



Workplace Qualifications

LEVEL 2 ITQ CERTIFICATE IN IT USER SKILLS

If you've got IT qualifications, you're an asset to any modern business. The ITQ is your chance to learn new skills and gain valuable qualifications at the same time.

The ITQ is a nationally-recognised programme, designed by employers to meet the needs of today's businesses. It is tailor-made for you, taking into account all the existing IT skills and any qualifications you may already have, such as the European Computer Driving Licence, CLAiT Plus, New CLAiT or Microsoft Office Specialist. The ITQ course will help you choose what to learn depending on the IT skills you need to do your job more effectively. You can cover everything from word processing, spreadsheets, email and the internet such as IT security and IT maintenance.

What will I learn?

Courses within this range will enable you to:

- Create, edit and format documents
- Use functions and formulae in spreadsheets
- Use databases to format data and produce reports
- Create, edit and format websites
- Communicate effectively through complex presentations and artwork
- Use the internet and intranets to find information
- Use email to exchange different types of Information
- Evaluate the effects of using IT
- Identify and correct errors that can occur with hardware, software and data
- Avoid security risks by protecting and controlling access to IT

What courses are available?

There is a range of online courses available covering subjects such as:

Improving productivity using IT, there is no set course or programme and training can be tailored to suit the needs of your organisation.

The benefits of ITQ?

- ITQ lets you show your current employer—and any future employer! That you have reached a recognised national standard in IT
- ITQ helps you to improve your IT skills and use IT more effectively in your job
- ITQ lets you fill in IT skills gaps you have, quickly and easily while you work
- ITQ is flexible. You choose which skills you need to develop, to help you in your own particular job and then follow a tailor-made programme that meets your individual needs