

**Qualifications**



## Level 2 QCF Certificate in **ITQ**

Almost all industries require a certain level of IT skill. This qualification is designed to support employees regularly required to use computers in their day to day job. A high level of computer literacy will improve the efficiency and productivity of your workforce. It will be made up of a mixture of modules which you will be able to pick yourself. These include:

- Selective use of IT or specialist bespoke software
- Effective use of presentation, spreadsheet, word processing or database software
- Using IT to exchange information internally and externally
- The impact of the internet and Intranet for your organisation
- Using artwork and imaging software

### Introducing the Qualifications and Credit Framework (QCF)

This new and improved work-based qualification is more flexible and accessible to a much wider audience than ever before. Allowing you or your staff to tailor your own training package, this is an opportunity for you to achieve recognition for what you already do well, as well as to improve skills quickly and easily while you work.

**This is a chance to gain qualifications without sitting through weeks, months or years of study and there are no exams to sit at the end!**



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