Mercurius Politicus.

Mercurius Politicus awarding body

What is the ITQ?

The ITQ provides an **up-to-date, nationally recognised IT user qualification** tailored to business and individual needs.

Over three-quarters (77%) of the UK workforce use IT in their jobs, but 1 in 10 businesses say there are gaps in the IT skills they need. The ITQ is helping to fill these gaps.

Who is the ITQ for?

It's designed for people using technology:

- at work
- in education
- when looking for work
- in their leisure time
  What can the ITQ do for employers?
  The ITQ can help improve productivity, effectiveness and businesses' ability to participate in the digital economy. It does this by developing employees' IT skills.
  With the help of the ITQ, employers can:
- get **in-house training** recognised within a national framework
- assess the skills of **prospective employees**
- exploit IT for **innovation**, **service**, **competitiveness** and **meeting business goals**
- help investments in IT reach their full potential by making sure employees have **the right skills to use the technology**
  What can the ITQ do for individuals?
  People can study the ITQ at school, college or in the workplace. It can:
- **help people find work** – 92% of jobs advertised require IT user skills
- **be tailored to different work requirements** – as well as the use of computers and mobile IT devices, the ITQ can cover other ICT systems, including those used in engineering, manufacturing and teaching
- give employees the chance to **put their newly learnt skills into practice**
- be used to help with voluntary and charity work, for example with bookkeeping and fund-raising
  How is the ITQ related to the National Occupational Standards framework?
  The ITQ is based on the National Occupational Standards (NOS) for IT users.(Visit the site: http://www.e-skills.com/standards-and-qualifications/national-occupational-standards-nos/)
- Each ITQ unit corresponds to an area of competence in the NOS.
- Each learning outcome corresponds to an element of competence defined in the NOS.

The Mercurius Politicus ITQ is appropriate for someone who uses IT as a part of life skill or professional requirement. The flexible curriculum and assessment methods of the ITQ signifies that it can be adapted for a

host of courses in any form of learning environment, either at workplace or classroom.

Mercurius Politicus approved learning centres can create programmes that meet local demand for IT or employer needs (situated learning as opposed to decontextualised learning), from courses for office automation to web development for businesses to keeping in touch using internet and email for the individuals.

The Level 2 and Level 3 Diploma qualifications are part of the IT Application Specialist apprenticeship and related framework.

Designed to provide competence from Level 1 to Level 3, the ITQ is ideal for those with basic or little experience in computing for the underpinning skill or knowledge that could facilitate progress to further education or employment or those seeking more rigorous skills and knowledge in specialised areas.

Learn more about units for IT professional qualifications
Help your employees or learners gain the IT skills they need to advance in their careers with IT professional qualifications. e-skills UK develops qualification units in partnership with industry. These units form the building blocks of nationally recognised qualifications, created by awarding bodies. IT professional qualifications are:

- **efficient for learners and employers** – candidates can get credit for prior learning, so no valuable time is wasted reviewing skills they already have
- based on the 2009 National Occupational Standards for IT & Telecoms professionals, so they're **relevant and up-to-date**
- **flexible** enough to meet the needs of individual learners and businesses
- **offered across the UK** through major awarding bodies
  Learn more about the framework and_rules of combination.
  - See more at: http://www.e-skills.com/standards-and-qualifications/it-professional-qualifications/#sthash.isgwmaB2.dpuf

A Level 1 qualification holder can make use of predefined or prevailing IT tools for a range of routine tasks including identifying and using automated methods or alternative ways of working to ameliorate productivity. Any aspect of the task that is unfamiliar will call for support and advice from other individuals.

A task will typically be 'straightforward or routine' for the following reasons:

- The task or context can be termed as 'familiar' must comprise of few factors such as time available, audience needs, message, structure;
- The techniques deployed will be familiar or commonly undertaken.

This Level 1 qualification will enable someone to become a Data entry operator, Business administration assistant, etc.

ITQ LEVEL 1 FOR IT USERS

Level 1 Certificate for IT users - ITQ for Business Online

Type: Mapped onto QCF

Credits: 13

Guided Learning Hours: 90 - 110

Level 1 Certificate for IT users - iTQ for Learning & Skills

Type: Mapped onto QCF

Credits: 13

Guided Learning Hours: 90 - 110

Level 1 Certificate for IT users - ITQ in Mobile Technology

Type: Mapped onto QCF

Credits: 13

Guided Learning Hours: 90 - 110

Level 1 iTQ Certificate for IT users

Type: Mapped onto QCF

Credits: 13

Guided Learning Hours: 90 - 110

Level 1 iTQ Award for IT users

Type: Mapped onto QCF

Credits: 9

Guided Learning Hours: 60 - 75

Level 1 iTQ Diploma for IT users

Type: Mapped onto QCF

Credits: 37

Guided Learning Hours: 280 - 290

Level 1 Certificate for IT users - ITQ for Life

Type: Mapped onto QCF

Credits: 17

Guided Learning Hours: 115 - 125

Level 1 Award in E-Safety - ITQ

Type: Mapped onto QCF

Credits: 3

Guided Learning Hours: 20 - 20

A Level 2 qualification holder can make use of predefined or prevailing IT tools for a range of routine tasks including identifying and using automated methods or alternative ways of working to ameliorate productivity. Any aspect of the task that is unfamiliar will call for support and advice from other individuals.

