

## ITQ / NVQ for IT Users Assessment Guidelines

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### *Clarification of the e-skills UK ITQ Assessment Strategy*

*This note sets out what e-skills UK means by the use of the term 'workplace'.*

### **Mandatory unit evidence**

Two principles underpin the ITQ (the NVQ for IT Users):

1. Flexibility of content to match both the increasing diversity of job roles and use of IT. The ITQ can therefore be tailored and contextualised:

- > for sectors
- > for employers
- > for individuals

2. Simplified and streamlined assessment:

- > without loss of quality
- > recognition of contribution of other qualifications
- > use of expert witnesses

The ITQ evidences competence - the **application** of skills and knowledge in a **real** setting. In this it is different from other qualifications which cover only skills and knowledge. As a result evidence for the ITQ mandatory unit must be naturally occurring from IT activities undertaken for a specific and real purpose. This does **not** necessarily mean that candidates must be in paid employment.

The purpose and general content of the end product may be specified by the end user however the candidate must select and use IT to achieve the end product. In many situations the end product will be specified by the candidate's employer or client.

However valid evidence can also arise from:

- > the search for employment (e.g. CVs, job applications and emails to potential employers)
- > social activities (e.g. club membership databases, posters and websites)
- > enterprise activities (e.g. business plans, budgets and marketing materials)
- > voluntary activities (e.g. cash flows, programmes and newsletters)
- > learning and studying subjects other than IT (e.g. internet research for a geography assignment, reports/dissertations and presentations).

It is for the assessor (assisted by the expert witness where relevant) to ensure that the activities were for a real purpose.

By the very nature of IT, work activities can be carried out in a variety of locations not confined to the traditional office setting.

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