

Qualification title:	OCR Level 2 Extended Certificate for IT Users (ITQ) (QCF)		
Qualification number:	600/1062/9	Credit value:	25
An overview of this qualification	<ul style="list-style-type: none"> This qualification enables you to gain a range of skills and knowledge in the use of IT applications or use of IT equipment that can lead to you progressing to the next level of vocational learning. It could also support you in overcoming barriers to entering work where Level 2 IT skills and knowledge are required and also lead you to further learning either within the workplace or training provider. There is one mandatory unit <i>Improving Productivity Using IT</i>, 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. <p>Some of the optional units include:</p> <ul style="list-style-type: none"> Word processing Spreadsheets Using email and the Internet Personal information management Using collaborative technology and mobile devices IT communication fundamentals IT software fundamentals Setup an IT system IT User fundamentals Optimise system performance Security for IT users <ul style="list-style-type: none"> This is a Level 2 qualification where you will be assessed by a variety of tasks which use the relevant skills and knowledge you have developed to address straightforward problems. You will also review your own learning to identify how effective your actions have been. In addition you will also develop skills such as time management, team working, accuracy, research, presentation and communication skills, all of which are essential for progression to further study at higher levels. Minimum amount of vocational learning = 25 credits Maximum amount of vocational learning = 25 credits 		
Entry requirements	There are no specific entry requirements for this qualification		
Age restrictions	This qualification has no age restrictions		

<p>Is this qualification right for me?</p>	<p>The OCR Level 2 Extended 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 2 Extended 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:</p> <ul style="list-style-type: none"> • For personal use • Or for common office applications • Or to gain skills in specific areas of technology such as website software or the use of mobile devices. <p>The primary purpose of this qualification is to progress to the next level of vocational learning. This qualification will enable you to undertake a learning programme to improve your competency in IT skills in order to be able to operate effectively in business or for personal use. The size of this qualification enables you to choose additional optional units to broaden your skills and understanding so that you can progress to the next level of study. You can carry credits from one size and level to the next, so you will not have to re-do work you have already achieved. This will make the progression to level 3 much easier.</p> <p>This specific size and level of qualification may be right for you if you:</p> <ul style="list-style-type: none"> • would like a longer course of 185-195 guided learning hours (GLH) made up of bite-sized units of learning and assessment • do not want to study for a larger qualification such as a Diploma • have previously studied qualifications at Level 1; • would like a course that is tailored to your specific IT skills requirements • 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 25 credits of which 11 optional credits must be at level 2, but the remaining 10 optional credits can be at Levels 1, 2 or 3
<p>How could I progress from this qualification?</p>	<p>The primary purpose of this qualification is to progress to the next level of vocational learning at Level 3 on qualifications such as:</p> <ul style="list-style-type: none"> • OCR Level 3 Certificate for IT Users - (ITQ) 500/6758/8 • OCR Level 3 Diploma in IT User Skills (ITQ) 500/6757/6 • OCR Level 3 ICT Professional Competence (PROCOM) Diploma 501/1124/3 • OCR Level 3 Cambridge Technicals in IT Certificate 600/4228/X, Introductory Diploma 600/4623/5, Diploma 600/4237/0, Subsidiary Diploma 600/4231/X, /Extended Diploma 600/4234/5.

	<p>Within this qualification you will have the opportunity of taking Level 2 and potentially some Level 3 units; this will give you the underpinning knowledge and skills to improve your competency in many different areas of IT.</p> <p>You could also progress to the OCR Level 2 Diploma in IT User Skills (ITQ) 600/1955/4 which will give you the combined competence and knowledge components to contribute to the Level 2 IT Intermediate Application Specialist Apprenticeship.</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>
Support	<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>TBC</p>
Further information	<p>To find out more about the OCR Level 2 Extended Certificate for IT Users (ITQ) (QCF) please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/80627-centre-handbook.pdf</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk</p>
About us	<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>