



# TQUK Level 1 Certificate in IT User Skills (ITQ) (RQF)

601/7963/6

# Qualification Summary

## Key Information

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**Level**

Level 1

**Sector**

IT

**Internal/External**

Internal

**Qualification Type**

Other Life Skills Qualification

**Assessment Language**

English

**Recommended Minimum Age**

14

**Total Credits**

13

**Operational Start Date**

01/02/2016

**Assessment Methods**

Portfolio of Evidence

**SSA**

06.2 ICT for users

**Qualification Status**

Available To Learners

**Permitted Delivery Types**Blended  
Classroom  
Distance  
Online**Guided Learning Hours**

100

**Overall Grading Type**

Pass/Fail



## Introduction

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**Visit [www.tquk.org](http://www.tquk.org)  
in order to stay up to  
date with the latest  
qualification news.**





## Welcome to TQUK

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England and CCEA Regulation in Northern Ireland.

TQUK offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation, sit on the Regulated Qualifications Framework (RQF) and are listed on the [Register of Regulated Qualifications](https://www.tquk.org/register-of-regulated-qualifications) website.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website [www.tquk.org](https://www.tquk.org) for news of our latest developments.

## Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification. Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on [www.tquk.org](https://www.tquk.org). Qualification specifications can be found also be found on [www.tquk.org](https://www.tquk.org). Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact [TQUK](https://www.tquk.org/contact).

## Brand Guidelines

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/business letterheads, pages of a centre's website relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there **must** be no changes or amendments made to it, in terms of colour, size, border and shading. The logo **must** only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo **must** be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK **should** be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK **should** be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.

If a centre is no longer a TQUK recognised centre it **must** immediately discontinue the use of TQUK's logo, name and qualifications.



# Qualification Details

## The Qualification

The TQUK Level 1 Certificate in IT User Skills (ITQ) (RQF) is regulated by Ofqual.

## Qualification Purpose

The qualification introduces learners to the IT sector and gives an opportunity to develop IT skills across a range of areas. The purpose of the qualification is to develop knowledge, understanding and competence in a range of areas, selected to meet the needs of the learner. It is therefore suitable for learners who either use IT in their current job role or plan to enter a job role where IT skills will be used.

## Entry Requirements

There are no specific entry requirements however learners should have a minimum of Entry Level 3 in Literacy and Numeracy or equivalent.

The recommended minimum age for this qualification is 14 years and above.

## Progression

Successful learners can progress to other qualifications such as:

- Level 2 Award/Certificate/Diploma in IT User Skills (ITQ)
- Level 2 Award in ICT Systems and Principles for Practitioners

It could also support progression to a range of employment where IT skills are required

## Structure

Learners must achieve a minimum of 13 credits: 3 credits from Mandatory group A, and a minimum of 10 credits from the optional units, of which 5 must be at Level 1 or above. Barred units: Only one unit from each optional group can contribute to the credit total

### Mandatory Units

Unit ref.	Title	Level	GLH	Credit Value
T/502/4153	Improving Productivity Using IT	1	20	3

### Optional Units

Unit ref.	Title	Level	GLH	Credit Value
A. Optional Units AS (Audio Software)				
D/502/4390	Audio Software	2	20	3

K/502/4389	Audio Software	1	15	2
H/502/4391	Audio Software	3	30	4

#### B. Optional Units BS (Bespoke Software)

A/502/4395	Bespoke Software	1	15	2
F/502/4396	Bespoke Software	2	20	3
J/502/4397	Bespoke Software	3	30	4

#### C. Optional Units CA (Computerised Accounting)

F/502/4401	Computerised Accounting Software	1	15	2
L/502/4403	Computerised Accounting Software	3	35	5
J/502/4402	Computerised Accounting Software	2	20	3

#### D. Optional Units CF (IT Communication Fundamentals)

Y/502/4291	IT Communication Fundamentals	1	15	2
D/502/4292	IT Communication Fundamentals	2	15	2

