

ITQ

Hands on, Tutor-Led training at:

London

Birmingham

Manchester

Cardiff

The certification is appropriate for professionals who are already in employment, wishing to further their business career and create a wider range of opportunities. Individuals who invest in their skills now will be making a sound investment towards their future.



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**The Financial
Training
Academy Ltd**

NVQ Level 2 in ITQ



ITQ Level 2 is an innovative qualification designed for individuals using computers. Its unique 'pick and mix' makes it ideal for the workplace, allowing employees to demonstrate a full spectrum of skill levels in just one qualification. The flexibility of ITQ allows candidates to mould the qualification to fit individual job profile and scope of work.

Course Contents

The Edexcel ITQ is made up of units. Each unit contains an area of competence and unit value. To achieve a full Level 2 candidates must achieve a minimum value of 100.

Mandatory Unit:

- Make Selective use of ITQ.

Optional Units:

- Operate a computer
- Word processing software
- Spreadsheet software
- Database software
- Emails
- Use IT to exchange information

Assessment

The NVQ Level 2 in ITQ candidates will be based on the candidates portfolio.

To achieve the whole qualification at Level 2, you must prove competence in one mandatory unit and five option units.

Formalities and Recognition

Offered/Awarded by: Edexcel

<http://www.edexcel.com/quals/nvq/custserv/Pages/default.aspx>

The Training

The NVQ is designed to be delivered in the workplace.

Qualification Received

At the end of the course the candidate will gain a nationally recognised certificate from Edexcel for the NVQ Level 2 in ITQ.