

7574-12

**City &
Guilds**
Believe you can

Microsoft
Premier Qualifications Partner

IT & ICT

LEVEL 2 CERTIFICATE FOR IT USER SKILLS WITH PERFORMANCE POINTS

QUALIFICATION FACTSHEET

LEVEL 2 CERTIFICATE FOR IT USERS 7574-12

QCF Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
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Level 2 Certificate for IT users	16	Yes	120-125	600/7039/0	7574-12
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Qualification aim	Qualification levels and definition	Progression routes
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The qualification is for centres that work with schools or schools themselves and meets the Government criteria for Performance Points; 120 hours of guided learning, Synoptic test that is externally set and marked and graded – learners can gain a C to A*.

Learners will gain the ability to plan and review their use of IT tools for a wide range of activities that may include learning how to set up a PC, secure use of ICT and Microsoft Office suite.

Level 2 provides the knowledge and skills to deal with activities that are 'straightforward or routine' and the occasional 'non-routine or unfamiliar'. Activities are likely to require some preparation, clarification or research before they can be planned and the solution will involve a number of steps, especially where they are non-routine or unfamiliar.

The synoptic test is based on the Improving Productivity Using ICT module that will enable learners devise solutions that use IT for improving ICT performance or better use of specific features of software to increase productivity.

On successful completion learners will gain the skills and knowledge required to make use of IT independently to support employment, as well as progress to: Level 3 IT User or ICT Professional qualifications including the Intermediate and Advanced Apprenticeship. We also have a number of Higher Level qualifications offered through the Institute of Leadership and Management (ILM). www.i-l-m.com

Learners will also gain skills that will aid them in Higher Education, using ICT to complete assignments, do analysis of data and create presentations.

Key Benefits	
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Structure Learners must complete the assignment and synoptic test for the Improving Productivity using ICT mandatory unit and 12 credits from the optional units. Our vast range of optional units allows you to tailor content to suit learners' individual needs and provides recognition of Industry Certification from Microsoft.

Support SmartScreen helps tutors save time planning and supports learners in order to drive greater quality and better success rates, provides guidance on the Improving Productivity using ICT unit.

Learning Assistant helps save time and money by increasing learner completion rates by up to 40% over paper delivery.

Personal support is available from our large team of subject specific Quality Consultants, our Customer Relations Team and Direct Sales or dedicated Business Managers.

Microsoft Office and City & Guilds Roadmap		Unit number	Credit value
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Typical unit combination Communications focus	 PowerPoint	Microsoft Office Specialist	7574-225 Presentation software	4 credits
	 Word	Microsoft Office Specialist	7574-229 Word processing software	4 credits
	 Excel	Microsoft Office Specialist	7574-227 Spreadsheet Software	4 credits
Alternative certifications available	 Access	Microsoft Office Specialist	7574-219 Database software	4 credits
	 Outlook	Microsoft Office Specialist	7574-208 Using email	5 credits (2 credits & 3 credits)
			7574-211 Personal management information software	
Higher level certification – if appropriate for learners	 Word	Microsoft Office Specialist Expert	7574-329 Word processing software	6 credits
	 Excel	Microsoft Office Specialist Expert	7574-327 Spreadsheet Software	6 credits

Reasons to choose City & Guilds	
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Widest range and choice of qualifications We are a market-leading awarding organisation for qualifications in ICT Users that offer Performance Points. Learners can progress from the IT user suite to a variety of industry standard qualifications through City & Guilds

Industry expertise We have worked in partnership with training providers, industry experts and other stakeholders, such as JISC, Microsoft and the BBC to ensure that our qualifications provide relevant, work-ready skills.

Recognised by employers Our qualifications are trusted and valued both by experts and employers across the ICT and Business industry which will help you to engage with employers and provide learners with the skills and training that will allow them to succeed in employment.

For more information call +44 (0) 844 543 0000 email: centresupport@cityandguilds.com or visit www.cityandguilds.com