

Information Technology Qualification (ITQ)



Would you like improved employee IT skills?

Want to get the best return on investment with your technology? Want a structured IT framework that will maximise productivity in your organisation?

Look no further... **learndirect** centres now offer an Information Technology Qualification (ITQ) at level 2.

The qualification has two elements:

- online courses – which provide the underpinning knowledge, and
- a work-based competence assessment – leading to an NVQ at level 2.

How will the ITQ help your business?

An ITQ can help your business get the most from technology.

Flexible approach to IT

When it comes to developing IT skills within your business, one size does not fit all. IT needs vary from business to business and from job to job. Completing an ITQ will give your employees the chance to develop the IT skills they need to do a better job, making more use of your IT systems and supporting your organisation's IT strategy.

The ITQ has been devised to allow for different skills to be learned and assessed at different levels – from word processing and spreadsheet skills to bespoke units which focus on specific organisational software. This improves individual employee skills and can help accelerate the uptake of new technology within your business.

You can also include bespoke modules to focus on unique business-specific software to ensure improved productivity and a better return from your investment in technology.

No time wasted covering old ground

To save time and resources where employees already have an IT user qualification, they can use it to count towards the ITQ. This allows employees to build and develop their skills to meet your needs without having to face the de-motivating prospect of starting again or having to demonstrate skills they've already had assessed.

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Business Support

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We also provide an online diagnostic – the ITQ Planner – to assess skill gaps. This means you only train employees in the skills they actually need and can reduce the time spent on gaining the ITQ.

Easy assessment process

As far as possible assessments will take place whilst employees are doing real tasks at work. By allowing assessment to occur ‘naturally’ using systems already in place in your business, this reduces the bureaucracy that can be involved with assessments and minimises the impact on staff time.

Who is an ITQ suitable for?

Any employee who uses IT in their day-to-day work.

What will your staff learn?

The ITQ has one core unit – Make Selective Use of IT – this deals with the effective use and selection of IT (hardware and software) to achieve tasks.

Additional units will vary depending on the IT skills an employee needs to learn for their specific job requirements. Utilising the **learndirect** ITQ Planner a tailored programme will be developed which selects the most suitable units available. This means you can have several employees each taking a different route to achieve an ITQ.

learndirect courses provide the underpinning knowledge for a range of

units; from the essentials of operating IT equipment – safely setting up hardware and ensuring software is compatible, standard office software – covering word processing, databases, spreadsheets and presentation tools, to the use of the internet and intranets and electronic communication methods.

It is likely that an employee will take between three and five additional units to achieve ITQ level 2 depending on their current IT skills and their job requirements, but this could be less if they already have an IT qualification. For a full explanation of the units available and how they can be tailored to add up to an ITQ contact your local centre to arrange a demonstration of the **learndirect** ITQ Planner.

How do I find out more?

Please contact your local centre for further information.

Your nearest **learndirect** centre is:

Rewards-TRC
Victoria Gate
119-127 South Road
Haywards Heath
West Sussex
RH16 4LR

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