

# QUALIFICATION SPECIFICATION



## IT User Skills (ITQ) (Entry 3 – Level 2)

## Apprenticeships

# Digital

Employability  
Enterprise

English &amp; Maths

## ESOL

## Personal & Social Development

## Vocational



This qualification specification covers the following qualifications:

Qualification Title	Qualification Number
Entry Level Award In IT User Skills (ITQ) (Entry 3)	600/9974/4
Entry Level Certificate In IT User Skills (ITQ) (Entry 3)	600/9973/2
Level 1 Award in IT User Skills (ITQ)	600/9770/X
Level 1 Certificate in IT User Skills (ITQ)	600/9771/1
Level 1 Diploma In IT User Skills (ITQ)	600/9772/3
Level 2 Award in IT User Skills (ITQ)	600/9775/9
Level 2 Certificate in IT User Skills (ITQ)	601/4048/3
Level 2 Diploma In IT User Skills (ITQ)	600/9777/2

### About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal Quality Assurers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre. If your centre is not yet recognised, please contact our Development Team to discuss becoming Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

Website: [www.gatewayqualifications.org.uk/recognition](http://www.gatewayqualifications.org.uk/recognition)

<b>1. Qualification Information .....</b>	<b>5</b>
1.1 About the qualifications .....	5
1.2 Objective .....	5
1.3 Key Facts .....	6
1.4 Funding .....	6
1.5 Achievement methodology .....	6
1.6 Geographical Coverage .....	7
1.7 Progression Opportunities .....	8
1.8 Relationship with other frameworks .....	8
<b>2 Learner Entry Requirements .....</b>	<b>9</b>
2.1 Age .....	9
2.2 Prior Qualifications .....	9
2.3 Prior Skills/Knowledge/Understanding .....	9
2.4 Restrictions .....	9
2.5 Access to qualifications for learners with disabilities or specific needs .....	9
2.6 Additional Rules/Guidance .....	10
<b>3 Achieving the Qualification .....</b>	<b>11</b>
3.1 Qualification Structure (Rules of Combination and Unit Lists) .....	11
<b>Achieving the Qualification .....</b>	<b>13</b>
Qualification Structure (Rules of Combination and Unit List) .....	13
Gateway Qualifications Entry Level Award in IT User Skills (ITQ) (Entry 3) .....	13
Gateway Qualifications Entry Level Certificate in IT User Skills (ITQ) (Entry 3) .....	16
Gateway Qualifications Level 1 Award in IT User Skills (ITQ) .....	19
Gateway Qualifications Level 1 Certificate in IT User Skills (ITQ) .....	24
Gateway Qualifications Level 1 Diploma in IT User Skills (ITQ) .....	29
Gateway Qualifications Level 2 Award in IT User Skills (ITQ) .....	34
Gateway Qualifications Level 2 Certificate in IT User Skills (ITQ) .....	38
Gateway Qualifications Level 2 Diploma in IT User Skills (ITQ) .....	42
3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies .....	46
3.3 Links to other qualifications .....	46
<b>4 Assessment and Quality Assurance .....</b>	<b>47</b>
4.1 Method of Assessment .....	47
4.2 Assessment Materials .....	47
4.3 Qualification-Specific Centre Requirements .....	47
4.4 Qualification-Specific Tutor/Assessor Requirements .....	48
4.5 Qualification-Specific Verification Requirements .....	48
<b>5 What to do next .....</b>	<b>49</b>
<b>6 Gateway Qualifications .....</b>	<b>49</b>

## 1. Qualification Information

### 1.1 About the qualifications

The qualifications have been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The suite of Gateway Qualifications IT User Skills (ITQ) qualifications' Rules of Combination and units were developed by e-skills UK, the Sector Skills Council (SSC) for Business and Information Technology, and are aligned to the National Occupational Standards (NOS) for IT Users, the nationally recognised standards for IT use. e-skills UK is no longer in operation and part of its work is now being taken forward by the Tech Partnership, a growing network of employers collaborating to accelerate growth in the global digital economy.

The suite of ITQ qualifications aims to equip individuals with the IT user skills needed for full participation in employment and society. ITQ units can be gained across a range of situations and credit achieved can be taken by learners from school to college, from training programmes to the workplace, until the learner has achieved a full ITQ qualification.

