EDI Level 2 Diploma in IT User Skills (ITQ)

Qualification Title	**EDI Level 2 Diploma in IT User Skills (ITQ)**
Qualification Type	QCF
Level	2
Qualification Overview	This qualification is suitable for learners who are using IT within their job. Units can be taken at a variety of levels which gives flexibility to enable the qualification to match job roles. The qualification will allow learners to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role. This qualification is suitable for learners using IT systems in a wide range of job roles.
Qualification Structure	To achieve the EDI Level 2 Diploma in IT User Skills (ITQ), the learner will need to complete units to gain a minimum of 38 credits. The credit total is made up from: ▪ Four credits from mandatory Group A, Improving Productivity Using IT ▪ A minimum of 16 credits from optional units at the qualification level ▪ A minimum of 18 credits from a choice of optional units at Level 1 or above which can include a Sector Specific Unit with a credit value of up to four ▪ Barred units: Only one unit from each optional area of competence can contribute to the credit total

Unit titles	Credit values		
	Level 1	**Level 2**	**Level 3**
Mandatory unit			
Improving Productivity Using IT	3	4	5
Optional units			
IT User Fundamentals	3	3	
Setting Up an IT System	3	4	5
Optimise IT System Performance	2	4	5
IT Security for Users	1	2	3
IT Communication Fundamentals	2	2	
Using the Internet	3	4	5
Using Email	2	3	3
Using Collaborative Technologies	3	4	6
Using IT mobile devices	2	2	
Personal Information Management Software	2	2	
IT Software Fundamentals	3	3	
Audio Software	2	3	4
Bespoke Software	2	3	4
Specialist Software	2	3	4
Computerised Accounting Software	2	3	5
Data Management Software	2	3	4
Database Software	3	4	6
Design Software	3	4	5
Imaging Software	3	4	5
Desktop Publishing Software	3	4	5
Drawing and Planning Software	2	3	4
Multimedia Software	3	4	5
Presentation Software	3	4	5
Project Management Software	3	4	5
Spreadsheet Software	3	4	5
Website Software	3	4	5
Word Processing Software	3	4	6

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Assessment Method	Portfolio of evidence
Additional Information	This qualification is accredited on the Qualifications and Credit Framework (QCF) and has a credit value of 38
EDI Qualification Number	DPITUS2
Regulator Reference	500/7653/X
Guided Learning Hours	320 - 360
Accreditation Start Date	1 October 2009
Accreditation End Date	31 December 2012
Certification End Date	31 December 2014
Age Ranges	16-18, 18+, 19+
Is this qualification eligible for funding?	This qualification is listed on the Learning Aim Database
Available Online	Not Applicable
Multiple Choice	Not Applicable
Technical Certificate	Not Applicable
Support Materials Available	▪ A Candidate Pack is available to download from the EDI website ▪ A Support Pack containing important information relating to the delivery and assessment of the qualification is available for Centres to download from the EDI website
Information Sheet Issue Date	24 July 2012