

Qualification title:	OCR Level 1 Award for IT Users (ITQ) (QCF)		
Qualification number:	500/6684/5	Credit value:	9
An overview of this qualification	<ul style="list-style-type: none"> • This qualification enables you to gain basic IT skills and knowledge from a limited number of IT applications or systems that can lead you to operate independently and effectively in life, learning and work. • There is no mandatory unit for this qualification and you can select from a range of optional units which will give you the required skills and knowledge to make effective use of IT in a number of areas in the future. <p>Some of the optional units include:</p> <ul style="list-style-type: none"> ○ Word processing ○ Spreadsheets ○ Using email and the Internet ○ Personal information management ○ Website software ○ Using collaborative technology and mobile devices ○ IT communication fundamentals ○ IT software fundamentals ○ Setup an IT system ○ IT User fundamentals ○ Optimise system performance ○ Security for IT users <ul style="list-style-type: none"> • This is a Level 1 qualification where you will undertake a variety of well-defined tasks. These tasks will give you the ability to use the relevant skills and knowledge you have developed and you will be responsible for reviewing your own learning and identifying areas for improvement. These tasks will also develop skills such as time management, team work, accuracy and communication skills, all of which are essential to operating independently and effectively in life learning and work and also to aid progression to further study. 		
Entry requirements	There are no specific entry requirements for this qualification		
Age restrictions	This qualification has no age restrictions		
Is this qualification right for me?	The OCR Level 1 Award in IT User (ITQ) (QCF) is part of a suite of ITQ qualifications at Levels 1 – 3 and consists of units based on the national occupational standards developed by e-skills UK (now the Tech Partnership), the Sector Skills Council for Business and Information Technology.		

	<p>The OCR Level 1 Award for IT Users (ITQ) has been developed for those of you with little experience with IT and software applications, but who wish to become effective users of IT at a basic level:</p> <ul style="list-style-type: none"> • For personal use • Or for common office applications • Or to gain skills in specific areas of technology such as website software or the use of mobile devices. <p>The primary purpose of this qualification is to operate independently and effectively in life, learning and work. This qualification is suitable for you if you are looking for a short learning programme to gain some basic IT skills, to be able to operate effectively in business or for personal use.</p> <p>This specific size and level of qualification may be right for you if you:</p> <ul style="list-style-type: none"> • would like a short introductory course of 60-70 guided learning hours (GLH) made up of bite-sized units of learning and assessment • would like a course that is tailored to your specific IT skills requirements • have different levels of knowledge in different areas of IT and would benefit from a qualification that is flexible and allows you to take a minimum of 9 credits, of which 6 credits must be at Level 1, with the remaining 3 credits from any level (Entry Level, Level 1, 2 or 3).
<p>How could I progress from this qualification?</p>	<ul style="list-style-type: none"> • The primary purpose of this qualification is to enable you to operate independently and effectively in life, learning and work. The qualification will also provide you with the underpinning knowledge and skills to improve your competency in further areas at the same level or to gain or improve your skills by undertaking a larger sized or higher level qualification such as : • OCR Level 1 Certificate for IT Users (ITQ) • OCR Level 2 Award in IT User Skills (ITQ) • OCR Level 2 Certificate in IT User Skills (ITQ) • OCR Level 2 Award in Administration (Business Professional) <p>By taking Level 1 units within this qualification you will gain the underpinning knowledge and skills to improve your competency in further areas of IT. You can also take a unit at 3 credits</p> <p>Alternatively this qualification will enable you to make use of IT within a number of job roles where the knowledge and skills to use digital technology is required. IT user skills are now required in the vast majority of job roles.</p> <p>The skills and knowledge gained whilst undertaking this qualification will also prove useful to developing evidence in a large number of subject specific areas such as Travel and Tourism, Business Administration and</p>

	Hair and Beauty programmes.
Support	<p>This qualification was developed in conjunction with the Tech Partnership who are the sector skills council for IT and is supported by the following centre providers:</p> <p>CT Skills Realise Futures Bradford College</p>
Further information	<p>To find out more about the OCR Level 1 Award for IT Users (ITQ) (QCF) please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/80627-centre-handbook.pdf</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk</p>
About us	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>