

Information Technology LEVEL 1



This qualification is designed for individuals using Information Technology as part of their daily duties. The levels correspond to the level of responsibility given to the individuals. This qualification can only be completed on the Foundation Learning Programme.



THE QUALIFICATION STRUCTURE

Level 1 NVQ Certificate in Information Technology

To achieve the Level 1 NVQ Certificate in Information Technology, the learner must achieve

- a minimum of 13 credits overall
- 3 credits from the mandatory unit
- a minimum of 5 credits from the optional units at Level 1 or above
- 5 credits from any optional units available

Mandatory Unit (3 Credits)

101 Improving productivity using IT

Optional Units

- 102 IT User fundamentals
- 103 Setting up an IT system
- 104 Optimise IT system performance
- 105 Security for IT users
- 106 IT communication fundamentals
- 107 Using the Internet
- 108 Using email
- 109 Using collaborative technologies
- 110 Using mobile IT devices
- 111 Personal information management software
- 112 IT software fundamentals
- 113 Audio software
- 114 Video software
- 115 Bespoke software
- 116 Specialist software
- 117 Computer accounting software
- 118 Data management software
- 119 Database software
- 120 Design software
- 121 Imaging software
- 122 Desktop publishing software
- 123 Drawing and planning software
- 124 Multimedia software
- 125 Presentation software
- 126 Project management software
- 127 Spreadsheet software
- 128 Website software
- 129 Word processing software

Special Units

- 801 SSU: Sector Specific Unit
- 802 SSU: Sector Specific Unit
- 803 SSU: Sector Specific Unit
- 804 SSU: Sector Specific Unit
- 805 SSU: Sector Specific Unit
- 851 FS: ICT Functional Skills (Entry Level 3)
- 852 FS: ICT Functional Skills (Level 1)
- 853 FS: ICT Functional Skills (Level 2)
- 854 SFL: ICT Skills for Life (Entry Level3)
- 855 KS: ICT Key Skills/ICT Essential Skills
- 856 CS: ICT Core Skills (Level 3) (Scotland)
- 857 CS: ICT Core Skills (Level 4) (Scotland)
- 858 CS: ICT Core Skills (Level 5) (Scotland)
- 859 CS: ICT Core Skills (Level 6) (Scotland)
- 901 Level 1 AWARD claim unit
- 902 Level 1 CERTIFICATE claim unit
- 903 Level 1 DIPLOMA claim unit

Other Units Available (X = 2 or 3 for the level)

- X02 IT User fundamentals
- X03 Setting up an IT system
- X04 Optimise IT system performance
- X05 Security for IT users
- X06 IT communication fundamentals
- X07 Using the Internet
- X08 Using email
- X09 Using collaborative technologies
- X10 Using mobile IT devices
- X11 Personal information management software
- X12 IT software fundamentals
- X13 Audio software
- X14 Video software
- X15 Bespoke software
- X16 Specialist software
- X17 Computer accounting software
- X18 Data management software
- X19 Database software
- X20 Design software
- X21 Imaging software
- X22 Desktop publishing software
- X23 Drawing and planning software
- X24 Multimedia software
- X25 Presentation software
- X26 Project management software
- X27 Spreadsheet software
- X28 Website software
- X29 Word processing software

Other units available/ continued

- 001 IT User fundamentals
- 002 Database software
- 003 Desktop publishing software
- 004 Audio and video software
- 005 Design and imaging software
- 006 Using email
- 007 Using the Internet
- 008 Using mobile IT devices
- 009 Presentation software
- 010 Spreadsheet software
- 011 Word processing software
- 012 Personal information management software
- 013 Specialist/bespoke software
- 014 Data management software
- 091 Computer Basics
- 092 The Internet and World Wide Web
- 093 Productivity Programmes
- 094 Computer Security and Privacy
- 095 Digital Lifestyle

Information Technology LEVEL 2



This qualification is designed for individuals using Information Technology as part of their daily duties. The levels correspond to the level of responsibility given to the individuals. This qualification can be completed as part of an Apprenticeship Framework.



THE QUALIFICATION STRUCTURE

Level 2 NVQ Certificate in Information Technology

To achieve the Level 2 NVQ Certificate in Information Technology, the learner must achieve

- a minimum of 16 credits overall
- 4 credits from the mandatory unit
- a minimum of 6 credits from the optional units at Level 2 or above plus 6 credits from any optional units available

Mandatory Unit (4 Credits)

201 Improving productivity using IT

Optional Units

- 202 IT User fundamentals
- 203 Setting up an IT system
- 204 Optimise IT system performance
- 205 Security for IT users
- 206 IT communication fundamentals
- 207 Using the Internet
- 208 Using email
- 209 Using collaborative technologies
- 210 Using mobile IT devices
- 211 Personal information management software
- 212 IT software fundamentals
- 213 Audio software
- 214 Video software
- 215 Bespoke software
- 216 Specialist software
- 217 Computer accounting software
- 218 Data management software
- 219 Database software
- 220 Design software
- 221 Imaging software
- 222 Desktop publishing software
- 223 Drawing and planning software
- 224 Multimedia software
- 225 Presentation software
- 226 Project management software
- 227 Spreadsheet software
- 228 Website software
- 229 Word processing software

