

Qualification in Information Technology

NVQ Level 1, 2 & 3



The NVQ (National Vocational Qualification) is a qualification which assesses someone's competence (that is the skills, knowledge and understanding they have) in a work situation. NVQs are based on national occupational standards. The standards describe the level and breadth of performance that is expected of anyone using Information Technology within their workplace. These NVQs are based on the national occupational standards developed by e-Skills UK, which is the government-approved Sector Skills Council for IT, Telecoms and Contact Centres. These qualifications have been accepted by the Qualifications and Curriculum Authority (QCA) for inclusion in the National Qualifications Framework (NQF).

Who are these NVQs for?

Individuals who use IT skills in their day to day work. The NVQ is a work-oriented qualification and is suitable for those who have current real work experience. It is open to candidates of any age, of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment, learning or experience.

For more information or admission please

Call : +44(0)20 8552 3071, Email : info@bite.ac.uk or Visit : www.bite.ac.uk

Course Structure

The standards that apply to the IT User NVOs at levels 1, 2 and 3 are contained in whatever units you need to complete. From the following list, please select the unit that is relevant to you:

Unit Name	Unit Value	Unit Value	Unit Value	Type
Make selective use of IT	15	25	35	Mandatory
Operate a computer	10	20	30	Optional
IT maintenance for users	5	15	25	Optional
IT trouble-shooting for users	5	15	25	Optional
IT security for users	5	15	25	Optional
Artwork and imaging software	10	20	35	Optional
Internet and intranets	5	15	25	Optional
E-mail	5	15	25	Optional
Word processing software	10	20	30	Optional
Spreadsheet software	10	20	35	Optional
Database software	10	20	35	Optional
Website software	10	20	35	Optional
Presentation software	10	20	30	Optional
Specialist or bespoke software	10	20	30	Optional
Evaluate the impact of IT	5	15	25	Optional
Use IT systems	5	15	25	Optional
Use IT to exchange information	5	15	25	Optional
Sector specific unit	10	20	30	Optional

Total Unit values required for Full Qualification

For Level 1 40
For Level 2 100
For Level 3 180

What is expected from you?

That you work with your personal assessor to set deadlines for NVO assessment and endeavour to meet these deadlines. That you consistently collect evidence for your ITQ portfolio and present it to your assessor on a regular basis.

NVO BENEFITS

- The development of new skills
- The recognition of existing skills
- Improvements to working practice
- Opportunities to enhance your career
- Achieving nationally and internationally recognised qualifications

Areas of Competence (AoC).

Each AoC covers a particular activity/skill, for example, the skill of word processing software or the activity of using IT to exchange information.

For further information and admission

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