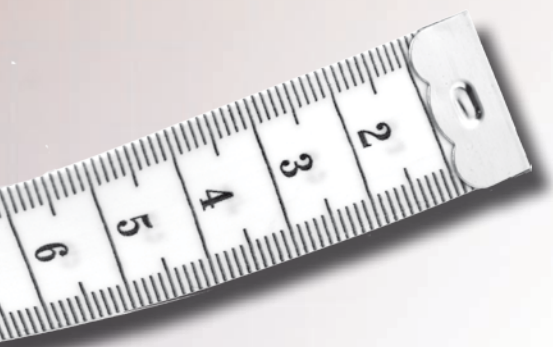




it's tailored to your requirements



the UK's  
leading IT  
learning  
experience



## What is iTQ?

iTQ is a unique 'pick and mix' cluster of units that has been designed to help individuals make the best possible use of technology at work and in everyday life.

Each of the units has points allocated to them so all the units together should add up to the total necessary to gain a qualification at the level required.

iTQ is based at levels 1, 2 and 3 of the National Qualifications Framework.

## How does iTQ work?

iTQ is modular with units covering everything from making best use of technology to communicating with friends, colleagues and customers. As well as covering iTQ specific modules, learners can also incorporate well known IT qualifications such as OCR CLAIT.

Individual certification is available at all levels. Learners can gain the full qualification at each level by achieving a set amount of unit values:

At Level 1 by gaining **40 unit values (UV)**

At Level 2 by gaining **100 unit values (UV)**

At level 3 by gaining **180 unit values (UV)**

Unit	Level 1	Level 2	Level 3
Make selective use of IT (mandatory)	15	25	35
Operate a computer	10	20	30
IT troubleshooting for users	5	15	25
IT maintenance for users	5	15	25
IT security for users	5	15	25
Internets and Intranets	5	15	25
Email	5	15	25
Word processing	10	20	30
Spreadsheets	10	20	35
Database	10	20	35
Website software	10	20	35
Artwork and imaging software	10	20	35
Presentation software	10	20	30
Specialist or bespoke software	10	20	30
Evaluation of the impact of IT	5	15	25
Use IT systems	5	15	25
Use IT to exchange information	5	15	25
Sector specific unit	10	20	30

## How can CLAiT units be counted towards an iTQ qualification?

- Make use of effective IT – 25 UV's (the NVQ)
- Word Processing – 20 UV's (CLAiT Plus)
- Spreadsheet Software – 20 UV's (CLAiT Plus)
- Database Software – 20 UV's (CLAiT Plus)
- E-Mail – 15 UV's (CLAiT Plus)

Total: 100 points (UV's)

## How long does it take to get an iTQ?

Timescales are very flexible to meet the needs of learners and depends on prior knowledge, units chosen and the opportunities for training and practice.

Whilst expert learners can achieve an iTQ in a very short period, we are finding that most learners spend 10 to 30 hours with their Assessor, spread over a number of months.

## Measuring up for the employer

- iTQ can be customised and tailored to suit the specific needs of your organisation.
- Your own language and terminology can be applied to set a real setting for your employees.
- You can apply your own bespoke IT systems to iTQ.
- Evidence gathering and administration can be kept to a minimum, either using hard copy or electronic methods.
- Your employees can achieve a nationally recognised certificate.
- Training can be delivered in 'bite sized chunks' to suit the practical needs of the business or individual - there is no set course or programme. iTQ learning can be incorporated into the working day through online learning at the desk – as and when time permits.
- Making best use of systems and supporting your employees with all their IT needs will in turn optimise your productivity.



## Fitting your needs for work

- iTQ provides a worthwhile, industry recognised qualification that removes the stress from IT and helps with your career advancement.
- iTQ takes into account any existing IT qualification you may have and develops new skills to enhance your career prospects.
- iTQ demonstrates that you can apply your knowledge and skills in a real situation.
- No need to give up your valuable private time by attending evening or weekend classes. Most of your iTQ can be completed at work.

## iTQ is not just for the workplace

iTQ is suitable for anybody who uses IT and the flexible structure means that it can be adapted for almost any environment. Evidence can be collected from naturally occurring IT activities that are undertaken for a specific and real purpose. Examples are:

- The search for employment (eg CVs, job applications and emails to potential employers).
- Social activities (eg club membership databases and websites).
- Enterprise activities (eg business plans and budgets).
- Voluntary activities (eg cash flows, programmes and newsletters).
- Learning and studying subjects other than IT (eg internet research for a geography assignment, reports/dissertations and presentations).



## The training provider

IT skills are at the very heart of everyday life and are now seen as the essential driving force of most businesses.

