

# Award, Certificate & Diploma in IT User Skills

The BTEC Level 2 Award, Certificate and Diploma in IT User Skills develop skills and provide valuable recognition for experienced IT users.

The qualifications are based on recognised occupational standards and are jointly certificated by Best Practice and Edexcel – the leading Awarding Body for vocational qualifications.

- Assessed through observation, discussion, testimony, workplace evidence and written worksheets
- Supported by e.learning and optional in-company workshops
- Learners complete sufficient units to achieve the required number of credits

	Level 2 Award	Level 2 Certificate	Level 2 Diploma
Course duration	2 – 3 months	3 – 6 months	6 – 9 months
Total credits required	10 credits	16 credits	38 credits
No. of units (typical)	4	6	12

## Level 2

Mandatory unit	
■ Improving productivity using IT (4)	
Group B – Optional units	
■ IT user fundamentals (3)	■ Bespoke software (3)
■ Set up an IT system (4)	■ Specialist software (3)
■ Optimise IT system performance (4)	■ Computerised accounting software (3)
■ IT security for users (2)	■ Database software (4)
■ IT communication fundamentals (2)	■ Presentation software (4)
■ Using the internet (4)	■ Project management software (4)
■ Using mobile IT devices (2)	■ Spreadsheet software (4)
■ Using email (3)	■ Website software (4)
■ Personal information management software (2)	■ Word processing software (4)
■ IT software fundamentals (3)	
Group C – Additional mandatory units for Apprenticeship learners	
■ Understanding the potential of IT (8)	■ Developing personal and team effectiveness using IT (4)

### Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

### Progression

Candidates may progress to a Level 3 Certificate or Diploma for IT Users.