

**ITQ units within the
Progression Qualifications
Endorsed by e-skills uk**



Delivering the right IT user skills for your learners



The **Diversity** of Learning

What are the ITQ Units?

The ITQ units endorsed by the sector skills council, e-skills uk have replaced the ICT units within the NOCN Progression Qualifications.

The ITQ units focus on delivering the skills that employers really need and cover the core range of everyday IT user skills such as spreadsheets, word-processing, and database management.

How do I access them?

The ITQ units are available from Level 1 through to Level 3, there are 42 units, all of which are available to download via our website and can be accessed quickly via our unit search facility by simply entering ITQ in the text search facility: <http://www.ocnni.org.uk/courses.asp>.

The NOCN Progression Qualifications also offer 9 ICT units at Entry Level 3.

Learner Assessment Workbooks are available for every unit at all levels.

How the ITQ units can be used

The ITQ units sit within our Progression Qualifications which are made up of core units that provide opportunities to develop skills in areas such as learning for life, work and personal development and can be combined with optional units in vocational areas such as ICT, enabling learners to develop skills for a chosen career path.

What are the benefits?

- **Nationally Recognised Qualification;** the new ITQ units can continue to be combined with other Progression Qualification units to make up full qualifications.
- **Based on recognised standards;** mapped to the National Occupational Standards for IT Users.
- **Backed by Employers;** the Sector Skills agreement for IT was developed collaboratively by employers in response to projected skills gaps.
- **Supported by Policy;** the units are on the National Database of Accredited Qualifications (NDAQ) therefore eligible for DEL funding.
- **Flexible and customisable;** training can be delivered in bite sized chunks to suit employer or individual needs.
- **Adaptable assessment;** assessors do not need to have any additional qualifications beyond those normally required by OCN to assess achievement in this subject area.
- **Unit Certification;** the ITQ units can be delivered as stand alone units or added to existing programmes.

Please see below **EXAMPLES** of combinations from Entry Level 3 to Level 3:

ENTRY LEVEL 3

COURSE TITLE: Introduction to ICT Skills for Work

Unit title	Credit Value	Unit Reference No.
Recognising Own Skills for Personal Development (core)	3	R/102/9867
Introduction to Using ICT Systems	3	Y/102/9904
Introduction to Using Word Processing Software	1	R/102/9903
Introduction to Using the Internet	1	J/102/9901
Introduction to Using Desk Top Publishing Applications	1	Y/102/9899

QUALIFICATION ENTITLEMENT: ENTRY 3 LEVEL CERTIFICATE FOR PROGRESSION (100/4962/9)

COURSE TITLE: Introduction to Communication & Information ICT Skills

Unit title	Credit Value	Unit Reference No.
Recognising Own Skills for Personal Development (core)	3	R/102/9867
Introduction to Using ICT Systems	3	Y/102/9904
Introduction to Using the Internet	1	J/102/9901
Introduction to Selecting Information Using the Internet	1	L/102/9897
Introduction to Using E-mail & Text Messaging	1	R/102/9898

QUALIFICATION ENTITLEMENT: ENTRY 3 LEVEL CERTIFICATE FOR PROGRESSION (100/4962/9)

LEVEL 1

COURSE TITLE: Developing ICT Skills for Employment

Unit title	Credit Value	Unit Reference No.
Improving Own Learning & Performance (core)	3	A/102/9944
Operate a Computer	4	H/501/2998
Email	2	J/501/2993

QUALIFICATION ENTITLEMENT: LEVEL 1 AWARD FOR PROGRESSION (100/4963/0)

COURSE TITLE: Using ICT

Unit titles	Credit Value	Unit Reference No.
Improving Own Learning & Performance (core)	3	A/102/9944
Operate a Computer	4	H/501/2998
Email	2	J/501/2993
Word Processing Software	4	H/501/3004
IT Maintenance For Users	2	Y/501/2996

QUALIFICATION ENTITLEMENT: LEVEL 1 CERTIFICATE FOR PROGRESSION (100/4964/2)

COURSE TITLE: Enhancing Your ICT Skills

Unit titles	Credit Value	Unit Reference No.
Building a Career Portfolio (core)	3	H/102/9923
Improving Own Learning & Performance (core)	3	A/102/9944
Spreadsheet Software	4	R/105/3001
Specialist or Bespoke Software	4	L/501/3000
Internet & Intranets	2	D/501/2997
IT Maintenance for Users	2	Y/501/2996
Website Software	4	D/501/3003
Evaluate the Impact of IT	2	L/501/2994

QUALIFICATION ENTITLEMENT: LEVEL 1 DIPOLMA FOR PROGRESSION (100/4965/4)

LEVEL 2

COURSE TITLE: ICT Skills

Unit titles	Credit Value	Unit Reference No.
Improving Own Learning & Performance (core)	3	Y/103/0129
Operate a Computer	6	T/501/3010
Use IT to Exchange Information	4	R/501/3015

QUALIFICATION ENTITLEMENT: LEVEL 2 AWARD FOR PROGRESSION (100/4966/6)

COURSE TITLE: Using ICT for Career Development

Unit titles	Credit Value	Unit Reference No.
Improving Own Learning & Performance (core)	3	Y/103/0129
Operate a Computer	6	T/501/3010
Use IT to Exchange Information	4	R/501/3015
Spreadsheet Software	6	L/501/3014

QUALIFICATION ENTITLEMENT: LEVEL 2 CERTIFICATE FOR PROGRESSION (100/4967/8)

COURSE TITLE: Developing ICT Software Skills

Unit titles	Credit Value	Unit Reference No.
Improving Own Learning & Performance (core)	3	Y/103/0129
Developing Problem Solving Skills (core)	3	M/103/0122
Operate a Computer	6	T/501/3010
Use IT to Exchange Information	4	R/501/3015
Spreadsheet Software	6	L/501/3014
Specialist or Bespoke Software	6	J/501/3013
Database Software	6	H/501/3018

QUALIFICATION ENTITLEMENT: LEVEL 2 DIPLOMA FOR PROGRESSION (100/4968/X)

LEVEL 3

COURSE TITLE: Professional Administration Skills in ICT

Unit title	Credit Value	Unit Reference No.
Improving own Learning & Performance (core)	3	H/102/9615
Use IT to Exchange Information	6	R/501/3029
Specialist or Bespoke Software	6	J/501/3027

QUALIFICATION ENTITLEMENT: LEVEL 3 AWARD FOR PROGRESSION (100/4943/5)

COURSE TITLE: Career Development in ICT

Unit title	Credit Value	Unit Reference No.
Improving own Learning & Performance (core)	3	H/102/9615
Building a Personal Career Portfolio (core)	3	L/102/9608
Spreadsheet Software	8	L/501/3028
Word Processing Software	8	L/501/3031

QUALIFICATION ENTITLEMENT: LEVEL 3 CERTIFICATE FOR PROGRESSION (100/4944/7)

The UK's leading credit-based Awarding Body

NOCN is the leading credit-based Awarding body in the UK. There are 2,500 centres nationally offering NOCN qualifications, which collectively certificate over 800,000 successful learners every year.

OCN NI has the experience and expertise to offer support and advice on the use of all NOCN qualifications including training in the assessment of credit and internal quality assurance.

How do I find out more?

Whether you are an existing Open College Network (NI) centre or interested in becoming a centre and would like more information about using the ITQ units, or what we can offer you, contact a member of our Business Development team at;

**Open College Network Northern Ireland
Building 3
212-218 Upper Newtownards Road
Belfast
BT4 3ET
Telephone: 028 90 650200
Fax: 028 90 655200
Web: www.ocnni.org.uk**

