

Information for learners

Statement of purpose

Qualification Title	BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ)
Qualification Number	500/6226/8

What does this qualification cover?	<p>This qualification is a level 1 Certificate that introduces you to core IT user skills and applications commonly used in many businesses around the world. Completing this qualification will develop your understanding of these applications and teach you how to use the software efficiently.</p> <p>You will complete four specific level 1 units from the ITQ framework:</p> <ul style="list-style-type: none"> • Using Email* • Using the Internet* • IT Security for Users • IT User Fundamentals <p><small>*The BCS ITQ combines Using email and Using the internet into a single assessment, covering the content of both ITQ units.</small></p> <p>This qualification is on the on the Ofqual Register of Regulated Qualifications.</p>
What will you learn by completing this qualification?	<p>By completing this qualification, you will develop essential 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?').</p> <p>You will also develop the skills you need to work productively in a junior administrative job role that requires the use of basic IT skills. You can expect to develop knowledge and skills including:</p> <ul style="list-style-type: none"> • How to use a computer safely and securely, understand the importance data security, and identify common data/privacy protection, retention and control principles. • Understand network concepts and connection options and be able to connect to a network. • Understand key concepts of file management, be able to efficiently organise files and folders, and use utility software to compress and extract large files. • Search effectively for online information and critically evaluate web content.

<p>Who is the qualification designed for?</p>	<p>This qualification is designed for people who are looking to gain a basic understanding and capabilities in using IT systems and using IT to exchange information. It provides the skills and knowledge needed to progress to the next level of learning in IT user skills or any subject where basic IT skills are required, such as administration.</p> <p>This qualification will be right for you if:</p> <ul style="list-style-type: none"> • You want to develop a basic understanding of using IT systems; • You are thinking about further learning in IT or a subject where basic IT skills are required; • You are employed and want to prove to your employer that you can use IT systems safely and efficiently; • 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; • Your employer, like many others across the world, regards ECDL¹ as the international benchmark in IT user competence and evidence of digital literacy.
<p>How many hours do I need to study for?</p>	<p>The minimum number of vocational learning hours is 65. The maximum number of vocational learning hours is 65.</p>
<p>What are the entry requirements?</p>	<p>There are no specific entry requirements for this qualification.</p>
<p>What are the age restrictions?</p>	<p>This qualification is suitable for learners aged 14+.</p>

¹ European Computer Driving Licence (known as ICDL (International Computer Driving Licence) outside of Europe).

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 the internationally recognised ECDL are shown in the table below.

Level	Size	Title	Number of Units	Learning Hours	Credit Value
1	Award	ECDL Essentials ²	3	65	9
		ECDL Award ³	Flexible	60 - 70	9 - 12
	Certificate	ECDL Certificate ⁴	Flexible	90 - 110	13 – 16
2	Award	ECDL Award ⁵	Flexible	70 – 115	10 – 15
	Certificate	ECDL Extra ⁶	4	120	16
		ECDL Certificate ⁷	Flexible	120 – 155	16 - 20
3	Award	ECDL Award ⁸	Flexible	90 – 150	12 – 18
	Certificate	ECDL Advanced ⁹	5	220	29

The table above shows where this qualification, BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ), fits in the suite of ITQ qualifications.

This qualification is significantly smaller than the BCS Level 1 ECDL Certificate in IT User Skills which requires 13 to 16 credits and can be completed in 90 to 110 hours of learning.

It is aimed at people who are looking to complete a small number of specific units to gain a basic understanding in using IT systems and using IT to exchange information.

The BCS Level 1 ECDL Certificate in IT User Skills may be more suitable for you if you want to gain skills in a much wider range of tools and applications and want or need the flexibility to tailor a qualification to suit your specific development needs.

² BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) 500/6226/8

³ BCS Level 1 ECDL Award in IT User Skills 601/0633/5

⁴ BCS Level 1 ECDL Certificate in IT User Skills 601/1236/0

⁵ BCS Level 2 ECDL Award in IT User Skills 601/0634/7

⁶ BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) 500/6242/6

⁷ BCS Level 2 ECDL Certificate in IT User Skills 601/1237/2

⁸ BCS Level 3 ECDL Award in IT User Skills 601/0635/9

⁹ BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) 500/6243/8

<p>What could this qualification lead to?</p>	<p>By completing this qualification, you will develop the skills and knowledge needed to progress to further vocational learning at level 2, studying qualifications such as:</p> <ul style="list-style-type: none"> • BCS Level 2 ECDL Award in IT User Skills (601/0634/7) • BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) (500/6242/6) • BCS Level 2 ECDL Certificate in IT User Skills (601/1237/2) <p>This qualification is not available as part of an apprenticeship.</p> <p>You will also demonstrate that you can competently carry out job roles in business administration such as Data Entry; Customer Services; or a junior Office Assistant.</p>
<p>Who supports this qualification?</p>	<p>This qualification is supported by a number of colleges across the UK. The following further education institutions have provided support for this qualification:</p> <ul style="list-style-type: none"> • Canterbury College • Eastleigh College • New College, Swindon
<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>
<p>Where can you find more information?</p>	<p>You can out more information about this qualification at www.bcs.org/ecdl.</p> <p>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.</p>