ITQ

THE FLEXIBLE IT QUALIFICATION

Flexible learning, relevant skills

bcs

The Chartered Institute for IT

bcs.org/itq

'77% of the UK workforce use IT in their jobs yet 1 in 10 businesses say there are gaps in the IT skills they need. ITQ is helping to fill these gaps.'

e-skills uk

In today's digital world, we need to equip learners with the skills and knowledge they need to fully exploit the technology around them and maximise their potential.

Good IT skills promote greater confidence and enable people to enjoy both an enhanced learning experience and increased employability. With 92% of advertised jobs requiring IT user skills*, demand is at an all-time high for employees who are able to demonstrate proficiency in using IT.

*e-skills uk

What is BCS ITQ?

BCS ITQs are IT qualifications made up of units in the ITQ framework. The framework of units cover all aspects of IT application including word processing, spreadsheets, the internet, multimedia software and design software.

Developed with employers

The content of the ITQ units has been developed in consultation with employers to ensure it is relevant to the real world and meets industry needs.

ECDL ITQs

Our range of ITQs includes the popular ECDL qualifications, exclusive to BCS. ECDL ITQs are the most chosen qualifications on the framework, and promote computer knowledge and efficient use of software.

Tailored learning

BCS ITQ gives you the flexibility to create study courses tailored to the specific needs of your learners, offering them a recognised qualification made up of units relevant to them.

For example, those working in administrative roles might concentrate on word processing, spreadsheets and presentations, while anyone in a creative position could focus on audio, imaging or desktop publishing.

Choose from over 80 units - across three levels of achievement

Minimum credit value			
Credits	**QCF Level 1**	**QCF Level**	**QCF Level**
Award	9	2	3
Certificate	13	10	12

Build on existing learning

The flexibility of BCS ITQ encourages progression by recognising small steps of achievement and enabling your learners to build on their existing skills.

Credits are transferable between qualifications so learners avoid having to repeat learning.

Ready made combinations:

ECDL Essentials - Level 1 Award

Unit	Credit value
IT user fundamentals	3
Using the internet and using e-mail	5
IT security for users	1
Total	9

ECDL EXTRA - Level 2 Certificate

Unit	Credit value
Improving productivity using IT	4
Word processing software	4
Spreadsheet software	4
Presentation software	4
Total	16

ECDL ADVANCED - Level 3 Certificate

Unit	Credit value
Improving productivity using IT	5
Database software	6
Word processing software	6
Presentation software	6
Presentation software	6
Total	29

The benefits

- Flexibility to choose units of study that meet your learners' needs
- Wide coverage of IT - encompasses 29 subject areas across three levels of ability
- Learners build the confidence to use IT more effectively and productively
- Developed in consultation with employers to deliver the skills they're looking for
- Engaging and relevant content which is also interesting to teach
- Increases the employability of your learners
- Learners gain a nationally recognised IT qualification
- Opportunity to work with the leading professional body for IT

Automated tests

Automated testing offers the benefit of a realistic testing environment, with instant results. Diagnostic tests are also available to increase chances of success.

Evidence-based assessment

Evidence-based assessment includes the following methods:

- evidence gathered in the classroom
- personal statements
- witness testimony
- oral questioning
- professional discussion
- knowledge tests
- simulation
- scenario-based

Manual tests

Manual tests include the test paper, work files and mark schemes and marking is completed by the relevant staff within your centre.

Each assessment method is available for the popular BCS ITQ units.

Check availability for your chosen units at www.bcs.org/itqassessment

'After completing the Level 1 BCS ITQ I was promoted to a data controller role, inputting stock data into a database. I believe this qualification has certainly improved my job prospects for the future. I now feel confident using computers and I am aiming to complete the Level 2 BCS ITQ soon'.

Gilzete da Silva, Learner at MTC Learning, Swindon

''We have used BCS for a number of years and there is not another awarding body who compares with the quality of materials or service'.

Alison Overington, Tutor

bcs.org/qualifications

To find out more call us on 01793 417 445 or email bcssales@bcs.uk

Become a BCS approved centre
BCS, The Chartered Institute for IT, is the global awarding body for IT. We are committed to raising standards of digital literacy within society so that everyone is able to benefit from developing technology. Partner with us to access exclusive resources and support for your customers and your business.

If you require this document in accessible format please call +44 (0) 1793 417 600