The suite of ITQ qualifications recognises employers' needs for ICT qualifications that reflect real-world skills, and the challenges of work-place learning. They enable recognition of the skills that employers want across the range of levels, have been successfully piloted in a wide range of companies and organisations, and are now a part of mainstream provision. They enable learning providers to target teaching and equipment resource effectively and use flexible approaches to assessment and delivery that ensure all learning counts towards a qualification, wherever it takes place.

### 1.2 Objective

The Gateway Qualifications IT Users Skills (ITQ) are categorised as having the following objective as defined by Ofqual:

Entry 3,

**Preparing Learners to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding.**

Level 1 and Level 2

**Preparing Learners for employment.**

### 1.3 Key Facts

Qualification Title	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Entry Level Award In IT User Skills (ITQ) (Entry 3)	6	60	40
Gateway Qualifications Entry Level Certificate In IT User Skills (ITQ) (Entry 3)	13	130	90
Gateway Qualifications Level 1 Award in IT User Skills (ITQ)	9	90	55
Gateway Qualifications Level 1 Certificate in IT User Skills (ITQ)	13	130	85
Gateway Qualifications Level 1 Diploma In IT User Skills (ITQ)	37	370	240
Gateway Qualifications Level 2 Award in IT User Skills (ITQ)	10	100	70
Gateway Qualifications Level 2 Certificate in IT User Skills (ITQ)	16	160	115
Gateway Qualifications Level 2 Diploma In IT User Skills (ITQ)	38	380	260

**Total Qualification Time** is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

### 1.4 Funding

For information regarding potential sources of funding please visit the following websites;

The Education Funding Agency <http://www.education.gov.uk/aboutdfe/executiveagencies/efa>  
 The Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/>

or, contact your local funding agency.

### 1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is

therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

### **1.6 Geographical Coverage**

The qualifications have been approved by Ofqual to be offered in England. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Gateway Qualifications.

### **Progression Opportunities**

The suite of Gateway Qualifications ITQ qualifications enables progression to employment, further learning opportunities within employment, or further study. Learners can gain units from a range of environments such as school, workplace or college that are gained in a practical context and contribute to the achievement of a full ITQ qualification using the appropriate Rules of Combination. The use of units from different levels through a 'spiky profile' will allow an individual to build on their learning in preparation for moving on to the next level of ITQ.

The close relationship between ITQ units and NOS for IT Users will allow employers to see how IT learning can meet the needs of their business.

### **1.7 Relationship with other frameworks**

The suite of Gateway Qualifications ITQ qualifications relates to the NOS for IT Users developed by e-skills UK. They provide a significant amount of knowledge, understanding and skills development that underpin occupational competence for IT Users.

## 2 Learner Entry Requirements

### 2.1 Age

The approved age range for these qualifications is:

Qualification Title in full	Age Range
Gateway Qualifications Entry Level Award In IT User Skills (ITQ) (Entry 3)	Pre-16, 16-18, 19+
Gateway Qualifications Entry Level Certificate In IT User Skills (ITQ) (Entry 3)	Pre-16, 16-18, 19+
Gateway Qualifications Level 1 Award in IT User Skills (ITQ)	Pre-16, 16-18, 19+
Gateway Qualifications Level 1 Certificate in IT User Skills (ITQ)	Pre-16, 16-18, 19+
Gateway Qualifications Level 1 Diploma In IT User Skills (ITQ)	Pre-16, 16-18, 19+
Gateway Qualifications Level 2 Award in IT User Skills (ITQ)	Pre-16, 16-18, 19+
Gateway Qualifications Level 2 Certificate in IT User Skills (ITQ)	Pre-16, 16-18, 19+
Gateway Qualifications Level 2 Diploma In IT User Skills (ITQ)	Pre-16, 16-18, 19+

### 2.2 Prior Qualifications

There are no requirements for learners to have attained prior qualifications.

### 2.3 Prior Skills/Knowledge/Understanding

There are no requirements for learners to have prior skills, knowledge or understanding.

### 2.4 Restrictions

There are no restrictions to entry.

### 2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

### **Special Considerations**

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

### **2.6 Additional Rules/Guidance**

There are no additional rules or guidance.

### 3 Achieving the Qualification

#### 3.1 Qualification Structure (Rules of Combination and Unit Lists)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. The units can be accessed by logging into the Gateway Qualifications Prism system - please contact Gateway Qualifications who will enable access to our unit library.

