowspan="2">Certificate</td> <td>ECDL Extra<sup>6</sup></td> <td>4</td> <td>120</td> <td>16</td> </tr> <tr> <td>ECDL Certificate<sup>7</sup></td> <td>Flexible</td> <td>120 - 155</td> <td>16 - 20</td> </tr> <tr> <td rowspan="2"><b>3</b></td> <td>Award</td> <td>ECDL Award<sup>8</sup></td> <td>Flexible</td> <td>90 - 150</td> <td>12 - 18</td> </tr> <tr> <td>Certificate</td> <td>ECDL Advanced<sup>9</sup></td> <td>5</td> <td>220</td> <td>29</td> </tr> </tbody> </table> <p><sup>2</sup>BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) 500/6226/8  <sup>3</sup>BCS Level 1 ECDL Award in IT User Skills 601/0633/5  <sup>4</sup>BCS Level 1 ECDL Certificate in IT User Skills 601/1236/0  <sup>5</sup>BCS Level 2 ECDL Award in IT User Skills 601/0634/7  <sup>6</sup>BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) 500/6242/6  <sup>7</sup>BCS Level 2 ECDL Certificate in IT User Skills 601/1237/2  <sup>8</sup>BCS Level 3 ECDL Award in IT User Skills 601/0635/9  <sup>9</sup>BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) 500/6243/8</p>	Level	Size	Title	Number of Units	Learning Hours	Credit Value	<b>1</b>	Award	ECDL Essentials <sup>2</sup>	3	65	9	ECDL Award <sup>3</sup>	Flexible	60 - 70	9 - 12	Certificate	ECDL Certificate <sup>4</sup>	Flexible	90 - 110	13 - 16	<b>2</b>	Award	ECDL Award <sup>5</sup>	Flexible	70 - 115	10 - 15	Certificate	ECDL Extra <sup>6</sup>	4	120	16	ECDL Certificate <sup>7</sup>	Flexible	120 - 155	16 - 20	<b>3</b>	Award	ECDL Award <sup>8</sup>	Flexible	90 - 150	12 - 18	Certificate	ECDL Advanced <sup>9</sup>	5	220	29
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	<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>This qualification is significantly larger than the BCS Level 3 ECDL Award in IT User Skills which requires just 12 to 18 credits and can be completed with 90 to 150 guided learning hours.</p> <p>The BCS Level 3 Certification in IT User Skills may be more suitable for you if you want to gain skills in a broader range of tools or if you want flexibility to tailor a qualification to suit your specific development needs.</p>
<p>What will you learn by completing this qualification?</p>	<p>By completing this qualification, you will develop advanced IT user knowledge and skills you need to work productively in a managerial job role that requires the expert use of common IT software applications.</p> <p>You can expect to develop skills including:</p> <ul style="list-style-type: none"> <li>• How to use IT tools to improve productivity and work more effectively; such as using automated tools and advanced features of software applications.</li> <li>• How to realise the full potential of spreadsheet software to produce high-quality management information.</li> <li>• How to exploit the advanced features of word processing software to enhance work, improve productivity and save time.</li> <li>• How to use advanced features to create high-impact presentations, and demonstrate expert presentation skills.</li> <li>• How to use advanced tools available within database software to organise and manage information.</li> </ul>
<p>Who is the qualification designed for?</p>	<p>This qualification is designed for people who are looking to gain an advanced level understanding and capability in the use of IT applications.</p> <p>This qualification will be right for you if:</p> <ul style="list-style-type: none"> <li>• You want to develop an advanced level understanding of IT software applications;</li> <li>• You are employed and want to prove to your employer that you are an expert user of IT software applications;</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 learning in IT;</li> <li>• You are thinking about further learning in any subject and want advanced IT skills to assist you;</li> <li>• You want to prove your competence with a certificate from a leading professional body for IT.</li> </ul>

<p>How many hours will you need to study for?</p>	<p>The minimum number of guided learning hours is 220. The maximum number of guided learning hours is 220.</p> <p>The guided learning hours is based on a typical learner therefore your experience may vary.</p>
<p>What are the entry requirements?</p>	<p>There are no specific entry requirements for this qualification however it is recommended that you have previously studied an IT qualification at level 2.</p>
<p>What are the age restrictions?</p>	<p>This qualification is suitable for learners aged 16+.</p>
<p>What could this qualification lead to?</p>	<p>By completing this qualification you will be demonstrating that you have the advanced IT skills to competently carry out a managerial job role that the employers listed below agree this qualification could lead to, including:</p> <ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Data Analyst</li> <li>• IT Helpdesk Co-ordinator</li> <li>• Operations Manager</li> <li>• Printing Supervisor</li> <li>• Recruitment Officer</li> <li>• HR Support Analyst</li> <li>• Sales Executive</li> <li>• Security Consultant</li> </ul> <p>You may also progress to further learning:</p> <ul style="list-style-type: none"> <li>• BCS Level 3 Diploma in IT User Skills (ITQ) (500/6386/8)</li> <li>• BCS Level 4 Certificate in IT (100/6181/2)</li> <li>• IQ IAM Level 4 Certificate in Office and Administration Management (VRQ) (601/5969/8)</li> <li>• City &amp; Guilds Level 4 NVQ Certificate in Business and Administration (500/9776/3)</li> </ul> <p>This qualification also attracts 24 UCAS points. The UCAS tariff can be found at <a href="#">UCAS tariff</a>.</p> <p>Whilst this qualification does not form part of an Apprenticeship it can lead you to a Level 3 Diploma in IT User Skills 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>• Attradius Credit Insurance</li> <li>• CS Risk Management Limited</li> <li>• Eddie Stobart Limited</li> <li>• Markerstudy Group</li> <li>• National Institute for Health Research</li> <li>• University of Portsmouth</li> <li>• Verhoff Training Limited</li> </ul>

<p>Why BCS?</p>	<p>BCS, The Chartered Institute for IT is a leading professional body for IT. We are experts in our field and at the forefront of innovation in learning delivery and assessment.</p> <p>Our coverage of ITQs includes the popular ECDL qualifications, 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> <p>This qualification is on the <a href="#">Ofqual Register</a> of Regulated Qualifications.</p>
<p>Where can you find more information?</p>	<p>You can out more information about this qualification at <a href="http://www.bcs.org/ecdl">www.bcs.org/ecdl</a>.</p> <p>To find your nearest BCS approved centre where you can study this qualification, please visit our Find a Centre page at <a href="http://apps.bcs.org/fac/">http://apps.bcs.org/fac/</a> or call us on 01793 417530. We are open 8.15am to 5.30pm UK time, Monday to Friday.</p>