

Course Title:	NVQ LEVEL 2 AND 3 IT USERS
Course details	<p>Start Date: No set date End date: To be agreed</p> <p>Venue: Workplace Duration: Approx 6-12 mths</p>
Cost of Course:	This will be agreed on an individual basis. Train to Gain funding will be accessed where possible for each learner.
Course description	<p>NVQ Level 2</p> <p>This qualification is aimed at anyone who uses IT in their job. At each level, the award is designed to encourage new learning and to assess workplace competence in applying IT skills relevant to a job role. Many jobs require different skills at different levels. For example, you may have an overall need of a qualification at Level 2, but you may require a high level of expertise in one particular skill (eg, Spreadsheets), and a low level of expertise in another skill (eg, IT Artwork).</p> <p>NVQ Level 3</p> <p>The IT NVQ allows you to take optional units at different levels if that is what you need. For example at Level 2 you may decide to take 3 optional units at Level 2, one unit at Level 1 and one unit at Level 3. Because you may want to take units at Level 1 and Level 3, the optional units for all three levels are included in one candidate pack. For example, this means that all of the units covering word processing (Units 28, 29 and 30) are presented on the same pages. This means that you can easily see what level is right for you. In most cases, the skills and knowledge at one level build on the skills and knowledge from the level below. Having units at all three levels in one candidate pack allows you to see how this happens. This also means that you have a clear understanding of what you will need to achieve in the future if you want to take the IT NVQ at a higher level. In other words you can see how to progress from one level to the next.</p> <p>These are some of the topics you will cover for Levels 2 and 3:</p> <ul style="list-style-type: none"> • Operating a Computer • Email • Word Processing • Spreadsheets • Databases

	<ul style="list-style-type: none"> • Website Creation • Presentation Graphics • Internet and Intranets
What will I learn?	By the end of the course you will have achieved a nationally recognised qualification related specifically to your job.
Is this course suitable for me?	As all NVQs are work based assessed and competency based qualifications you must be in an appropriate job role linked to the standards. Your NVQ Assessor will establish this with you and your line manager at the initial meeting.

How will I be taught?	Any skills gaps will be addressed on a one to one basis via your NVQ Assessor.
How will I be assessed?	This qualification would be obtained by gathering evidence from observations, questioning, professional discussions, witness testimonies from colleagues and supervisors and a review of work product evidence.
What Next?	<p>For further information or to arrange a meeting with an NVQ Assessor, please contact:</p> <p style="text-align: center;"> Jacqui Banks NVQ and Awarding Body Manager North Yorkshire County Council Adult Learning Service County Hall Racecourse Lane Northallerton North Yorkshire DL7 8AE </p> <p style="text-align: center;"> Tel: 01609 533391 E:mail Jacqui.banks@northyorks.gov.uk </p>