An overview of the Rules of Combination for the Qualifications in IT User Skills (ITQ) is detailed below, please refer to the Rules of Combination for individual qualifications and to Section 3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies:

##### Rules of Combination for Award in IT Users Skills (ITQ)

Award Level	Entry Level 3	Level 1	Level 2
Credit value (min)	6	9	10
Mandatory unit	n/a	n/a	n/a
Optional units <i>Two thirds of optional credits must be at the qualification level.</i>	Minimum 4 credits at Entry Level 3.	Minimum 6 credits at Level 1.	Minimum 7 credits at Level 2.

##### Rules of Combination for Certificate in IT Users Skills (ITQ)

Certificate Level	Entry Level 3	Level 1	Level 2
Credit value (min)	13	13	16
Mandatory unit	n/a	3	4
Optional units <i>Half of optional credits must be at the qualification level.</i>	Minimum 7 credits at Entry Level 3.	Minimum 5 credits at Level 1. Maximum 3 credits at Entry Level 3	Minimum 6 credits at Level 2. No credits at Entry Level 3
Sector Specific units [SSU] may also be included.	n/a	Maximum 3 credits at any relevant level.	Maximum 4 credits at any relevant level.

##### Rules of Combination for Diploma in IT Users Skills (ITQ)

Diploma Level	Level 1	Level 2
Credit value (min)	37	38
Mandatory unit	3	4

<b>Optional units</b> <i>Half of optional credits <b>must</b> be at the qualification level.</i>	Minimum 17 credits at Level 1. Maximum of 5 credits at Entry Level 3.	Minimum 17 credits at Level 2. No credits at Entry Level 3.
<b>Sector Specific units [SSU]</b> may also be included.	Maximum 3 credits at any relevant level.	Maximum 4 credits at any relevant level.
	<b>The SSU cannot be included when calculating the minimum number of credits achieved at the level of the qualification.</b>	

## Achieving the Qualification

### Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

### Gateway Qualifications Entry Level Award in IT User Skills (ITQ) (Entry 3)

To achieve the Entry Level 3 Award in IT User Skills (ITQ) a learner must achieve a minimum of 6 credits.

- A minimum of 4 credits must be achieved at Entry Level 3.
- Learners cannot include more than one unit with the same or similar title. See barred units below.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
L/502/0173	Design and imaging software	E3	2	15	OG A1 (Entry Level Units)
Y/502/0175	Desktop publishing software	E3	2	15	OG A1 (Entry Level Units)
D/502/0193	Digital Lifestyle	E3	1	5	OG A1 (Entry Level Units)
T/502/0166	IT User fundamentals	E3	2	15	OG A1 (Entry Level Units)
A/502/0170	Presentation software	E3	2	15	OG A1 (Entry Level Units)
F/502/0168	Spreadsheet software	E3	2	15	OG A1 (Entry Level Units)
L/502/0190	The Internet and World Wide Web	E3	1	5	OG A1 (Entry Level Units)
J/502/0172	Using email	E3	1	10	OG A1 (Entry Level Units)
D/502/0176	Using mobile IT devices	E3	1	10	OG A1 (Entry Level Units)
F/502/0171	Using the Internet	E3	1	10	OG A1 (Entry Level Units)
A/502/0167	Word processing software	E3	2	15	OG A1 (Entry Level Units)
K/502/4389	Audio Software	L1	2	15	OG A2 (Level 1 Units)
A/502/4395	Bespoke Software	L1	2	15	OG A2 (Level 1 Units)
F/502/4401	Computerised Accounting Software	L1	2	15	OG A2 (Level 1 Units)
F/502/4558	Data Management Software	L1	2	15	OG A2 (Level 1 Units)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
H/502/4553	Database Software	L1	3	20	OG	A2 (Level 1 Units)
M/502/4572	Design Software	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	A2 (Level 1 Units)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	A2 (Level 1 Units)
J/502/4612	Imaging Software	L1	3	20	OG	A2 (Level 1 Units)
T/502/4153	Improving Productivity Using IT	L1	3	20	OG	A2 (Level 1 Units)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	A2 (Level 1 Units)
R/502/4256	IT Security for Users	L1	1	10	OG	A2 (Level 1 Units)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	A2 (Level 1 Units)
J/502/4206	IT User Fundamentals	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4615	Multimedia Software	L1	3	20	OG	A2 (Level 1 Units)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	A2 (Level 1 Units)
Y/502/4369	Personal Information Management Software	L1	2	15	OG	A2 (Level 1 Units)
K/502/4621	Presentation Software	L1	3	20	OG	A2 (Level 1 Units)
K/502/4618	Project Management Software	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4209	Set Up an IT System	L1	3	20	OG	A2 (Level 1 Units)
L/502/4398	Specialist Software	L1	2	15	OG	A2 (Level 1 Units)
A/502/4624	Spreadsheet Software	L1	3	20	OG	A2 (Level 1 Units)
J/502/9311	Using a computer keyboard	L1	1	10	OG	A2 (Level 1 Units)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	A2 (Level 1 Units)
J/502/4299	Using Email	L1	2	15	OG	A2 (Level 1 Units)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	A2 (Level 1 Units)
T/502/4296	Using the Internet	L1	3	20	OG	A2 (Level 1 Units)
K/502/4392	Video Software	L1	2	15	OG	A2 (Level 1 Units)
L/502/4630	Website Software	L1	3	20	OG	A2 (Level 1 Units)
L/502/4627	Word Processing Software	L1	3	20	OG	A2 (Level 1 Units)

