Learner overview

NCFE Level 3 Diploma in IT User Skills (600/1868/9)

Qualification content, structure and outcomes

This qualification forms part of the ITQ Framework developed by e-skills UK, the Sector Skills Council for Business, Information and Technology, and was developed with employers to ensure the content meets the needs of employers. As a competence-based qualification it allows you to demonstrate your skills and understanding within a job role that requires IT skills and knowledge, which you will develop throughout the qualification.

You'll complete 3 mandatory units:

- Improving productivity using IT
- Understanding the potential of IT
- Developing personal and team effectiveness using IT

You'll also complete a number of optional units in areas such as:

- Audio software
- Using email
- Word processing software
- Using collaborative technologies
- Developing personal and team effectiveness using IT

This qualification can be used as the competence-based aspect of the Advanced Level Apprenticeship in IT Application Specialist, therefore may be completed as part of an Apprenticeship or standalone, depending on your needs.

Similar qualifications

NCFE offer 2 similar competence-based qualifications:

- NCFE Level 3 Certificate in IT User Skills (ITQ) (600/1463/5) – this qualification shares many of the units with the NCFE Level 3 Diploma in IT User Skills, but is a shorter qualification ideal for those who don't need to cover as many of the optional units. This qualification is not available as part of an Apprenticeship.
- NCFE Level 3 Diploma in Professional Competence for IT and Telecoms Professionals (601/6356/2) - this qualification will allow you to develop and demonstrate your skills and understanding of areas relating to IT and telecoms, including general, specialist and vendor units. As well as being available standalone, it can also be taken as the competence-based element of the Advanced Apprenticeship in IT, Software, Web and Telecoms Professionals.

We also offer 3 knowledge-based qualifications which you could complete before or alongside this qualification, and are recognised as the knowledge-based element of the Advanced Apprenticeship in IT, Software, Web and Telecoms Professionals:

- NCFE Level 3 Certificate in ICT Systems and Principles (601/6357/4) – 180-200 GLH, 24 credits
- NCFE Level 3 Diploma in ICT Systems and Principles (601/6358/6) – 270-305 GLH, 37 credits
- NCFE Level 3 Extended Diploma in IT (601/7050/5) – 1080 GLH, 180 credits

Other ways you could achieve the same outcome

This qualification is available through other Awarding Organisations. Please check the Register of Regulated Qualifications (http://register.ofqual.gov.uk/).

Funding will not be available so you will need to apply for a loan to support you through this qualification.

This qualification is also available as part of an Apprenticeship so you may wish to consider whether an Apprenticeship, or taking this qualification on its own, is more appropriate to your needs.

How the qualification supports the identified outcome

This qualification allows you to develop your knowledge of key subjects which will be relevant to working in a role which requires IT skills.

Once you achieve this qualification you could go on to complete the Advanced Apprenticeship for IT Application Specialist. Depending on your experience you could also work in various roles/areas such as:

- IT Application Helpdesk Support
- IT Supervisor
- Website Manager
- IT Application Officer

UCAS points

This qualification does not carry any UCAS points, but it could provide evidence for a personal statement to enable mature students to enter Higher Education.