

## ITQ / NVQ for IT Users Guidelines for Contributing Qualifications

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*This note clarifies the relationship between the ITQ and contributing qualifications.*

### Contributing Qualifications

e-skills UK maintains the definitive “Register of Contributing Qualifications” which is published at [www.itq.org.uk/quals](http://www.itq.org.uk/quals). These are ICT qualifications, typically VRQs, which can be used to gain exemption from some of the ITQ assessment. All the VRQs listed in this register are accepted by all the Awarding Bodies offering ITQ. The site also lists the full mapping documents for each unit, together with any additional guidance from Awarding Bodies<sup>1</sup>.

The mandatory unit “Make Selective Use of IT” and optional unit “Evaluate the impact of IT” have no contributing qualifications.

### Using Contributing Qualifications as part of the learning journey for ITQ

Many providers have made significant investment in the resources and staffing to offer courses leading to assessment in the above qualifications. These courses can be excellent routes for candidates learning the knowledge and skills for ITQ optional units. The Contributing Qualification unit assessments provide excellent evidence that knowledge and skills have been gained for the optional units.

### Accreditation of Prior Achievement

These qualifications, when achieved within 3 years of commencing ITQ, can provide exemption from optional unit assessments.

However, it should be recognized that whilst this route might appear to be a short-cut to achieving a full level 2 qualification when offered purely as a “top-up” model for candidates with prior qualifications, candidates are looking for **new learning and skills** in their ITQ.

### Top-up or not?

Where you are working with a candidate who *could* claim exemption from, for example, the ‘Operate a Computer’ Unit at level 1 from a previously awarded ECDL/CLAiT module, it is important to the employer/sponsor investing time (and probably money) in the ITQ course to be able to **extend** those skills and knowledge as well as **apply** them effectively.

### Can we continue to receive funding for other IT User Qualifications?

Yes. Note that not all IT user qualifications have been mapped to the National Occupational Standards for IT Users. Only those which map to the NOS will be eligible for funding. Thus, all the Contributing Qualifications listed on the e-skills UK Register will continue to be eligible. Different funding rates apply for ITQ where Contributing Qualifications have been used towards the ITQ.

### ITQ Funding

Funding can be a complex issue. It is important to note that ITQ is funded in more or less exactly the same way, and from the same pots, as any other qualification. Indeed as a Level 2 NVQ it is able to access funds such as Train to Gain which may be closed to other qualifications. Its priority within the e-skills UK Sector Skills Agreement and Sector Qualification Strategy is also reflected in the priority which the LSC gives to its funding. Actual funding from the LSC will always be dependent on a combination of local, regional and national priorities.

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<sup>1</sup> Note that you should always check the register to see whether the chosen unit provides full or partial coverage of the knowledge and skills required, and meets the requirements of the e-skills UK assessment strategy. You will also need to refer to the mapping documents for each qualification, which you can find on the ITQ website. BCS, for example, have published a Gap Evidence Guide for ECDL and ECDL-A, which sets out clearly the additional evidence which must be obtained.