



Progression

Suffolk New College supports the progress of students from one level of study to the next. Providing you meet the entry requirements you can progress to the next level of study.

If the iTQ qualification is not what you are looking for and you require specific skills or something more advanced/technical then the i-CoVE centre can deliver this for you.



i-CoVE

i-CoVE is Suffolk New College's Centre of Vocational Excellence for information and communication technology. i-CoVE has accreditations to deliver Cisco and IBM programmes, PRINCE2 and ITIL.

Further information can be found
www.suffolk.ac.uk/i-cove
or by e-mail i-cove@suffolk.ac.uk
or phone 01473 343696.



*“Select the course
which is right for you
and see the benefits”*





Suffolk
New
College

How to apply & further information

Please contact
Train to Gain Co-ordinator

01473 343626

F : 01473 343696

E : traintogain@suffolk.ac.uk

Suffolk New College,
Ipswich IP4 1LT

Should you require this information in a different format, for example in a larger font or electronically, please contact the Train to Gain Co-ordinator on 01473 343626.



www.suffolkbdu.com



Suffolk
New
College



iTQ - Level 1, 2 and 3

Train to Gain



“Having achieved my iTQ I am more proficient in my job”

Welcome

Train to Gain is a service designed to support businesses and employees in receiving the training they need to succeed in the workplace.

iTQ

The iTQ (Information Technology Qualification) is designed for individuals who use IT skills in their day to day work.

Benefits

What are the benefits to you?

- Fully funded training (if this is your first full level 2 qualification*)
- Training takes place in your workplace
- Nationally recognised qualification

Entry Requirements

You should have a contract of employment and be using IT in your day to day work.

You will be required to complete a training needs analysis to determine the appropriate level you should undertake.

You will be required to undertake an initial assessment to determine any skills gaps and to enable us to provide you with learning support.

Where will the Learning Take Place?

You do not need to attend College as all the learning will take place in your workplace.

*equivalent to 5 GCSEs A-C or above.

How Long will it Take?

You may already be competent and able to collect and present evidence without too much difficulty and therefore complete the course in as little as six months. If you need to undertake some development activity and then apply this learning in the workplace to demonstrate competence, you will need longer. The assessor will discuss and create an action plan with you for each of the units.

How will you be Assessed?

Suffolk New College offers a flexible approach to assessment to meet your needs whilst maintaining rigorous standards.

You will be assessed by a variety of means including:

- Practical observation in the workplace
- Oral questioning
- Development of a portfolio

Qualification Structure

You will follow a flexible training programme and collect evidence of achievement in a range of mandatory and optional NVQ units.

There is one mandatory unit at each level and a range of optional units covering the standards required to achieve the ITQ. The optional units cover the applications that are used regularly in the work place.



“Its given my company a more professional image”



Qualification Structure

UNIT TITLES

- Make selective use of IT (Mandatory)
- Operate computer
- IT trouble-shooting for users
- IT maintenance for users
- IT security for users
- Artwork and imaging software
- Internet and intranets
- E-mail
- Word processing software
- Spreadsheets software
- Database software
- Website software
- Presentation software
- Specialist or bespoke software
- Evaluate the impact of IT
- Use IT systems
- Use IT to exchange information
- Sector specific unit