

APPRENTICESHIP AND ADVANCED APPRENTICESHIP FOR IT USERS (ITQ)

| APPRENTICESHIP | | ADVANCED APPRENTICESHIP | |
|---|--|---|--|
| Level 2 Diploma in IT User Skills | | Level 3 Diploma in IT User Skills | |
| <ul style="list-style-type: none"> A - Mandatory unit <i>Credit Value required: Minimum 4, Maximum 4.</i> <i>Sub-components required: Minimum 1, Maximum 1.</i> | | <ul style="list-style-type: none"> A - Mandatory unit <i>Credit Value required: Minimum 5, Maximum 5.</i> <i>Sub-components required: Minimum 1, Maximum 1.</i> | |
| Improving Productivity Using IT | | Improving Productivity Using IT | |
| <ul style="list-style-type: none"> B - Optional Units <i>Credit Value required: Minimum 34.</i> <i>Sub-components required: Minimum 6.</i> | | <ul style="list-style-type: none"> B - Optional Units <i>Credit Value required: Minimum 34.</i> <i>Sub-components required: Minimum 6.</i> | |
| AS - Audio Software | | AS - Audio Software | |
| BS - Bespoke Software | | BS - Bespoke Software | |
| CA - Computer Accounting Software | | CA - Computer Accounting Software | |
| CF - IT Communication Fundamentals | | CF - IT Communication Fundamentals | |
| CT - Using Collaborative Software | | CT - Using Collaborative Software | |
| DB - Database Software | | DB - Database Software | |
| DM - Data Management Software | | DM - Data Management Software | |
| DP - Desktop Publishing Software | | DP - Desktop Publishing Software | |
| DR - Drawing and Planning Software | | DR - Drawing and Planning Software | |
| DS - Design Software | | DS - Design Software | |
| EM - Using Email | | EM - Using Email | |
| IM - Imaging Software | | IM - Imaging Software | |
| IN - Using the Internet | | IN - Using the Internet | |
| IS - IT Security for Users | | IS - IT Security for Users | |
| MD - Using Mobile Devices | | MD - Using Mobile Devices | |
| MM - Multimedia Software | | MM - Multimedia Software | |
| OP - Optimise IT System Performance | | OP - Optimise IT System Performance | |
| PI - Personal Information Management Software | | PI - Personal Information Management Software | |
| PM - Project Management Software | | PM - Project Management Software | |
| PS - Presentation Software | | PS - Presentation Software | |

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| SF - IT Software Fundamentals | SF - IT Software Fundamentals |
| SI - Set Up an IT System | SI - Set Up an IT System |
| SP - Specialist Software | SP - Specialist Software |
| SS - Spreadsheet Software | SS - Spreadsheet Software |
| <p>SU - SSU</p> <p><i>This is the area for the Sector Specific Units. This needs to be a unit from the EDI portfolio and will be worth up to 4 credits. Units can be taken that have a higher credit value than 4 but they will only count as 4 credits against this qualification.</i></p> | <p>SU - SSU</p> <p><i>This is the area for the Sector Specific Units. This needs to be a unit from the EDI portfolio and will be worth up to 5 credits. Units can be taken that have a higher credit value than 5 but they will only count as 5 credits against this qualification.</i></p> |
| UF - IT User Fundamentals | UF - IT User Fundamentals |
| WP - Word Processing Software | WP - Word Processing Software |
| WS - Website Software | WS - Website Software |
| Key Skills | Key Skills |
| Application of Number at Level 1 | Application of Number at Level 2 |
| Communications at Level 2 | Communications at Level 2 |