

The ITQ Level 2 Certificate for IT Users

A Blended Learning Programme from Longden

A practical programme to recognise, develop and accredit your IT skills in the workplace and in social settings.

The qualification provides basic level skills and knowledge that could lead to further education in IT or related areas, as well as underpinning other educational sectors. It can offer those moving into their first job roles the confidence to work effectively with ICT and deal with tasks that are straightforward or routine. To achieve the Level 2 Certificate for IT Users learners must gain 16 credits.



How it works

- Initial assessment and induction
- Your personal coach/assessor
- E-Learning Modules
- Optional training workshops
- Two 1-1 assessments at your workplace
- Virtual portfolio with assignments or projects
- Over a 2-3 month period
- Choice available to link to Literacy and Numeracy

Fees

- Funding available — contact us for more details

ITQ Level 2 Certificate for IT Users

Mandatory Unit

201 Improving Productivity Using IT (4 credits)

Optional Units (to a total of 12 credits)

206 IT user fundamentals (2 credits)

207 Using the internet (4 credits)

208 Using email (3 credits)

209 Using collaborative technologies (4 credits)

210 Using mobile IT devices (2 credits)

215 Bespoke software (3 credits)

225 Presentation software (4 credits)

229 Word processing software (4 credits)

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Literacy and Numeracy

You will also be able to improve your skills and have the chance to gain a Certificate in Adult Literacy and/or Numeracy



City & Guilds

Blended learning at its best with Longden