Purpose Statement

601/3442/2 ProQual Level 3 Diploma in IT User Skills

Overview

This qualification is suitable for candidates who are using IT within their job, who use predefined or commonly used IT tools for activities which are complex and non-routine. Candidates will be able to devise solutions in the use of IT tools in order to improve productivity, they will take responsibility and autonomy, and be prepared to offer support and advice to others; they will develop a broad range of skills, knowledge and understanding in the use of systems and software applications.

The qualification will allow candidates to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role. Progression could lead to more complex job roles in IT.

Learning Outcomes

To achieve the qualification candidates must complete 3 Mandatory units:

- Improving productivity using IT
- Understanding the potential of IT
- Developing personal and team effectiveness using IT

Candidates must also complete a number of Optional units from a wide range of choice which allows for flexibility and choice of units appropriate to the candidate's needs/

You will work with an assessor to complete a portfolio of evidence that confirms you have met the requirements of the qualification.

Further information

If you would like any further information please contact ProQual:

Telephone: 01430 423822
Email: enquiries@proqualab.com
Web: www.proqualab.com