16 February 2015

City & Guilds

500/6100/8 City & Guilds Entry Level Certificate for IT Users (Start IT-iTQ) (Entry 3)

OVERVIEW

What does this qualification cover?

This qualification enables you to gain the skills and knowledge for you to become **digitally literate** in the use of a wide range of ICT applications or use of ICT equipment that can lead to further learning or provide digital skills for life that could help you into employment. The primary purpose of this qualification is to progress onto further learning as stated below. Over 80% of the qualification is vocational and focuses on the use of specific tools, while the mandatory units provide underpinning knowledge around equipment use and remain secure when working with ICT.

You will be expected to achieve mandatory units from a choice of **either**;
   • IT User fundamentals
Or
   • Computer Basics (based on Microsoft Digital Literacy Curriculum)
   • Computer Security and Privacy (based on Microsoft Digital Literacy Curriculum)

You may then select areas of interest from:
   • Using email and the Internet
   • Using mobile devices
   • Audio and video software
   • Design and imaging software
   • Desktop publishing software
   • The Internet and World Wide Web (based on Microsoft Digital Literacy Curriculum)
   • Productivity Programmes (based on Microsoft Digital Literacy Curriculum)
   • Digital Lifestyle (based on Microsoft Digital Literacy Curriculum)
   • Database basics
   • Presentation software
   • Spreadsheet software
   • Word processing software
   • Personal information management software
   • Data management software

This is a Framework qualification.

Who could take this qualification?

The City & Guilds Entry Level Certificate for IT Users (Start IT-iTQ) (Entry 3) has been developed for those with no experience with ICT and software applications, but wish to become **digitally literate** and effectively use a wide variety of ICT applications.

No previous experience or qualifications in ICT are expected, though you may benefit if you have achieved a qualification from;

- 500/5886/1 City & Guilds Entry Level Award for IT Users (Start IT-iTQ) (Entry 3)
- 500/8483/5 City & Guilds Entry Level Award in Online Basics (Start IT-iTQ) (Entry 3)

This qualification is suitable for a wide age range starting at 14.

What could this qualification lead to?

Will the qualification support progression to further learning?

The City & Guilds Entry Level Certificate for IT Users (Start IT-iTQ) (Entry 3) provides the underpinning knowledge and skills that would allow you to progress and enhance your competency by undertaking a higher level qualification, such as;

- 500/6805/2 City & Guilds Level 1 Award for IT Users (ITQ)
- 500/6759/X City & Guilds Level 1 Certificate for IT users (ITQ)
- 500/6903/2 City & Guilds Level 1 Diploma for IT Users (ITQ)

Will the qualification lead to employment?

As part of the continuing drive to ensure digital literacy across all ages, as supported by a number of Government initiatives, this qualification will enable you to make use of ICT and digital technology as part of every day life or as a first step within/toward employment.

Using this size of qualification

This size of qualification allows you to select a wide range software applications and the fundamentals of ICT to gain basic digital literacy to allow you to make decisions on future learning in specific areas, while performing general and repetitive activities on a regular basis to gain a first step in the use of ICT before progressing to further learning. If you are looking to learn just a few specific applications then the Award size qualification at this level may be more appropriate.

Who supports this qualification?

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