

Purpose Statement

NCFE Level 1 Certificate in IT User Skills (ITQ) (600/1455/6)

Qualification overview

The primary purpose of this qualification is to confirm your competency in IT. Units can be taken at a variety of levels which gives you the flexibility so that the qualification matches your job role. The qualification will help you to develop your skills and competence in IT and to apply your knowledge, understanding and skills to a level recognised by employers.

Who is this qualification for?

This qualification is suitable for learners who are using IT within their job or plan to pursue a career in a job requiring IT skills. It is suitable for learners using IT systems in a wide range of job roles.

Age restrictions

There is no minimum entry age for this qualification. Centres are responsible for ensuring that the qualification is appropriate for your age and ability.

Entry requirements

You don't need to have any specific prior learning requirements to take this qualification but you might find it useful if you've already completed qualifications in a relevant area at Entry Level 3.

Qualification content

This qualification is made up of **1** mandatory unit and **76** optional units found in 27 groups:

- Unit 01 Improving productivity using IT (3 credits)

This unit will help you to plan and use appropriate IT systems and software to meet your requirements, use IT systems and software efficiently to complete set tasks and then review your selection and use of IT tools to make sure that your work activities were successful.

Please see the 'Unit breakdown' tab on the [qualification webpage](#) which lists the wide choice of optional units available to meet your needs.

The content of the available optional units includes IT user and communication fundamentals, drawing and planning, design, imaging, audio, using mobiles and multimedia in addition to a range of office and data management options.

Taking this qualification will help you to develop your existing experience and skills in IT and will support you in pursuing your career.

What type of qualification is this?

This is a competence-based, internally assessed qualification based on the National Occupational Standards for IT. It's a job-ready qualification which requires you to demonstrate the skills and knowledge required to work in the IT sector. This qualification has 100–110 guided learning hours and will be assessed in the workplace. 100 per cent of the qualification focuses on the development of your skills and knowledge to support your work in the IT sector.

Within the guided learning hours you'll be involved in learning activities including classes and supervised practical work that will support you as you develop the skills and knowledge to operate in the workplace.

Is this qualification part of an Apprenticeship?

This is not an Apprenticeship qualification, but may be used to support you on your journey towards entering an Apprenticeship in the future.

Progression opportunities

There is an increasing demand for occupationally competent IT users due to the increased use of IT systems and software in the business sector worldwide. Successful completion of this qualification could confirm your competence in a wide range of job roles focused on IT user skills. Example job roles could include:

- IT Support Technician
- Application Support Technician
- Desktop Support Technician
- Helpdesk/Service Desk Technician
- Junior Developer
- Junior QA Software Tester

This qualification can also provide progression to the [NCFE Level 2 Certificate in IT User Skills \(ITQ\)](#)

Similar qualifications

This is the only IT User Skills qualification offered at this level by NCFE and it offers you a choice from a wide range of units designed to support your IT development.

You'll find the qualification particularly useful if you want to develop your productivity using IT and improve the skills you need for the workplace.

Support for this qualification

The qualification is supported by employers who require their staff to be confident and competent in using IT in the workplace.

For further information about these employers please contact NCFE on 0191 239 8000 or email us at service@ncfe.org.uk.