#### E. Optional Units CT (Using Collaborative Technologies)

F/502/4379	Using Collaborative Technologies	2	30	4
A/502/4378	Using Collaborative Technologies	1	20	3
T/502/4380	Using Collaborative Technologies	3	45	6

#### F. Optional Units DB (Database Software)

M/502/4555	Database Software	2	30	4
H/502/4553	Database Software	1	20	3
T/502/4556	Database Software	3	45	6

#### G. Optional Units DM (Data Management Software)

A/502/4560	Data Management Software	3	30	4
J/502/4559	Data Management Software	2	20	3
F/502/4558	Data Management Software	1	15	2

#### H. Optional Units DP (Desktop Publishing Software)

H/502/4567	Desktop Publishing Software	3	40	5
Y/502/4565	Desktop Publishing Software	1	20	3
D/502/4566	Desktop Publishing Software	2	30	4

#### I. Optional Units DR (Drawing and Planning Software)

A/502/4610	Drawing and Planning Software	2	20	3
J/502/4609	Drawing and Planning Software	1	15	2
F/502/4611	Drawing and Planning Software	3	30	4

#### J. Optional Units DS (Design Software)

M/502/4572	Design Software	1	20	3
A/502/4574	Design Software	3	40	5
T/502/4573	Design Software	2	30	4

#### K. Optional Units EM (Using Email)

M/502/4300	Using Email	2	20	3
J/502/4299	Using Email	1	15	2
T/502/4301	Using Email	3	20	3

**L. Optional Units IM (Imaging Software)**

L/502/4613	Imaging Software	2	30	4
J/502/4612	Imaging Software	1	20	3
R/502/4614	Imaging Software	3	40	5

**M. Optional Units IN (Using the Internet)**

F/502/4298	Using the Internet	3	40	5
T/502/4296	Using the Internet	1	20	3
A/502/4297	Using the Internet	2	30	4

**N. Optional Units IS (IT Security for Users)**

R/502/4256	IT Security for Users	1	10	1
Y/502/4257	IT Security for Users	2	15	2
D/502/4258	IT Security for Users	3	20	3

**O. Optional Units MD (Mobile Devices)**

K/502/4375	Using Mobile IT Devices	2	15	2
H/502/4374	Using Mobile IT Devices	1	15	2

**P. Optional Units MM (Multimedia Software)**

Y/502/4615	Multimedia Software	1	20	3
H/502/4617	Multimedia Software	3	45	6
D/502/4616	Multimedia Software	2	30	4

**Q. Optional Units OP (Optimise IT System Performance)**

D/502/4244	Optimise IT System Performance	1	15	2
K/502/4246	Optimise IT System Performance	3	40	5
H/502/4245	Optimise IT System Performance	2	30	4

**R. Optional Units PI (Personal Information Management Software)**

Y/502/4369	Personal Information Management Software	1	15	2
L/502/4370	Personal Information Management Software	2	15	2

**S. Optional Units PM (Project Management Software)**

H/502/4620	Project Management Software	3	40	5
M/502/4619	Project Management Software	2	30	4
K/502/4618	Project Management Software	1	20	3

**T. Optional Units PS (Presentation Software)**

M/502/4622	Presentation Software	2	30	4
T/502/4623	Presentation Software	3	45	6
K/502/4621	Presentation Software	1	20	3

**U. Optional Units SF (IT Software Fundamentals)**

L/502/4384	IT Software Fundamentals	1	20	3
R/502/4385	IT Software Fundamentals	2	20	3

#### V. Optional Units SI (Set Up an IT System)

R/502/4211	Set Up an IT System	3	40	5
L/502/4210	Set Up an IT System	2	30	4
Y/502/4209	Set Up an IT System	1	20	3

