



ITQ – the new standard for IT users

Introducing two new programmes that provide practical training and development for a range of Microsoft Office skills plus the opportunity to gain an ITQ qualification – the new nationally recognised standard for use of information technology in the workplace. The qualification has been designed by e-skillsUK – the Sector Skills Council for IT skills and is awarded by OCR, the UK’s leading qualification and examining body.

The programmes are available at two levels:

Level 2 ITQ – for existing IT users with basic skills

Level 3 ITQ – for existing IT users with intermediate to advanced skills

Everyone is talking about the ITQ and it is set to become the new standard for IT users. This new qualification goes beyond vendor specific certification like ‘Microsoft Office Specialist’ or the ‘European Computer Driving Licence’ because it not only develops each learner’s skills in use of the software, but also assesses how they apply these skills in their everyday work. The qualification includes assessment of work-based assignments and is therefore a much more practical and useful qualification.

At last – qualifications that really test whether training has worked!



The programmes can be tailored to company needs and include training and assessment for:

- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

The programmes are delivered through a series of 5 focused classroom sessions, backed by tutor support via telephone or email. Training is delivered on company premises for groups of 8 to 10 people. Skills Team provides training machines and equipment.

The classroom sessions run every few weeks over a 15 week period and in between, candidates are expected to complete a series of simple but practical work-based assignments that are assessed to ensure that training has been effective. If anyone is having difficulties with the assignments, help is on hand to give extra training and support.

Microsoft[®]
IT Academy
Program Member

OCR
ITQ



Microsoft Accredited

Skills Team is one of a select group of Microsoft IT Academies accredited to deliver Microsoft training and support. The programmes include Microsoft official learning materials plus special licences for Microsoft Office software for use at work or at home.

Each programme provides:

- An individual skills and training needs analysis
- 5 days of classroom training
- Additional Microsoft accredited learning materials
- Copies of Microsoft Office software for use at home or work to prepare assignments
- Tutor support throughout the programme via the phone or email
- A comprehensive workbook and ‘evidence builder’
- One-to-one assessment sessions with a tutor
- A data collection pen to store all assignments and course examples

Who should attend?

The programmes are designed to assess and improve current skills. They are ideal for people who have basic or intermediate IT literacy and want to get to develop their skills further.

NOTE: Because actual work is assessed for the qualification, it is important that candidates are already using a computer when they start the programme and that they have access to a computer throughout so they can complete their homework assignments.

Programme

See overleaf



To find out more, call our management training advisors on **020 3008 8547** or email info@SkillsTeam.com

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Example ITQ Programme

Session 1 – Windows

Introduction to the ITQ programme and the future sessions

Individual skills assessment and training plan

Classroom session covering Windows

Discussion and agreement of individual evidence that can be presented for Windows

Additional workbook to further underpin learning

Session 2 – Word

Review of previous Windows session and evidence gathered

Classroom session covering Word processing

Discussion and agreement of individual evidence that can be presented for Word

Additional workbook to further underpin learning

Session 3 – Outlook

Review of previous Word session and evidence gathered

Classroom session on Outlook

Review of mandatory learning – ‘making selective use of IT’ with the tutor

Discussion and agreement of individual evidence that can be presented for Outlook

Additional workbook to further underpin learning

Session 4 – PowerPoint or Excel (client to choose)

Review of previous Outlook session and evidence gathered

Classroom session on PowerPoint or Excel

Discussion and agreement of individual evidence that can be presented

Additional workbook to further underpin learning

Final Session

One-to-one session with tutor

Review of learning

Collection and sign off of full and final evidence

“It was really flexible and allowed me to focus on the skills I needed rather than having to cover everything”

“I usually get very little out of training courses but I learned things on the ITQ programme that have really helped me be more effective at work – thank you!”