# OCR Level 2 Diploma in IT User Skills (ITQ) (500/6744/8)

**Overview**

This qualification is suitable for students aged 16-19. It is designed for people who want to develop their IT user skills in using technology at work in education. 72% of the UK workforce use IT in their jobs and 90% of new posts specifically require IT User skills.*

In order to take this qualification, students would need IT User Skills at Level 1.

This qualification has been designed so that it can be delivered in one year.

**What does this qualification cover?**

Students will cover a minimum of ten topics, made up of core and optional units. All students will take one core unit which will enable them to plan and review their use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar.  As a result of reviewing their work, they will be able to identify and use automated methods or alternative ways of working to improve productivity.

The optional units cover a wide range of topics from which students must take a minimum of 9 units. There are units that are relevant to specific areas of skills and knowledge required by IT Users; examples include spreadsheet software, desktop publishing software, IT security for users and website software.

**What could this qualification lead to?**

This qualification will equip students with specialist knowledge and skills to progress to a Level 3 qualification or enable entry to an Apprenticeship or employment such as an IT Clerk, Personal Assistant or Office Administrator.

This qualification will provide students with the opportunity to progress on to a Level 3 IT User qualification or an Intermediate IT Application Specialist Apprenticeship.

This qualification is part of a larger suite of Level 2 IT User Skills.  The suite consists of an Award, a Certificate, an Extended Certificate and this Diploma.

As the Extended Certificate and the Diploma are larger sized qualifications, it means students take more optional units and increase the depth and breadth of their skills and knowledge. This, in turn, can help them choose where they would like to specialise within the industry and inform further study or career choices.

The Diploma takes between 280 and 295 guided learning hours to deliver.  This means it is a similar size to 2 ½ GCSEs.

*https://www.e-skills.com/Documents/Apprenticeships/Certificates-and-Registration/IT_Application_Specialist_FR00655_2.pdf