

# Award, Certificate & Diploma in IT User Skills

The BTEC Level 3 Award, Certificate and Diploma in IT User Skills develop IT skills and provide valuable recognition for expert IT users and practitioners.

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 questions
- Supported by e.learning and optional in-company workshops
- Learners complete sufficient units to achieve the required number of credits

	Level 3 Award	Level 3 Certificate	Level 3 Diploma
Course duration	2 – 3 months	3 – 6 months	6 – 9 months
Total credits required	12 credits	25 credits	39 credits
No. of units (typical)	3	6	10
Bring forward from Level 2	4 credits maximum	10 credits max	17 credits max

## Level 3

Mandatory unit ( <i>Certificate &amp; Diploma only</i> )	
■ Improving productivity using IT (5)	
Group B – Optional units	
■ Set up an IT system (5)	■ Computerised accounting software (4)
■ Optimise IT system performance (5)	■ Database software (5)
■ IT security for users (3)	■ Data management software (4)
■ Using the internet (5)	■ Presentation software (6)
■ Using collaborative technologies (6)	■ Project management software (5)
■ Using email (3)	■ Spreadsheet software (6)
■ Bespoke software (4)	■ Website software (5)
■ Specialist software (4)	■ Word processing software (6)
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