

EDI Level 3 Diploma in IT User Skills (ITQ)

Qualification Title	EDI Level 3 Diploma in IT User Skills (ITQ)																																																																																																																															
Qualification Type	QCF																																																																																																																															
Level	3																																																																																																																															
Qualification Overview	<p>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.</p> <p>This qualification is suitable for learners using IT systems in a wide range of job roles.</p>																																																																																																																															
Qualification Structure	<p>To achieve the Level 3 Diploma in IT User Skills (ITQ), the candidate will need to complete units to gain a minimum of 39 credits.</p> <p>The credit total will be made up from:</p> <ul style="list-style-type: none"> Five credits from mandatory Group A, Improving Productivity Using IT A minimum of 15 credits from optional units at the qualification level A minimum of 19 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 five Barred units: Only one unit from each optional area of competence can contribute to the credit total <table border="1"> <thead> <tr> <th rowspan="2">Unit titles</th> <th colspan="3">Credit values</th> </tr> <tr> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> </tr> </thead> <tbody> <tr> <td>Mandatory unit</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Improving Productivity Using IT</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Optional units</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IT User Fundamentals</td> <td>3</td> <td>3</td> <td></td> </tr> <tr> <td>Setting Up an IT System</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Optimise IT System Performance</td> <td>2</td> <td>4</td> <td>5</td> </tr> <tr> <td>IT Security for Users</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>IT Communication Fundamentals</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>Using the Internet</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Using Email</td> <td>2</td> <td>3</td> <td>3</td> </tr> <tr> <td>Using Collaborative Technologies</td> <td>3</td> <td>4</td> <td>6</td> </tr> <tr> <td>Using IT mobile devices</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>Personal Information Management Software</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>IT Software Fundamentals</td> <td>3</td> <td>3</td> <td></td> </tr> <tr> <td>Audio Software</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Bespoke Software</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Specialist Software</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Computerised Accounting Software</td> <td>2</td> <td>3</td> <td>5</td> </tr> <tr> <td>Data Management Software</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Database Software</td> <td>3</td> <td>4</td> <td>6</td> </tr> <tr> <td>Design Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Imaging Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Desktop Publishing Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Drawing and Planning Software</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Multimedia Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Presentation Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Project Management Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Spreadsheet Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Website Software</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Word Processing Software</td> <td>3</td> <td>4</td> <td>6</td> </tr> </tbody> </table>	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 39
EDI Qualification Number	DPITUS3
Regulator Reference	500/7634/6
Guided Learning Hours	320 - 360
Accreditation Start Date	1 October 2009
Accreditation End Date	31 December 2012
Certification End Date	31 December 2015
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	<ul style="list-style-type: none"> ▪ 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



Supporting learning
and performance