### Information for learners

#### Statement of purpose

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>BCS Level 3 Certificate in IT User Skills (ITQ) (QCF)</th>
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</thead>
<tbody>
<tr>
<td>Qualification Number</td>
<td>500/6176/8</td>
</tr>
</tbody>
</table>

#### What does this qualification cover?

This qualification is a level 3 Certificate that covers high level IT user skills and software applications. Completing this qualification will develop your understanding and capability in the use of IT and teach you how to use the software efficiently.

You will complete one mandatory unit, Improving Productivity Using IT at level 3, and can choose from a wide range of optional units across the whole of the ITQ framework including:

- **Using IT Systems**
  - IT user fundamentals
  - Optimise IT system performance
- **Using IT to Find and Exchange Information**
  - IT communication fundamentals
  - Using mobile IT devices
  - Using collaborative technologies
- **Using Productivity Tools and Applications**
  - Computerised accounting software
  - Data management software
  - Design and imaging software
  - Desktop publishing software
  - Project management software
  - Website software

The optional units can be level 1, level 2 or level 3 units from the ITQ framework, however, a minimum of 10 credits must come from level 3 units. This flexibility allows you to tailor the qualification to suit your specific needs to enable you to progress to further learning.

You can also incorporate units for using bespoke or specialist IT software applications. By choosing these units you can make your qualification unique for your learning progression and specialise in a particular area. You can view the full range of available units at [www.bcs.org/itq](http://www.bcs.org/itq).

This qualification is on the [Ofqual Register](http://www.ofqual.gov.uk) of Regulated Qualifications.
| What will you learn by completing this qualification? | By completing this qualification, you will develop advanced IT user knowledge and skills which you can use to progress to the next level of learning as listed below (see section ‘What could this qualification lead to?’).

You will also develop the skills you to use IT more productively and become highly proficient in the use of common IT software applications. You can expect to develop skills including:

• How to use IT tools to improve productivity and work more effectively; such as using automated tools and advanced features of software applications.
• How to realise the full potential of spreadsheet software to produce high-quality management information.
• How to exploit the advanced features of word processing software to enhance work, improve productivity and save time.
• How to use advanced features to create high-impact presentations, and demonstrate expert presentation skills.
• How to use advanced tools available within database software to organise and manage information.
• How to use IT tools and devices for working and communicating collaboratively. |
| --- | --- |
| Who is the qualification designed for? | This qualification is designed for people who are looking to gain an advanced level understanding and capability in the use of IT applications to progress their learning in IT or other subject areas where advanced IT skills would be beneficial.

This qualification will be right for you if:

• You want to develop an advanced level understanding of IT software applications;
• You are thinking about further learning in IT;
• You are thinking about further learning in any subject and want advanced IT skills to assist you;
• You are employed and want to prove to your employer that you are an expert user of IT software applications and systems;
• You are employed and want to develop your existing skills for career progression;
• You are unemployed and would like to develop your IT user skills to help improve your prospects of getting a job;
• You are looking for formal recognition of your IT skills and knowledge;
• You want to tailor a qualification to suit your specific development needs and/or the needs of your employer;
• You want to incorporate units on bespoke software you use in your job;
• You want to prove your competence with a certificate from a leading professional body for IT. |
| How many hours do I need to study for? | The minimum number of vocational learning hours is 175.
The maximum number of vocational learning hours is 200. |
What are the entry requirements?
There are no specific entry requirements for this qualification however it is recommended that you have previously studied an IT qualification at Level 2.

What are the age restrictions?
This qualification is suitable for learners aged 16+.

Where does this qualification fit in with other qualifications?
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.

The BCS IT User Skills Qualifications (ITQs) which incorporate units from the internationally recognised ECDL\(^1\) are shown in the table below.

