

IT Users NVQ

A suite of three qualifications provides a flexible certification route for IT users of all levels.

NVQ Level	Appropriate for	Able to demonstrate competence in
Level 1	Competent IT users	A range of IT facilities and features.
Level 2	Experienced IT users	A broad range of advanced IT features and facilities.
Level 3	Expert IT users	Designing and developing a range of IT systems and software.

To achieve a full NVQ, candidates must achieve the following total unit values (UVs).

	Level 1	Level 2	Level 3
Total UVs required for full achievement	40	100	180
Minimum UVs achieved at the level of the qualification	15	40	75

Mandatory Unit	Level 1	Level 2	Level 3
Make selective use of IT	15	25	35
Optional Units			
Use IT systems	5	15	25
Operate a computer	10	20	30
IT troubleshooting for users	5	15	25
IT maintenance for users	5	15	25
IT security for users	5	15	25
Use IT to exchange information	5	15	25
Internets and Intranets	5	15	25
Email	5	15	25
Word processing software	10	20	30
Spreadsheets software	10	20	35
Database software	10	20	35
Website software	10	20	35
Artwork and imaging software	10	20	35
Presentation software	10	20	30
Specialist or bespoke software	10	20	30
Evaluate the impact of IT	5	15	25

Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Apprenticeships

To complete a government funded apprenticeship programme, candidates will also need to undertake a short Key Skills project (*exemptions may apply*).