### Why should a training provider deliver iTQ?

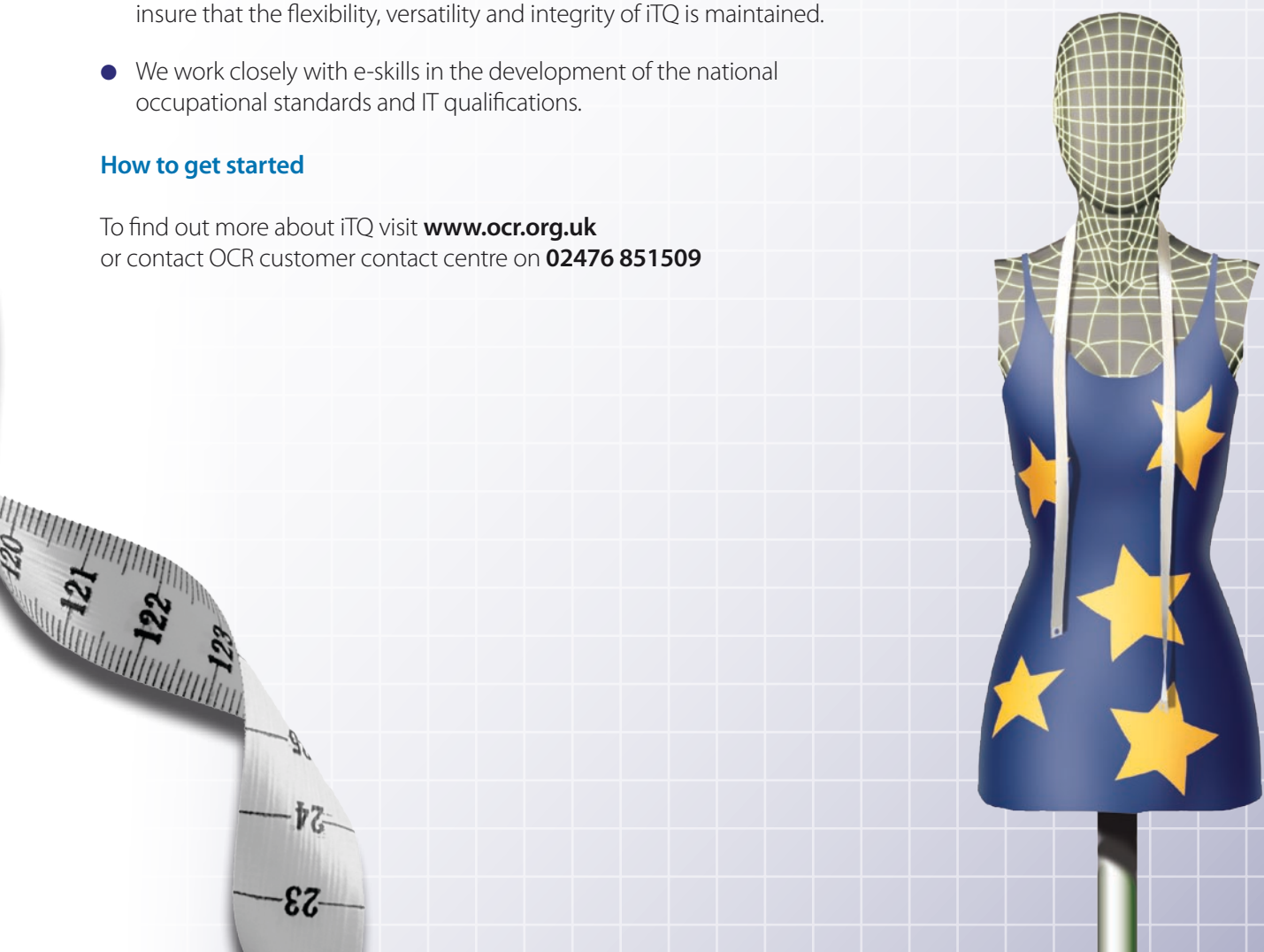
- iTQ will give you a head start on the new credit and qualifications framework.
- There is a huge demand for high quality IT skills from employers.
- e-skills promote iTQ on a national basis.
- The Learning Skills Council is aligning funding behind iTQ, for more information visit [www.lsc.gov.uk](http://www.lsc.gov.uk)
- iTQ can be used to fulfil first level 2 requirements identified through Train to Gain.
- iTQ builds real employer engagement, securing more revenue not only for iTQ training but also for the other training that providers offer.

### Why OCR?

- Increasingly we are seen as being the main Awarding Body for the provision of IT qualifications. Our expertise cuts across the complete educational spectrum from general qualifications, IT users and IT professional.
- We are committed to work with training providers and employers to insure that the flexibility, versatility and integrity of iTQ is maintained.
- We work closely with e-skills in the development of the national occupational standards and IT qualifications.

### How to get started

To find out more about iTQ visit [www.ocr.org.uk](http://www.ocr.org.uk)  
or contact OCR customer contact centre on **02476 851509**



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**www.ocr.org.uk**

OCR customer contact centre

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Facsimile 024 76 421944

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