**Barred units**

Unit Reference Number	Unit Title	Barred Against	Unit Reference Number	Unit Title
J/502/4299	Using Email		J/502/0172	Using email
A/502/0170	Presentation software		K/502/4621	Presentation Software
M/502/4572	Design Software		L/502/0173	Design and imaging software
J/502/4612	Imaging Software		L/502/0173	Design and imaging software
F/502/0168	Spreadsheet software		A/502/4624	Spreadsheet Software
A/502/0167	Word processing software		L/502/4627	Word Processing Software
J/502/4206	IT User Fundamentals		T/502/0166	IT User fundamentals
D/502/0176	Using mobile IT devices		H/502/4374	Using Mobile IT Devices
T/502/4296	Using the Internet		F/502/0171	Using the Internet
Y/502/4565	Desktop Publishing Software		Y/502/0175	Desktop publishing software

## Gateway Qualifications Entry Level Certificate in IT User Skills (ITQ) (Entry 3)

Learners must achieve a minimum of 13 credits.

- A minimum of 7 credits must be achieved at Entry Level 3.
- Learners cannot include more than one unit with the same or similar title. See barred units below.

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - 'IT User fundamentals' (IUF)
  - 'IT Communication fundamentals' (ICF)
  - 'IT Software fundamentals' (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
L/502/0173	Design and imaging software	E3	2	15	OG	A1 (Entry Level Units)
Y/502/0175	Desktop publishing software	E3	2	15	OG	A1 (Entry Level Units)
D/502/0193	Digital Lifestyle	E3	1	5	OG	A1 (Entry Level Units)
T/502/0166	IT User fundamentals	E3	2	15	OG	A1 (Entry Level Units)
A/502/0170	Presentation software	E3	2	15	OG	A1 (Entry Level Units)
F/502/0168	Spreadsheet software	E3	2	15	OG	A1 (Entry Level Units)
L/502/0190	The Internet and World Wide Web	E3	1	5	OG	A1 (Entry Level Units)
J/502/0172	Using email	E3	1	10	OG	A1 (Entry Level Units)
D/502/0176	Using mobile IT devices	E3	1	10	OG	A1 (Entry Level Units)
F/502/0171	Using the Internet	E3	1	10	OG	A1 (Entry Level Units)
A/502/0167	Word processing software	E3	2	15	OG	A1 (Entry Level Units)
K/502/4389	Audio Software	L1	2	15	OG	A2 (Level 1 Units)
A/502/4395	Bespoke Software	L1	2	15	OG	A2 (Level 1 Units)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	A2 (Level 1 Units)
F/502/4558	Data Management Software	L1	2	15	OG	A2 (Level 1 Units)
H/502/4553	Database Software	L1	3	20	OG	A2 (Level 1 Units)
M/502/4572	Design Software	L1	3	20	OG	A2 (Level 1 Units)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	A2 (Level 1 Units)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	A2 (Level 1 Units)
J/502/4612	Imaging Software	L1	3	20	OG	A2 (Level 1 Units)
T/502/4153	Improving Productivity Using IT	L1	3	20	OG	A2 (Level 1 Units)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	A2 (Level 1 Units)
R/502/4256	IT Security for Users	L1	1	10	OG	A2 (Level 1 Units)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	A2 (Level 1 Units)
J/502/4206	IT User Fundamentals	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4615	Multimedia Software	L1	3	20	OG	A2 (Level 1 Units)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	A2 (Level 1 Units)
Y/502/4369	Personal Information Management Software	L1	2	15	OG	A2 (Level 1 Units)
K/502/4621	Presentation Software	L1	3	20	OG	A2 (Level 1 Units)
K/502/4618	Project Management Software	L1	3	20	OG	A2 (Level 1 Units)
Y/502/4209	Set Up an IT System	L1	3	20	OG	A2 (Level 1 Units)
L/502/4398	Specialist Software	L1	2	15	OG	A2 (Level 1 Units)
A/502/4624	Spreadsheet Software	L1	3	20	OG	A2 (Level 1 Units)
J/502/9311	Using a computer keyboard	L1	1	10	OG	A2 (Level 1 Units)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	A2 (Level 1 Units)
J/502/4299	Using Email	L1	2	15	OG	A2 (Level 1 Units)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	A2 (Level 1 Units)
T/502/4296	Using the Internet	L1	3	20	OG	A2 (Level 1 Units)
K/502/4392	Video Software	L1	2	15	OG	A2 (Level 1 Units)
L/502/4630	Website Software	L1	3	20	OG	A2 (Level 1 Units)
L/502/4627	Word Processing Software	L1	3	20	OG	A2 (Level 1 Units)

