



Nationally Accredited Qualifications

FE COLLEGE / ADULT EDUCATION SECTORS

TLM's Level 2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ) (QCF) + Vendor Certification

Qualification Name: TLM Level 2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ) (QCF)

Learning Aim Ref #: [50080738](#)

Credits Required: 16 Credits (Vendor Certification (11-12 Credits) + TLM's Improving Productivity Using IT Unit (4 Credits) + IT Security Unit (Level One is 1 Credit or Level Two is 2 Credits)

Microsoft

Office Specialist

<u>Microsoft Qualification</u>	<u>TLM Unit</u>	<u>Unit Credit Rating</u>
Word	Gold Unit 7 - Word processing	4 Credits
Excel	Gold Unit 5 - Spreadsheet Software	4 Credits
PowerPoint	Gold Unit 10 - Presentation software	4 Credits
Access	Gold Unit 11 - Database software	4 Credits
Outlook	Gold Unit 13 - Using Email	3 Credits



<u>Adobe Qualification</u>	<u>TLM Unit</u>	<u>Unit Credit Rating</u>
Dreamweaver	APL for L2 U2, Website Software	4 Credits
Flash	APL for L2 U23, Multimedia Software	4 Credits
Photoshop	APL for L2 U18, IT Software Fundamentals	3 Credits
Premiere Pro	APL for L2 U17, Video Software	3 Credits
Illustrator	APL for L2 U9, Drawing and Planning	3 Credits
InDesign	APL for L2 U18, IT Software Fundamentals Or L2 U9, Drawing & Planning	3 Credits



<u>Autodesk Qualification</u>	<u>TLM Unit</u>	<u>Unit Credit Rating</u>
AutoCAD	L2 U9, Drawing & Planning	3 Credits
Inventor	APL for L2 U6 Specialist Software	3 Credits

Contact TLM – Ph: 01827 305940 or Email: helpdesk@theingots.org

Three Step Process:

Step 1: Students complete their Vendor Certifications from Prodigy Learning.



Step 2: Students must complete TLM's *Improving Productivity Using IT Unit (4 Credits)* & they have the Option of doing an *IT Security Unit* at Level One (1 Credit) or Level Two (2 Credits) to help them make up the 16 credits required for this qualification.

Step 3: Students achieve the TLM *Level 2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ) (QCF)* as well as well as industry recognised qualifications that employers are looking for.

Why Take This Qualification?

- **SFA Recognised**
 - TLM's ITQ is recognised by the Skills Funding Agency (SFA) and is eligible for £811 funding per learner.
- **Value for Money**
 - The combined cost of TLM's ITQ qualification plus Vendor certifications in most cases is still cheaper than competing Awarding Body qualifications.
- **Dual Award**
 - TLM's ITQ qualification provides a dual award i.e. an Awarding Body Qualification plus Vendor qualifications.
- **Industry Recognised Qualifications**
 - Microsoft, Adobe and Autodesk all have globally recognised qualifications, industry standards and sought after by employers.
- **Easy to Deliver**
 - The majority of this qualification is delivered online, with excellent learning resources, which are interactive and very user friendly.
- **Customer Service**
 - Both TLM and Prodigy Learning pride themselves on their service to their customers. Each Customer will have a local account Manager to look after them at all times.

Next Steps...

Contact Prodigy Learning by email info@prodigylearning.com or phone 0845 399 1551 to arrange for your local Regional Account Manager to call out to your College and / or Adult Education Centre NOW!