

# Information for learners

## Statement of purpose

Qualification Title	<b>BCS Level 1 Certificate in IT User Skills (ITQ)</b>
Qualification Number	<b>500/6276/1</b>

<p>What does this qualification cover?</p>	<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 one mandatory unit, Improving Productivity Using IT at level 1, and can choose from a wide range of optional units across the whole of the ITQ framework including:</p> <ul style="list-style-type: none"> <li>• <b>Using IT Systems</b> <ul style="list-style-type: none"> <li>○ Set up an IT system</li> <li>○ IT security for users</li> </ul> </li> <li>• <b>Using IT to Find and Exchange Information</b> <ul style="list-style-type: none"> <li>○ IT communication fundamentals</li> <li>○ Using mobile IT devices</li> </ul> </li> <li>• <b>Using Productivity Tools and Applications</b> <ul style="list-style-type: none"> <li>○ Computerised accounting software</li> <li>○ Data management software</li> <li>○ Design and imaging software</li> <li>○ Desktop publishing software</li> <li>○ Website software</li> </ul> </li> </ul> <p>The optional units can be level 1, level 2 or level 3 units from the ITQ framework, however, a minimum of 5 credits must come from level 1 units. There are 31 units to choose from at each level allowing you to tailor the qualification to suit your specific development needs to enable you to progress to further learning.</p> <p>You can also incorporate units for using bespoke or specialist IT software applications which you may use in your job. Some organisations have software applications developed specifically for their business or they may use specialist software such as computer aided design (CAD) applications. By building this into your qualification, you can make your qualification unique for your learning progression or in your job to prove your skills and competencies to your employer. You can view the full range of available units at <a href="http://www.bcs.org/itq">www.bcs.org/itq</a>.</p> <p>This qualification is on the on the <a href="#">Ofqual Register</a> of Regulated Qualifications.</p>
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<p>What will you learn by completing this qualification?</p>	<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 common IT software applications. You can expect to develop skills including:</p> <ul style="list-style-type: none"> <li>• How to use IT tools to improve productivity; such as using automated tools like templates and short cuts.</li> <li>• How to use email and the Internet safely and develop fundamental knowledge of computer security.</li> <li>• How to create, retrieve and store documents.</li> <li>• How to present information clearly and apply different formatting techniques to enhance the presentation of documents.</li> </ul>
<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 the use of IT applications and 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"> <li>• You want to develop a basic understanding of IT software applications;</li> <li>• You are thinking about further learning in IT or a subject where basic IT skills are required;</li> <li>• You are employed and want to prove to your employer that you can use these IT software applications efficiently;</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 want to tailor a qualification to suit your specific development needs and/or the needs of your employer;</li> <li>• You want to incorporate units on bespoke software you use in your job;</li> <li>• You want to prove your competence with a certificate from a leading professional body for IT.</li> </ul>
<p>How many hours do I need to study for?</p>	<p>The minimum number of vocational learning hours is 90. The maximum number of vocational learning hours is 110.</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>

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<sup>1</sup> are shown in the table below.

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

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

This qualification is significantly larger than the BCS Level 1 Award in IT User Skills (ITQ) which requires just 9 to 12 credits and can be completed with 60 to 70 hours of learning.

It is aimed at people who are looking to gain a basic understanding and capabilities in a broader range of IT applications by covering skills in software applications that are not covered in the Level 1 Award.

The BCS Level 1 Diploma in IT User Skills (ITQ) may be more suitable for you if you want to gain 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.

<sup>1</sup> European Computer Driving Licence (known as ICDL (International Computer Driving Licence) outside of Europe).

<sup>2</sup> BCS Level 1 Award in IT User Skills (ITQ) 500/6178/1

<sup>3</sup> BCS Level 1 Certificate in IT User Skills (ITQ) 500/6276/1

<sup>4</sup> BCS Level 1 Diploma in IT User Skills (ITQ) 500/6174/4

<sup>5</sup> BCS Level 2 Award in IT User Skills (ITQ) 500/6275/X

<sup>6</sup> BCS Level 2 Certificate in IT User Skills (ITQ) 500/6175/6

<sup>7</sup> BCS Level 2 Diploma in IT User Skills (ITQ) 500/6161/6

<sup>8</sup> BCS Level 3 Award in IT User Skills (ITQ) 500/6179/3

<sup>9</sup> BCS Level 3 Certificate in IT User Skills (ITQ) 500/6176/8

<sup>10</sup> BCS Level 3 Diploma in IT User Skills (ITQ) 500/6386/8

<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"> <li>• BCS Level 2 Award in IT User Skills (ITQ) (500/6275/X)</li> <li>• BCS Level 2 Certificate in IT User Skills (ITQ) (500/6175/6)</li> <li>• BCS Level 2 Diploma in IT User Skills (ITQ) (500/6161/6)</li> </ul> <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>The suite of BCS IT User Skills Qualifications (ITQs) are supported by a number of organisations and further education colleges across the UK.</p>
<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>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.</p> <p>You can find the BCS ITQ Qualifications Builder and more information about BCS ITQ's at <a href="http://www.bcs.org/itq">www.bcs.org/itq</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>