### Barred units

Unit Reference Number	Unit Title	Barred Against	Unit Reference Number	Unit Title
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J/502/4206	IT User Fundamentals	T/502/0166	IT User fundamentals
T/502/4296	Using the Internet	F/502/0171	Using the Internet
J/502/4299	Using Email	J/502/0172	Using email
M/502/4572	Design Software	L/502/0173	Design and imaging software
J/502/4612	Imaging Software	L/502/0173	Design and imaging software
D/502/0176	Using mobile IT devices	H/502/4374	Using Mobile IT Devices
F/502/0168	Spreadsheet software	A/502/4624	Spreadsheet Software
A/502/0170	Presentation software	K/502/4621	Presentation Software
A/502/0167	Word processing software	L/502/4627	Word Processing Software
Y/502/4565	Desktop Publishing Software	Y/502/0175	Desktop publishing software

## Gateway Qualifications Level 1 Award in IT User Skills (ITQ)

To achieve the Level 1 Award in IT User Skills (ITQ) learners must achieve 9 credits.

- A minimum of 6 credits must be achieved at Level 1
- Only one unit can be selected from any unit group.

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - 'IT User fundamentals' (IUF)
  - 'IT Communication fundamentals' (ICF)
  - 'IT Software fundamentals' (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
K/502/4389	Audio Software	L1	2	15	OG	AS (Audio Software)
D/502/4390	Audio Software	L2	3	20	OG	AS (Audio Software)
H/502/4391	Audio Software	L3	4	30	OG	AS (Audio Software)
H/502/0177	Audio and video software	E3	2	15	OG	AVS (Audio and Video Software)
A/502/4395	Bespoke Software	L1	2	15	OG	BS (Bespoke Software)
F/502/4396	Bespoke Software	L2	3	20	OG	BS (Bespoke Software)
J/502/4397	Bespoke Software	L3	4	30	OG	BS (Bespoke Software)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	CAS (Computerised Accounting Software)
J/502/4402	Computerised Accounting Software	L2	3	20	OG	CAS (Computerised Accounting Software)
L/502/4403	Computerised Accounting Software	L3	5	35	OG	CAS (Computerised Accounting Software)
Y/502/0189	Computer Basics	E3	1	5	OG	CB (Computer Basics)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	CT (Using Collaborative Technologies)
F/502/4379	Using Collaborative Technologies	L2	4	30	OG	CT (Using Collaborative Technologies)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
T/502/4380	Using Collaborative Technologies	L3	6	45	OG	CT (Using Collaborative Technologies)
H/502/4553	Database Software	L1	3	20	OG	DB (Database Software)
M/502/4555	Database Software	L2	4	30	OG	DB (Database Software)
T/502/4556	Database Software	L3	6	45	OG	DB (Database Software)
J/502/0169	Database software	E3	2	15	OG	DB (Database Software)
L/502/0173	Design and imaging software	E3	2	15	OG	DIS (Design and Imaging Software)
D/502/0193	Digital Lifestyle	E3	1	5	OG	DL (Digital Lifestyle)
F/502/4558	Data Management Software	L1	2	15	OG	DM (Data Management Software)
J/502/4559	Data Management Software	L2	3	20	OG	DM (Data Management Software)
A/502/4560	Data Management Software	L3	4	30	OG	DM (Data Management Software)
R/502/2216	Data management software	E3	2	15	OG	DM (Data Management Software)
Y/502/0175	Desktop publishing software	E3	2	15	OG	DP (Desktop Publishing Software)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	DP (Desktop Publishing Software)
D/502/4566	Desktop Publishing Software	L2	4	30	OG	DP (Desktop Publishing Software)
