

<b>Qualification title:</b>	OCR Level 1 Certificate for IT Users (ITQ) (QCF)		
<b>Qualification number:</b>	500/6683/3	<b>Credit value:</b>	13
<b>An overview of this qualification</b>	<ul style="list-style-type: none"> <li>This qualification enables you to gain basic IT skills and knowledge from a limited number of IT applications or systems that can lead you to re-engage with learning.</li> <li>There is one mandatory unit Improving Productivity Using IT, which can be based around one of the optional units. You can select from a range of optional units which will give you the required skills and knowledge to make effective use of IT in a number of areas in the future.</li> </ul> <p>Some of the optional units include:</p> <ul style="list-style-type: none"> <li>Word processing</li> <li>Spreadsheets</li> <li>Using email and the Internet</li> <li>Personal information management</li> <li>Using collaborative technology and mobile devices</li> <li>IT communication fundamentals</li> <li>IT software fundamentals</li> <li>Set up an IT system</li> <li>IT User fundamentals</li> <li>Optimise system performance</li> <li>Security for IT users</li> </ul> <ul style="list-style-type: none"> <li>This is a Level 1 qualification where you will undertake a variety of well-defined tasks. These tasks will give you the ability to use the relevant skills and knowledge you have developed and you will be responsible for reviewing your own learning and identifying areas for improvement. These tasks will also develop skills such as time management, team work, accuracy and communication skills, all of which are essential to operating independently and effectively in life learning and work and also to aid progression to further study.</li> </ul>		
<b>Entry requirements</b>	There are no specific entry requirements for this qualification		
<b>Age restrictions</b>	This qualification has no age restrictions		
<b>Is this qualification right for me?</b>	<p>The OCR Level 1 Certificate in IT User (ITQ) (QCF) is part of a suite of ITQ qualifications at Levels 1 – 3 and consists of units based on the national occupational standards developed by e-skills UK, the Sector Skills Council for Business and Information Technology.</p> <p>The OCR Level 1 Certificate for IT Users (ITQ) has been developed for those of you with little experience with IT and software applications, but who wish to become effective users of IT at a basic level:</p> <ul style="list-style-type: none"> <li>For personal use</li> </ul>		

	<ul style="list-style-type: none"> <li>• Or for common office applications</li> <li>• Or to gain skills in specific areas of technology such as website software or the use of mobile devices.</li> </ul> <p>The primary purpose of this qualification is to re-engage with learning. This qualification is suitable for you if you are looking for a short learning programme to improve your basic IT skills, or to learn additional skills in order to be able to operate effectively in business or for personal use.</p> <p>This specific size and level of qualification may be right for you if you:</p> <ul style="list-style-type: none"> <li>• would like a short introductory course of 100-110 guided learning hours (GLH) made up of bite-sized units of learning and assessment</li> <li>• do not want to study a larger qualification, such as a Diploma</li> <li>• would like a course that is tailored to your specific IT skills requirements</li> <li>• have different levels of knowledge in different areas of IT and would benefit from a qualification that is flexible and allows you to take a minimum of 13 credits, of which 5 optional credits must be at Level 1, with the remaining 3 credits from any level, (Entry level, Level 1, 2 or 3).</li> </ul>
<p><b>How could I progress from this qualification?</b></p>	<ul style="list-style-type: none"> <li>• The primary purpose of this qualification is to enable you to re-engage with learning. The qualification will also provide you with the underpinning knowledge and skills to improve your competency in further areas at the same level or to gain or improve your skills by undertaking a larger sized or higher level qualification such as :</li> <li>• OCR Level 1 Diploma for IT Users (ITQ)</li> <li>• OCR Level 2 Award in IT User Skills (ITQ)</li> <li>• OCR Level 2 Certificate in IT User Skills (ITQ)</li> <li>• OCR Level 2 Certificate in Administration (Business Professional)</li> </ul> <p>By taking Level 1 units within this qualification you will gain the underpinning knowledge and skills to improve your competency in further areas of IT.</p> <p>Alternatively this qualification will enable you to make use of IT within a number of job roles where the knowledge and skills to use digital technology is required. IT user skills are now required in the vast majority of job roles.</p> <p>The skills and knowledge gained whilst undertaking this qualification will also prove useful to developing evidence in a large number of subject specific areas such as Travel and Tourism, Business Administration and Hair and Beauty programmes.</p>

<p><b>Support</b></p>	<p>This qualification was developed in conjunction with the Tech Partnership who are the sector skills council for IT and is supported by the following centre providers:</p> <p>CT Skills Realise Futures Bedford College The Manchester College</p>
<p><b>Further information</b></p>	<p>To find out more about the OCR Level 1 Award for IT Users (ITQ) (QCF) please refer to the Centre Handbook available on the OCR website: <a href="http://www.ocr.org.uk/Images/80627-centre-handbook.pdf">http://www.ocr.org.uk/Images/80627-centre-handbook.pdf</a></p> <p>If you have any other queries please contact: <a href="mailto:vocational.qualifications@ocr.org.uk">vocational.qualifications@ocr.org.uk</a></p>
<p><b>About us</b></p>	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>