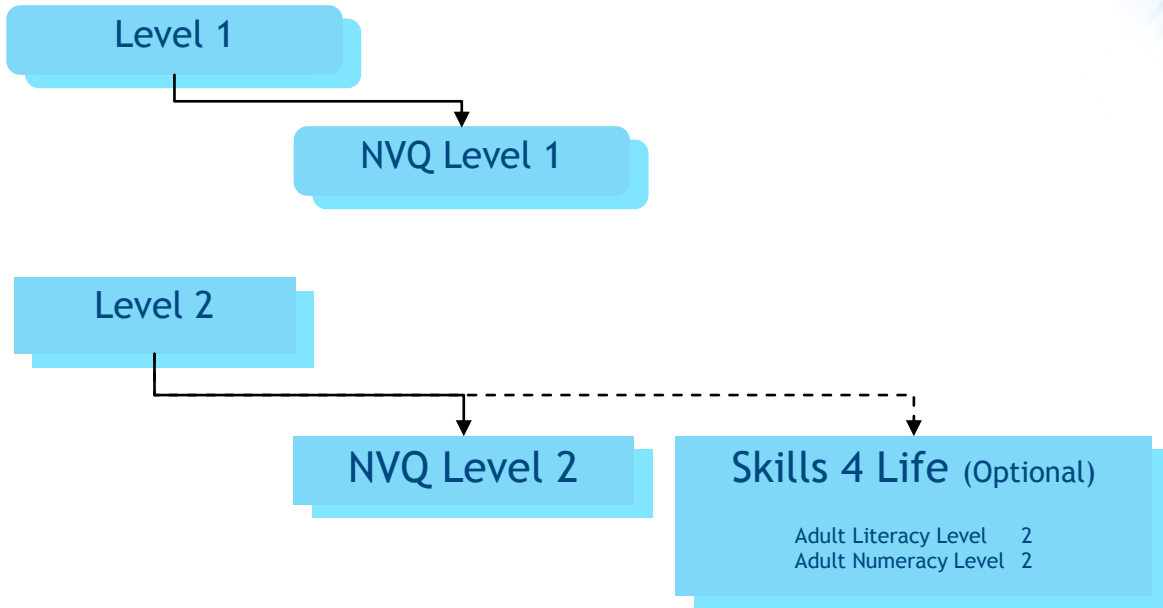


IT User



15 Mandatory Unit
 30 other level 1 units
10 any other unit
40 total level 1 qualification

25 Mandatory Unit
 65 other level 2 units
40 any other unit
100 total level 2 qualification

	Level 1	Level 2	Level 3
Making Selective use of IT	15	25	35
Use IT systems	5	15	25
Operate a Computer	10	20	30
IT Trouble-shooting for users	5	15	25
IT Maintenance for users	5	15	25
IT security for users	5	15	25
Use IT to exchange information	5	15	25
Internet and Intranet	5	15	25
E-mail	5	15	25
Word Processing Software	10	20	30
Spreadsheet Software	10	20	35
Database Software	10	20	30
Website Software	10	20	35
Artwork & Imaging Software	10	20	35
Presentation Software	10	20	30
Specialist or Bespoke Software	10	20	30
Evaluate the Impact of IT	5	15	25
Sector Specific Unit	10	20	30

IT User

What are NVQ's?

To study for a National Vocational Qualification is to learn relevant workplace skills. They range from basic work activities at level 1 to senior management at level 5. Most Learners work towards Level 2 or 3. NVQs meet standards set by national, employer-led organisations. As a Beneast Learner the emphasis is on gaining practical skills and abilities.

How is it Delivered?

The qualification is delivered both in the workplace and within our centres by a dedicated team of Trainer/Assessors. All training is flexible and tailored to suit the individuals needs and working environment with an Individual Training Plan agreed with both the learner and employer. All learners will receive guided one-to-one and group based training to obtain necessary underpinning knowledge to complete units of their qualification. Assessors will then visit the learners workplace and carry out observations to assess competency across optional units. Learners will gather work based evidence throughout their qualification where employers will mentor and support the learner in their working environment. All learners are given a secure password protected online portfolio that they are able to access at any time and complete work. Assessors are on hand to issue guidance and support throughout the learner journey both face to face and through the online portfolio system.

Assessment

The NVQ is achieved by gathering a portfolio of evidence, using a variety of assessment methods.

