

ICT for Users



Introduction

LCP offer an extensive range of ICT qualifications. An ICT qualification provides from a basic level skills and knowledge that could lead to further education in IT or related areas, as well as underpinning other educational sectors to higher levels of competency for those required to work independently or supervise others. For those moving into their first job role the ITQ can provide the confidence to work effectively with ICT and deal with tasks that are straightforward or routine.

This qualification could help you get a job or underpin positions such as:

- Application support assistant
- Application support officer
- Data entry clerk
- Business administrator
- Personal assistant

Qualifications are assessed by looking at evidence of the learner's work. This can include observation, questions, professional discussion, IT assignments and looking at the work they have produced.

To gain a Vocational Qualification, you need to show you've got a set of skills. You work with LCP to review your current skills and find the best way to gain new ones, perhaps by trying new things at work, or by studying.

LCP take a holistic approach to learning, meaning you won't have to repeat tasks to satisfy the qualification criterion. We will assess your current role, prior experience and future aspirations and tailor additional units to suit yours and your employer's requirements.

- **Level 1**
You 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
- **Level 2**
You can make use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar, you will be able to devise solutions to use IT tools to improve productivity. Any aspect that is unfamiliar will require support and advice from other people.

- **Level 3**
You can make use of predefined or commonly used IT tools for activities most of which are complex and non-routine, you will be able to devise solutions in the use of IT tools in order to improve productivity. You will be able to take considerable responsibility, use autonomy, and be prepared to offer support and advice to others.



Level I Courses

Course Name and Code	Credit Value
60157562 - Award In e-Responsibility (RQF)	6
60342912 - Certificate for IT Users (ITQ)	10



Level 2 Courses

Course Name and Code	Credit Value
6014211X - Award in Digital Marketing Using Social Media (RQF)	6
60162739 - Certificate for IT Users (ITQ)	16
60177421 - Diploma for IT Users (ITQ) (RQF)	38



Level 3 Courses

Course Name and Code	Credit Value
6017903X - Award for IT Users (ITQ) (RQF)	12
60180043 - Diploma for IT Users (ITQ)	39
60179028 - Certificate for IT Users (ITQ) (RQF)	25

