

ITQ Level 2

ITQ is a new IT qualification which is based on today's most widely used software packages. It is the first of a new breed of National Vocational Qualifications designed in partnership with employers

ITQ provides a valuable qualification in IT user skills that has been designed by employers for recruitment purposes as well as for their workforce development.

How Does It Work?

The work based assessment (Making selective use of IT) requires the candidate to put together a portfolio of work which will demonstrate the use and application of IT skills in the work place. An appointed assessor will advise and guide the candidate on structuring and completing this portfolio.

On successful completion of the modules and the work based assessment, the candidate will be aware of the ITQ qualification and will receive a qualification certificate.

Unit 1 – Word Processing

Use appropriate techniques to handle, organise and save files

Combine information of different types by linking information within the same type of software

Use a wide range of editing techniques

Formatting text

Creating, editing and formatting tables, such as inserting tables, adding and deleting columns

Lay out and check text to make documents look professional via proof reading, checking line, paragraph and page breaks.



