



## ITQ User City & Guilds

### ITQ User Levels

| LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | APPRENTICESHIP  | ADVANCED APPRENTICESHIP   |
|---------|---------|---------|---------|---|---|
|         | ●       | ●       | ●       |  |  |

### Overview

The right computer skills can open up a huge range of opportunities. This flexible award is perfect if you use any form of bespoke technology package to suit all users from computers in offices to technology in industry.

### Who would benefit from this qualification?

Anyone who uses technology or computers in the workplace as part of their day to day activities, those seeking to improve their skills, update to a new version of Microsoft Office or learn new packages to add to their user skills.



### Course Content

The qualification is adaptable and as well as covering standard programme packages it can provide training and assessment for your bespoke, in-house systems. The qualification works on a points basis with all activity being focussed on the needs of the business and the individual.

### Entry Requirements:

There are no formal entry requirements for candidates undertaking this qualification, however employers must ensure that candidates have the potential and opportunity to gain evidence for the qualification in the work place.

