

IT User Diploma Level 2 & 3

To achieve a full IT User NVQ (or ITQ) you must achieve a minimum total of credits. These are made up from:

- 38 credits for a Level 2 qualification: 4 credit from mandatory option; 16 from optional units at qualification level; 18 from a choice of optional units at Level 1 or above which can include a sector specific Unit with maximum credit value of 4
- 39 credits for a Level 3 qualification: 5 credits from mandatory option; 15 from optional units at qualification level; 19 from a choice of optional units at Level 1 or above which can include a sector specific unit with maximum credit value of 5

	Level 1	Level 2	Level 3
Mandatory units	Value	Value	Value
Improving productivity using IT		4	5
Optional units			
Audio software	2	3	4
Bespoke software	2	3	4
Computerised accounting software	2	3	5
Data management software	2	3	4
Database software	3	4	6
Design software	3	4	5
Desktop publishing software	3	4	5
Drawing and planning software	2	3	4
Imaging software	3	4	5
IT communication fundamentals	2	2	
IT security for users	1	2	3
IT software fundamentals	3	3	
IT user fundamentals	3	3	
Multimedia software	3	4	5
Optimise IT system performance	2	3	4
Personal information management software	2	2	
Presentation software	3	4	6
Setting up an IT system	3	4	5
Specialist software	2	3	4
Spreadsheet software	3	4	6
Using collaborative technologies	3	4	6
Using email	2	3	3
Using mobile IT devices	2	2	
Using the internet	3	4	5
Website software	3	4	5
Word processing software	3	4	6

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putting people first

Training

Working at your own pace, you will build a portfolio of evidence of your competence, which will be assessed on an on-going basis by your ISIS learning advisor.

Contact ISIS for further information