

# Information for learners

## Statement of purpose

Qualification Title	<b>BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) (QCF)</b>
Qualification Number	<b>500/6242/6</b>

What does this qualification cover?	<p>This qualification is a level 2 Certificate that covers core IT 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 four specific level 2 units from the ITQ framework:</p> <ul style="list-style-type: none"> <li>• Word Processing Software</li> <li>• Spreadsheet Software</li> <li>• Presentation Software</li> <li>• Improving Productivity Using IT</li> </ul> <p>This qualification is on the on the <a href="#">Ofqual Register</a> of Regulated Qualifications.</p>
What will you learn by completing this qualification?	<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 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 IT tools to improve productivity; such as using automated tools like macros and mail merge.</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 complete a course of 120 hours of learning;</li> <li>• You are not able to, or do not want to, study for a larger qualification;</li> <li>• You want to prove your competence with a certificate from a leading professional body for IT;</li> <li>• Your employer, like many others across the world, regards ECDL<sup>1</sup> as the international benchmark in IT user competence and evidence of digital literacy.</li> </ul>
<p>How many hours do I need to study for?</p>	<p>The minimum number of vocational learning hours is 120. The maximum number of vocational learning hours is 120.</p>
<p>What are the entry requirements?</p>	<p>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.</p>
<p>What are the age restrictions?</p>	<p>This qualification is suitable for learners aged 14+.</p>

<sup>1</sup> 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 <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
2	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
3	Award	ECDL Award <sup>8</sup>	Flexible	90 – 150	12 – 18
	Certificate	ECDL Advanced <sup>9</sup>	5	220	29

The table above shows where this qualification, BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) (QCF), fits in the suite of ITQ qualifications.

This qualification is significantly larger than the BCS Level 2 ECDL Award in IT User Skills (QCF) which requires just 10 to 15 credits and can be completed with 70 to 115 hours of learning.

It is aimed at people who are looking to gain a better understanding and capabilities in software applications commonly used in the workplace that are not covered in the Level 2 ECDL Award.

The BCS Level 2 ECDL Certificate in IT User Skills (QCF) may be more suitable for you if you want to gain skills in a broader range of tools and applications or if you want the flexibility to tailor a qualification to suit your specific development needs.

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

<sup>3</sup> BCS Level 1 ECDL Award in IT User Skills (QCF) 601/0633/5

<sup>4</sup> BCS Level 1 ECDL Certificate in IT User Skills (QCF) 601/1236/0

<sup>5</sup> BCS Level 2 ECDL Award in IT User Skills (QCF) 601/0634/7

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

<sup>7</sup> BCS Level 2 ECDL Certificate in IT User Skills (QCF) 601/1237/2

<sup>8</sup> BCS Level 3 ECDL Award in IT User Skills (QCF) 601/0635/9

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

<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>• Receptionist</li> <li>• Communications Operator</li> <li>• Customer Services Advisor</li> <li>• Personal Assistant</li> <li>• Credit Administrator</li> <li>• Office Co-ordinator</li> <li>• HR Administrator</li> <li>• Service Delivery Manager</li> <li>• Data Entry Administrator</li> <li>• Administration Team Leader</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>• Avon &amp; Somerset Constabulary</li> <li>• Birmingham City Council</li> <li>• First Great Western</li> <li>• Merlin Housing Association</li> <li>• Royal Mail</li> <li>• UK Fuels Limited</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. 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>

Where can you find more information?

You can out more information about this qualification at [www.bcs.org/ecdl](http://www.bcs.org/ecdl).

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.