

1. Title of the certificate ^(en)



City & Guilds Level 3 IVQ Advanced Diploma for IT Users (7267-03)

⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾

⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences

A typical holder of the certificate is able to:

IT principles

- Plan and cost for hardware acquisition
- Plan and cost for application acquisition
- Plan, use and maintain files and directory structures on networks
- Use networks to gather, collate and distribute information
- Identify health and safety issues and good practice

or

Word processing techniques

- Create a variety of documents
- Import graphics
- Edit tables
- Number paragraphs
- Create headers and footers
- Merge data

plus **two** of the following units:

Designing and producing documents and templates

- Design and plan new documents and templates
- Produce new documents and templates
- Edit existing documents, recording changes made
- Check produced documents
- Save and print documents.

Designing and producing spreadsheets to analyse information

- Analyse user requirements and design multi-page spreadsheets to meet them
- Input, test and document spreadsheets
- Use standard tools in problem solving
- import, parse and process data supplied in text files
- Use the range of functions provided in spreadsheets
- Embed macros in spreadsheets.

Designing and creating advanced layouts using desktop publishing software

- Produce design briefs and templates for multi-page documents
- Obtain and use a variety of images
- Draft, edit and print desk top published documents
- Check desk top published documents against design briefs.

Integrating applications to create advanced presentations

- Build word processed documents
- Build spreadsheets
- Build database reports
- Use mail merge
- Combine and link data from different applications and sources.

Website design

- Explain the fundamentals of advanced web page development
- Undertake formal user requirements analyses
- Use appropriate development tools to implement and test interactive web pages incorporating advanced design and information presentation techniques
- Use graphics applications to create and manipulate images
- Maintain and evaluate web sites.

Designing and creating relational databases

- Identify client requirements for a database
- Undertake analysis and design
- Implement the database design to create tables and forms for data entry
- Undertake information retrieval
- Develop reports for output
- Undertake testing and produce documentation.

Spreadsheet processing techniques

- Find files where the filename is known but the location is not
- Use on-line help to carry out tasks
- Work with multiple worksheets
- Move and copy worksheets
- Use arrays
- Protect whole spreadsheets or individual cells using lock and password protection
- Hide and unhide cells
- Create and work with macros
- Create templates and toolbars for users
- Analyse and test data
- Export and import for different file formats
- Be able to export and import data in different file formats.
- Print selected pages from a spreadsheet
- Select paper source for printing, where available.

Computerised accounts

- Access and amend company parameters in respect of name and address
- Add new accounts to purchase and sales ledgers
- Set up supplier and customer settlement terms
- Create accounts in the nominal ledger from given information
- Process transactions involving differing tax liabilities
- Process information in respect of the sales ledger
- Process information in respect of the purchase ledger.

Computerised accounts

- Create accounts
- Process accounting information in respect of the sales and purchase ledger
- Understand how to use batch control sheets
- Produce accounting reports such as customer activity reports and supplier details reports.
- Process accounting transactions
- Produce customer and supplier documentation
- Produce reports such as aged creditor analysis and sales day book summaries for management purposes.
- Interpret and process both routine and non-routine transactions, together with the production of accounting reports such as a profit and loss accounts and balance sheets.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾

- Administrator
- Cashier
- Manager
- Receptionist
- Secretary
- Senior Director
- Senior Manager
- Supervisor
- Any person who uses ICT as part of their job role.

Note: the above are examples only, other occupations may also be accessible to holders of the certificate.

⁽¹⁾ If applicable

⁽¹⁾ Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers. More information available at: <http://europass.cedefop.eu.int>.

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5. Official basis of the certificate

<p>Name and status of the body awarding the certificate</p> <p>City & Guilds 1 Giltspur Street London EC1A 9DD United Kingdom T +44 (0)20 7294 2800 F +44 (0)20 7294 2400 www.cityandguilds.com</p> <p>City & Guilds was established in 1878 as a registered charity (no. 312832) and received Royal Charter (RC117) in 1900.</p> <p>City & Guilds is accredited as an awarding body by the Office of the Qualifications and Examinations Regulator (Ofqual) and the Scottish Qualifications Authority (SQA) to offer qualifications.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>International Vocational Qualifications (IVQs) are a unique set of qualifications designed by City & Guilds specifically for international use. They are subject to global quality assurance rules and regulations set by City & Guilds. These policies are based on the quality assurance practices which have been approved by Ofqual.</p> <p>The Level 3 IVQ Advanced Diploma for IT Users (7267-03) has been developed using the City & Guilds Level 3 Advanced Diploma for IT Users (7266-03) as its source and is comparable to Level 3 of the National Qualifications Framework of England, Wales and Northern Ireland (NQF).</p>
<p>Level of the certificate (national or international)</p> <p>Level 3* – National Qualifications Framework of England, Wales and Northern Ireland (NQF)</p> <p><i>*broad comparability</i></p>	<p>Grading scale/Pass requirements</p> <p>The multiple choice online test is graded 'Pass' or 'Fail'. The assignments are graded 'Pass', 'Merit', 'Distinction' or 'Fail'.</p> <p>The overall qualification is graded 'Pass' or 'Fail'. A certificate will only be awarded on successful completion of the required number of units.</p>
<p>Access to next level of education/training</p> <p>We consider the following options to be relevant progression routes from this qualification:</p> <ul style="list-style-type: none"> • City & Guilds Level 4 Higher Professional Diploma in Information Management Using ICT (4447) • Higher/further education • Management qualifications • Employment. 	<p>International agreements</p>
<p>Legal basis</p> <p>Not applicable.</p>	

6. Officially recognised ways of acquiring the certificate

<p>This qualification can only be offered by an institution/provider ('centre') that has been approved by City & Guilds and therefore meets its quality requirements for staff and centre resources and is subject to regular checks.</p> <p>The following assessment methods are used:</p> <ul style="list-style-type: none"> • Ongoing assessments carried out by the centre • Final assessments: <ul style="list-style-type: none"> - on-line multiple choice test set and marked by City & Guilds - practical assignment set by City & Guilds and marked by the centre - practical assignment set and marked by City & Guilds. <p>All assessments are quality assured by City & Guilds verifiers.</p> <p>The vocational education and training is a combination of classroom based and/or work based and/or realistic working environment based activities. As part of the assessment for this qualification is based on experience in the workplace, candidates must have access to an appropriate setting.</p> <p>The recommended Guided Learning Hours (GLHs) for this qualification are 270 hours.</p> <p>Entry requirements</p> <p>City & Guilds exercises a policy of open access and does not set formal entry requirements for its qualifications. Centres are however required to ensure that learners are registered for a programme of study and examination at the appropriate level.</p> <p>More information (including a description of the national qualifications system) available at: www.naric.org.uk.</p> <p>National reference point: www.uknarp.org.uk.</p>