A task will typically be 'straightforward or routine' for the following reasons:

- The task or context can be termed as 'familiar' must comprise of few factors such as time available, audience needs, , accessibility of source, types of content, message and meaning and structure;
- The techniques deployed will involve a number of steps and at times be non-routine or unfamiliar.

This Level 1 qualification will enable someone to become a Data entry operator, Business administration assistant, etc.

An activity will typically be 'non-routine or unfamiliar' because:

- The task or context is likely to require some preparation, clarification or research (to separate the components and to identify what factors need to be considered, for example, time available, audience needs, accessibility of source, types of content, message and meaning) before an approach can be planned; and
- The techniques required will involve a number of steps and at times be non-routine or unfamiliar.

This Level 2 qualification will help a successful learner to become a application specialist, Business administrator, Social media/digital marketing professional, IT help desk online specialist, etc.

Level 2 ITQ Award for IT users
Type: mapped onto QCF
Credits: 10
Guided Learning Hours: 70 - 75

Level 2 Certificate for IT Users (ITQ) - Digital Champions
Type: mapped onto QCF
Credits: 15
Guided Learning Hours: 120 - 125

Level 2 Certificate for IT users - ITQ for Accessible IT Practice
Type: QCF
Credits: 16
Guided Learning Hours: 120 - 125

Level 2 Certificate for IT users - ITQ for Doing Business Online
Type: mapped onto QCF
Credits: 16
Guided Learning Hours: 115 - 125

Level 2 Certificate for IT users - ITQ for Learning & Skills
Type: mapped onto QCF
Credits: 16
Guided Learning Hours: 120 - 125

Level 2 Certificate for IT users- ITQ for Mobile Learning
Type: mapped onto QCF
Credits: 12
Guided Learning Hours: 120 - 125

Level 2 Certificate for IT users - ITQ in Mobile Technology
Type: mapped onto QCF
Credits: 16
Guided Learning Hours: 120 - 125

Level 2 Certificate for IT users - ITQ in Social Media
Type: QCF
Credits: 17
Guided Learning Hours: 120 - 125

Level 2 Certificate for IT Users - Microsoft Certificated ITQ
Type: mapped onto QCF
Credits: 16
Guided Learning Hours: 120 - 125

Level 2 ITQ Certificate for IT users
Type: mapped onto QCF
Credits: 16
Guided Learning Hours: 120 - 125

Level 2 Diploma for IT Users
Type: mapped onto QCF
Credits: 38
Guided Learning Hours: 275 - 285

Level 2 ITQ Diploma for IT users
Type: mapped onto QCF
Credits: 38

Guided Learning Hours: 275 - 285

Level 2 Diploma in IT User Skills
Type: mapped onto QCF
Credits: 38
Guided Learning Hours: 280 - 285

Level 3

A Level 3 user can familiarise himself/herself with the predefined or IT tools in the currency for a range of tasks that are complex and non-routine. He or she will be able to

arrive at solutions in the use of IT tools in order to enhance productivity. He or she will undertake a significant part of responsibility and autonomy in a project, and be

willing to offer support and advice to other individuals.

An activity or task will typically be 'complex and non-routine' for the following reasons:

- The task or context may call for to require research, analysis and interpretation;
- The task may be undertaken by others; and the techniques needed will be complex, and
- The selection process may entail analysis, research, identification and application.

This Level 3 qualification will enable someone to become a Applications specialist, Applications support help desk, Social media/digital marketing professional, etc

Level 3 Certificate for IT users - ITQ for Accessible IT Practice
Type: mapped onto QCF
Credits: 25
Guided Learning Hours: 190 - 195

Level 3 Certificate for IT users - ITQ for Mobile Learning
Type: mapped onto QCF
Credits: 25
Guided Learning Hours: 190 - 195

Level 3 Certificate for IT users - ITQ in Mobile Technology
Type: mapped onto QCF
Credits: 25
Guided Learning Hours: 190 - 195

Level 3 Certificate for IT users - ITQ in Social Media
Type: mapped onto QCF
Credits: 25
Guided Learning Hours: 190 - 195

Level 3 iTQ Certificate for IT users
Type: mapped onto QCF
Credits: 25
Guided Learning Hours: 190 - 195

Level 3 iTQ Diploma for IT users
Type: mapped onto QCF
Credits: 39
Guided Learning Hours: 290 - 300

Level 3 iTQ Award for IT users
Type: mapped onto QCF
Credits: 12
Guided Learning Hours: 85 - 90

Level 3 Diploma in IT User Skills
Type: mapped onto QCF
Credits: 39
Guided Learning Hours: 280 - 285