



ITQ Levels 1 and 2 for IT Users

A Level 1 user can make use of predefined or commonly used IT tools for activities that are straightforward or routine, identifying and using automated methods or alternative ways of working to improve productivity. Any aspect that is unfamiliar will require support and advice from other people.

At Level 2 user can make use of predefined or commonly used IT tools for activities that are straightforward or routine, identifying and using automated methods or alternative ways of working to improve productivity. Any aspect that is unfamiliar will require support and advice from other people.

Entry requirements

This is a FREE course subject to eligibility. The City & Guilds have not set additional entry requirements for this qualification.

Duration and Delivery

The course will be delivered over 12 weeks with a combination of class-room and on-line teaching and support session. To achieve the certificate, you must gain a minimum of 13 credits for level 1 and 10 credits for level 2.

What is involved in studying this course?

You'll usually be asked to complete a short test at the start of your course that's known as an initial assessment. This will help to decide which qualification is right for you.

The ITQ is ideal for those with little experience in computing for the underpinning knowledge that could aid progress to further education or employment or those seeking more in depth knowledge and skills in particular topics.

What careers can this lead to?

This qualification could help you get a job in areas such as:

- Assistant Application Specialist
- Business Administrator
- Social Media/digital Marketing Assistant
- Web Development Assistant
- Software help Desk Assistant

For further information, please contact:

Merbouha Si-Mohammed on 0207 2668 241

or email us on: **Training@pdt.org.uk**

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