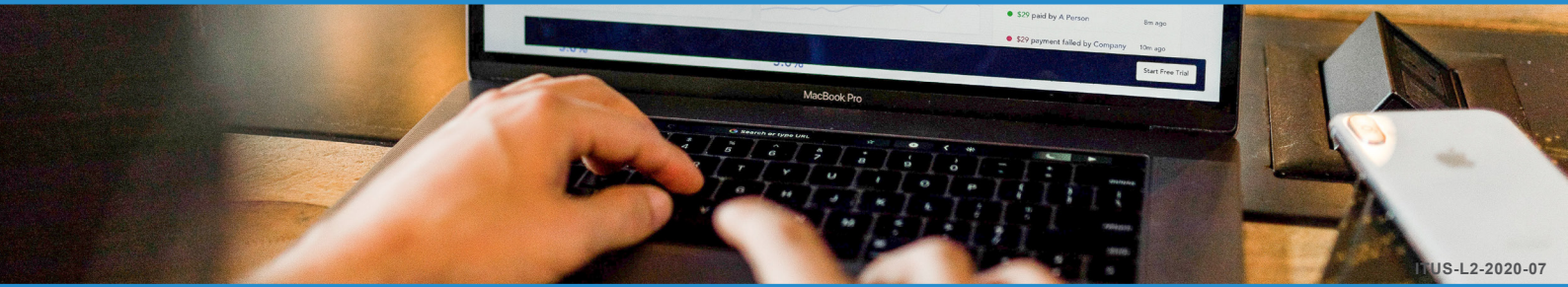


IT USER SKILLS LEVEL 2 CERTIFICATE



Transforming lives by
improving skills, preparing for
jobs and building careers



ITUS-L2-2020-07



Course Delivery: Online



Awarding Body: TQUK (603/3646/8)



Guided Learning Hours: 120 hours



Course Fees: Fully funded for eligible learners*



Typical Course Completion Time:
4 weeks (6h per day) or 24 weeks (5h per week)



Assessments: Internally assessed and externally quality assured portfolio of evidence

COURSE OVERVIEW

The qualification gives learners an opportunity to develop IT skills across a range of areas. The purpose of the course is to develop knowledge, understanding and competence in a range of areas, relevant to an IT user. It is therefore suitable for learners who either use IT in their current job role or plan to enter a job role where IT skills will be used.

BENEFITS

- Gain a fully funded, nationally recognised qualification.
- Boost your confidence and career prospects.
- Distance learning allows you to choose when and where you study.
- Personal Tutors are assigned to you to ensure you have the support needed to succeed.
- Improve your online digital and IT skills, quickly and easily.

EMBEDDED SKILLS

- Complex problem solving.
- Critical thinking.
- Cognitive flexibility.
- People management.
- Coordinating with others.
- Emotional intelligence.
- Judgment and decision making.
- Service orientation.
- Negotiation.

COURSE AIMS

- Apply digital skills in personal and business situations.
- Understand how to maintain safety and security when using data and devices.
- Communicate socially and professionally using technology.
- Understand IT software fundamentals.
- Using presentation and spreadsheet software.
- Using IT to increase productivity.



- Go Train has 20 permanent centres and over 200 staff.
- High quality online and offline training and development programmes.
- Supporting tens of thousands to enter and sustain employment since 2002.

*A UK resident or can provide Right to Work documents AND you are either unemployed, on benefits, low-waged or registered self-employed.



Education & Skills
Funding Agency



West Midlands
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