#### W. Optional Units SP (Specialist Software)

L/502/4398	Specialist Software	1	15	2
A/502/4400	Specialist Software	3	30	4
R/502/4399	Specialist Software	2	20	3

#### X. Optional Units SS (Spreadsheet Software)

F/502/4625	Spreadsheet Software	2	30	4
A/502/4624	Spreadsheet Software	1	20	3
J/502/4626	Spreadsheet Software	3	45	6

#### Y. Optional Units UF (IT User Fundamentals)

J/502/4206	IT User Fundamentals	1	20	3
L/502/4207	IT User Fundamentals	2	20	3

#### Z. Optional Units WP (Word Processing Software)

Y/502/4629	Word Processing Software	3	45	6
L/502/4627	Word Processing Software	1	20	3
R/502/4628	Word Processing Software	2	30	4

#### [. Optional Units WS (Website Software)

R/502/4631	Website Software	2	30	4
L/502/4630	Website Software	1	20	3
Y/502/4632	Website Software	3	40	5

## Barred Units

Only one unit from each optional group can contribute to the credit total.

## Duration

### Guided Learning Hours

These hours are made up of all contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or other appropriate provider of education or training. Guided Learning Hours for this qualification is 100.

### Directed Study

Learners are expected to study and complete aspects of their assessment portfolio in their own time. This additional time is expected to be approximately 30 hours over the cycle of the programme.

### Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of



attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning. Total Qualification Time for this qualification is 130 hours.

## Grading and Assessment

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The qualification is assessed by internally set and marked assessments subject to external quality assurance.

Where indicated in the unit specifications, assessment must meet the requirements of the identified assessment strategy/principles.

Materials for internal assessment must be submitted to TQUK for approval prior to use and must be mapped to the relevant unit, learning outcome and assessment criteria.

All learning outcomes must be met to achieve a Pass - there is no grading.

## Centre Recognition

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To offer any TQUK qualification, each centre must be recognised by TQUK and meet qualification approval criteria. Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners with access to appropriate support in the form of specialist resources.

The TQUK centre recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUK's qualifications. The policies and procedures will also support a recognised centre's quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

## Support from TQUK

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Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offers recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.

## Qualification Delivery

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### Pre-Qualification Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

### Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learner's current knowledge and/or skills. Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

### Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres

must follow TQUK's procedures for registering learners. For short courses, TQUK offer the option of registering a course and booking a number of places. Learners are then added once the course has taken place, thus acknowledging situations where substitutions are made at short notice to meet business needs.

## Requirements

### Trainer/Assessor

Tutors/trainers who deliver a TQUK qualification must possess a teaching qualification appropriate for the level of qualification they are delivering. This can include the below:

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- Level 3 Award/4 Certificate/5 Diploma in Education and Training

Assessors who assess a TQUK qualification must possess an assessing qualification appropriate for the level of qualification they are delivering. This can include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit specifications.

### Internal Quality Assurer

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process
- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be 'occupationally competent in the subject area being delivered'. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff members will also be expected to have a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they are involved with.

## Centre Devised Assessment

We will work with you to develop your CDA, but please be aware that in some cases this can take time and learners are not permitted to sit their assessments until this process has been completed. With this in mind we encourage centres to talk to us about their CDAs as early on in the process as possible.

## Useful Resources

### Websites

Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

Office of Qualifications and Examinations Regulation [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

Register of Regulated Qualifications <http://register.ofqual.gov.uk>

Health and Safety Executive NI <https://www.hseni.gov.uk/>

For further details regarding approval and funding eligibility please refer to the following websites:

Education & Skills Funding Agency for public funding information for 14+ learners in England  
<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

Learning Aim Reference Service (LARS) <https://www.gov.uk/government/publications/individualised-learner-record-ilr-sources-of-data>

Department for the Economy <https://www.economy-ni.gov.uk/> or Department of Education [www.deni.gov.uk](http://www.deni.gov.uk) for public funding in Northern Ireland.