Special Units

- 801 SSU: Sector Specific Unit
- 802 SSU: Sector Specific Unit
- 803 SSU: Sector Specific Unit
- 804 SSU: Sector Specific Unit
- 805 SSU: Sector Specific Unit
- 852 FS: ICT Functional Skills (Level 1)
- 853 FS: ICT Functional Skills (Level 2)
- 855 KS: ICT Key Skills/ICT Essential Skills
- 857 CS: ICT Core Skills (Level 4) (Scotland)
- 858 CS: ICT Core Skills (Level 5) (Scotland)
- 859 CS: ICT Core Skills (Level 6) (Scotland)
- 904 Level 1 AWARD claim unit
- 905 Level 1 CERTIFICATE claim unit
- 906 Level 1 DIPLOMA claim unit

Other Units Available (X = 1 or 3 for the level)

- X02 IT User fundamentals
- X03 Setting up an IT system
- X04 Optimise IT system performance
- X05 Security for IT users
- X06 IT communication fundamentals
- X07 Using the Internet
- X08 Using email
- X09 Using collaborative technologies
- X10 Using mobile IT devices
- X11 Personal information management software
- X12 IT software fundamentals
- X13 Audio software
- X14 Video software
- X15 Bespoke software
- X16 Specialist software
- X17 Computer accounting software
- X18 Data management software
- X19 Database software
- X20 Design software
- X21 Imaging software
- X22 Desktop publishing software
- X23 Drawing and planning software
- X24 Multimedia software
- X25 Presentation software
- X26 Project management software
- X27 Spreadsheet software
- X28 Website software
- X29 Word processing software

Information Technology LEVEL 3



This qualification is designed for individuals using Information Technology as part of their daily duties. The levels correspond to the level of responsibility given to the individuals. This qualification can be completed as part of an Advanced Apprenticeship Framework.



THE QUALIFICATION STRUCTURE

Level 3 NVQ Certificate in Information Technology

To achieve the Level 3 NVQ Certificate in Information Technology, the learner must achieve

- a minimum of 25 credits overall
- 5 credits from the mandatory unit
- a minimum of 10 credits from the optional units at Level 3 or above plus 10 credits from any optional units available

Mandatory Unit (5 Credits)

301 Improving productivity using IT

Optional Units

- 302 IT User fundamentals
- 303 Setting up an IT system
- 304 Optimise IT system performance
- 305 Security for IT users
- 306 IT communication fundamentals
- 307 Using the Internet
- 308 Using email
- 309 Using collaborative technologies
- 310 Using mobile IT devices
- 311 Personal information management software
- 312 IT software fundamentals
- 313 Audio software
- 314 Video software
- 315 Bespoke software
- 316 Specialist software
- 317 Computer accounting software
- 318 Data management software
- 319 Database software
- 320 Design software
- 321 Imaging software
- 322 Desktop publishing software
- 323 Drawing and planning software
- 324 Multimedia software
- 325 Presentation software
- 326 Project management software
- 327 Spreadsheet software
- 328 Website software
- 329 Word processing software

Special Units

- 801 SSU: Sector Specific Unit
- 802 SSU: Sector Specific Unit
- 803 SSU: Sector Specific Unit
- 804 SSU: Sector Specific Unit
- 805 SSU: Sector Specific Unit
- 852 FS: ICT Functional Skills (Level 1)
- 853 FS: ICT Functional Skills (Level 2)
- 855 KS: ICT Key Skills/ICT Essential Skills
- 857 CS: ICT Core Skills (Level 4) (Scotland)
- 858 CS: ICT Core Skills (Level 5) (Scotland)
- 859 CS: ICT Core Skills (Level 6) (Scotland)
- 907 Level 1 AWARD claim unit
- 908 Level 1 CERTIFICATE claim unit
- 909 Level 1 DIPLOMA claim unit

Other Units Available (X = 1 or 2 for the level)

- X02 IT User fundamentals
- X03 Setting up an IT system
- X04 Optimise IT system performance
- X05 Security for IT users
- X06 IT communication fundamentals
- X07 Using the Internet
- X08 Using email
- X09 Using collaborative technologies
- X10 Using mobile IT devices
- X11 Personal information management software
- X12 IT software fundamentals
- X13 Audio software
- X14 Video software
- X15 Bespoke software
- X16 Specialist software
- X17 Computer accounting software
- X18 Data management software
- X19 Database software
- X20 Design software
- X21 Imaging software
- X22 Desktop publishing software
- X23 Drawing and planning software
- X24 Multimedia software
- X25 Presentation software
- X26 Project management software
- X27 Spreadsheet software
- X28 Website software
- X29 Word processing software