

Information for learners

Statement of purpose

Qualification Title	BCS Level 3 Certificate in IT User Skills (ITQ)
Qualification Number	500/6176/8

What does this qualification cover?	<p>This qualification is a level 3 Certificate that covers high level IT user skills and software applications.</p> <p>This a flexible qualification where you can choose from a wide range of optional units and tailor the qualification to suit your specific development needs and the needs of your employer. You will need a minimum of 25 credits to gain your qualification.</p> <p>You will complete 1 mandatory unit; Level 3 Improving Productivity Using IT (5 credits). You can then choose which units you want to gain the remaining credits. The full list of units can be found on our website.</p> <p>Example of some of the units:</p> <ul style="list-style-type: none"> ○ IT Security for Users ○ Personal Information Management Software ○ Video Software ○ Computerised Accounting Software ○ Understanding the Potential of IT ○ Developing Personal and Team Effectiveness ○ Project Management Software <p>The optional units can be at level 1, level 2 or level 3. A minimum of 10 credits must come from level 3 units.</p> <p>By completing this qualification, you will develop your understanding and capability in the use of IT and teach you how to use the software efficiently.</p> <p>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.</p>
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How does this qualification compare to others?

The table below shows where this qualification, BCS Level 3 Certificate in IT User Skills, fits in the suite of ITQ qualifications offered by BCS, The Chartered Institute for IT.

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

Level	Size	Credit Value	Mandatory Units	Optional Units	Learning Hours
1	Award ¹	9 – 12	None	9 - 12	60 – 70
	Certificate ²	13 – 16	3 credits	10 – 13	90 – 110
	Diploma ³	37 – 44	3 credits	34 – 41	250 – 290
2	Award ⁴	10 – 15	None	10 – 15	70 – 80
	Certificate ⁵	16 – 20	4 credits	12 – 16	120 – 130
	Diploma ⁶	38 – 45	4 credits	34 – 41	260 – 295
3	Award ⁷	12 – 18	None	12 – 18	85 – 95
	Certificate ⁸	25 – 30	5 credits	20 – 25	175 – 200
	Diploma ⁹	39 – 46	5 credits	34 - 41	275 – 320

¹BCS Level 1 Award in IT User Skills (ITQ) 500/6178/1

²BCS Level 1 Certificate in IT User Skills (ITQ) 500/6276/1

³BCS Level 1 Diploma in IT User Skills (ITQ) 500/6174/4

⁴BCS Level 2 Award in IT User Skills (ITQ) 500/6275/X

⁵BCS Level 2 Certificate in IT User Skills (ITQ) 500/6175/6

⁶BCS Level 2 Diploma in IT User Skills (ITQ) 500/6161/6

⁷BCS Level 3 Award in IT User Skills (ITQ) 500/6179/3

⁸BCS Level 3 Certificate in IT User Skills (ITQ) 500/6176/8

⁹BCS Level 3 Diploma in IT User Skills (ITQ) 500/6386/8

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.

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

The BCS Level 3 Certificate IT User Skills (ECDL Advanced) may be more suitable for you if you only want to gain skills in a few specific software applications and do not want or need the flexibility to tailor a qualification to suit your specific development needs.

<p>What will you learn by completing this qualification?</p>	<p>By completing this qualification, you will develop advanced IT user knowledge and skills. 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 Co-ordinator.</p> <p>You will also develop the skills including:</p> <ul style="list-style-type: none"> • 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.
<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"> • 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 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 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 prove your competence with a certificate from a leading professional body for IT.
<p>How many hours will you need to study for?</p>	<p>The minimum number of guided learning hours is 175. The maximum number of guided learning hours is 200.</p> <p>NB: This is a flexible qualification so your guided learning hours might vary, 175 hours is the quickest possible route.</p>

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+.
What could this qualification lead to?	<p>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:</p> <ul style="list-style-type: none"> • Computing Foundation Studies • Information Technology Practitioner HNC • Information Technology Practitioner HND • Computer Science BSc • Computing for Business BSc <p>You may also progress to further vocational learning:</p> <ul style="list-style-type: none"> • BCS Level 3 Diploma in IT User Skills (ITQ) (500/6386/8) • BCS Level 4 Certificate in IT (100/6181/2) • IQ IAM Level 4 Certificate in Office and Administration Management (VRQ) (601/5969/8) • City and Guilds Level 4 NVQ Certificate in Business and Administration (500/9776/3) <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>
Who supports this qualification?	<p>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:</p> <ul style="list-style-type: none"> • Coventry University • University of East London • Westminster Academy
Why BCS?	<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 on the Ofqual Register of Regulated Qualifications.</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.

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.