<table>
<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>1</td>
<td>Award</td>
<td>9 – 12</td>
<td>None</td>
<td>9 - 12</td>
<td>60 – 70</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>13 – 16</td>
<td>3 credits</td>
<td>10 – 13</td>
<td>90 – 110</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>37 – 44</td>
<td>3 credits</td>
<td>34 – 41</td>
<td>250 – 290</td>
</tr>
<tr>
<td>2</td>
<td>Award</td>
<td>10 – 15</td>
<td>None</td>
<td>10 – 15</td>
<td>70 – 80</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>16 – 20</td>
<td>4 credits</td>
<td>12 – 16</td>
<td>120 – 130</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>38 – 45</td>
<td>4 credits</td>
<td>34 – 41</td>
<td>260 – 295</td>
</tr>
<tr>
<td>3</td>
<td>Award</td>
<td>12 – 18</td>
<td>None</td>
<td>12 – 18</td>
<td>85 – 95</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>25 – 30</td>
<td>5 credits</td>
<td>20 – 25</td>
<td>175 – 200</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>39 – 46</td>
<td>5 credits</td>
<td>34 – 41</td>
<td>275 – 320</td>
</tr>
</tbody>
</table>

The table above shows where this qualification, BCS Level 3 Certificate in IT User Skills (QCF), fits in the suite of ITQ qualifications.

This qualification is significantly larger than the BCS Level 3 Award in IT User Skills (ITQ) (QCF) which requires just 12 to 18 credits and can be completed with 85 to 95 hours of learning.

It is aimed at people who are looking to gain advanced level understanding and capabilities in a broader range of IT applications by covering a greater range of units from the ITQ framework that are not covered in the BCS Level 3 Award.

The BCS Level 3 Diploma in IT User Skills (ITQ) (QCF) may be more suitable for you if you want to gain advanced level 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.

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1 European Computer Driving Licence (known as ICDL (International Computer Driving Licence) outside of Europe).
2 BCS Level 1 Award in IT User Skills (ITQ) (QCF) 500/6178/1
3 BCS Level 1 Certificate in IT User Skills (ITQ) (QCF) 500/6276/1
4 BCS Level 1 Diploma in IT User Skills (ITQ) (QCF) 500/6174/4
5 BCS Level 2 Award in IT User Skills (ITQ) (QCF) 500/6275/X
6 BCS Level 2 Certificate in IT User Skills (ITQ) (QCF) 500/6175/6
| What could this qualification lead to? | By completing this qualification you will be able to progress to further learning that the educational institutions listed below agree this qualification could lead to, including:  
- Computing Foundation Studies  
- Information Technology Practitioner HNC  
- Information Technology Practitioner HND  
- Computer Science BSc  
- Computing for Business BSc  

You may also progress to further vocational learning at level 4, studying qualifications such as:  
- BCS Level 4 Certificate in IT (100/6181/2)  
- IQ IAM Level 4 Certificate in Office and Administration Management (VRQ) (601/5969/8)  
- City & Guilds Level 4 NVQ Certificate in Business and Administration (QCF) (500/9776/3)  

You may also use this qualification to progress to further learning in any subject where advanced IT skills are beneficial.  

Whilst this qualification does not form part of an Apprenticeship it can lead you to a Level 3 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.  

By completing this qualification you will also demonstrate that you have the advanced IT skills used in a variety of job roles in all kinds of organisations. These skills can be used to competently carry out a managerial job role such as Product Management; Events Management; or a specialised role such as a Junior Database Coordinator. |
| Who supports this qualification? | This qualification meets the requirements for further learning as offered by a number of educational institutes across the UK. The following institutions have provided support for this qualification:  
- Coventry University  
- University of East London  
- Westminster Academy |

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7 BCS Level 2 Diploma in IT User Skills (ITQ) (QCF) 500/6161/6  
8 BCS Level 3 Award in IT User Skills (ITQ) (QCF) 500/6179/3  
9 BCS Level 3 Certificate in IT User Skills (ITQ) (QCF) 500/6176/8  
10 BCS Level 3 Diploma in IT User Skills (ITQ) (QCF) 500/6386/8
| **Why BCS?** | 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. 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. |
| **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/](http://apps.bcs.org/fac/) or call us on 01793 417530. We are open 8.15am to 5.30pm UK time, Monday to Friday. |