H/502/4567	Desktop Publishing Software	L3	5	40	OG	DP (Desktop Publishing Software)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	DR (Drawing and Planning Software)
F/502/4611	Drawing and Planning Software	L3	4	30	OG	DR (Drawing and Planning Software)
A/502/4610	Drawing and Planning Software	L2	3	20	OG	DR (Drawing and Planning Software)
M/502/4572	Design Software	L1	3	20	OG	DS (Design Software)
T/502/4573	Design Software	L2	4	30	OG	DS (Design Software)
A/502/4574	Design Software	L3	5	40	OG	DS (Design Software)
J/502/0172	Using email	E3	1	10	OG	EM (Using Email)
J/502/4299	Using Email	L1	2	15	OG	EM (Using Email)
M/502/4300	Using Email	L2	3	20	OG	EM (Using Email)
T/502/4301	Using Email	L3	3	20	OG	EM (Using Email)
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	ICF (IT Communication Fundamentals)
D/502/4292	IT Communication Fundamentals	L2	2	15	OG	ICF (IT Communication Fundamentals)
J/502/4612	Imaging Software	L1	3	20	OG	IM (Imaging Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
L/502/4613	Imaging Software	L2	4	30	OG	IM (Imaging Software)
R/502/4614	Imaging Software	L3	5	40	OG	IM (Imaging Software)
F/502/0171	Using the Internet	E3	1	10	OG	IN (Using the Internet)
T/502/4296	Using the Internet	L1	3	20	OG	IN (Using the Internet)
A/502/4297	Using the Internet	L2	4	30	OG	IN (Using the Internet)
F/502/4298	Using the Internet	L3	5	40	OG	IN (Using the Internet)
T/502/4153	Improving Productivity Using IT	L1	3	20	OG	IP (Improving Productivity Using IT)
J/502/4156	Improving Productivity Using IT	L2	4	30	OG	IP (Improving Productivity Using IT)
L/502/4157	Improving Productivity Using IT	L3	5	40	OG	IP (Improving Productivity Using IT)
R/502/4256	IT Security for Users	L1	1	10	OG	IS (IT Security for Users)
Y/502/4257	IT Security for Users	L2	2	15	OG	IS (IT Security for Users)
D/502/4258	IT Security for Users	L3	3	20	OG	IS (IT Security for Users)
Y/502/0192	Computer Security and Privacy	E3	1	5	OG	IS (IT Security for Users)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	ISF (IT Software Fundamentals)
R/502/4385	IT Software Fundamentals	L2	3	20	OG	ISF (IT Software Fundamentals)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	INS (Internet Safety for IT users)
T/502/0166	IT User fundamentals	E3	2	15	OG	IUF (IT User Fundamentals)
J/502/4206	IT User Fundamentals	L1	3	20	OG	IUF (IT User Fundamentals)
L/502/4207	IT User Fundamentals	L2	3	20	OG	IUF (IT User Fundamentals)
L/502/0190	The Internet and World Wide Web	E3	1	5	OG	IWW (The Internet and World Wide Web)
D/502/0176	Using Mobile IT devices	E3	1	10	OG	MD (Using Mobile IT devices)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	MD (Using Mobile IT devices)
K/502/4375	Using Mobile IT Devices	L2	2	15	OG	MD (Using Mobile IT devices)
Y/502/4615	Multimedia Software	L1	3	20	OG	MM (Multimedia Software)
D/502/4616	Multimedia Software	L2	4	30	OG	MM (Multimedia Software)
H/502/4617	Multimedia Software	L3	6	45	OG	MM (Multimedia Software)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	OP (Optimise IT System Performance)
H/502/4245	Optimise IT System Performance	L2	4	30	OG	OP (Optimise IT System Performance)
K/502/4246	Optimise IT System Performance	L3	5	40	OG	OP (Optimise IT System Performance)
Y/502/4369	Personal Information	L1	2	15	OG	PI (Personal Information Management Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
	Management Software				
L/502/4370	Personal Information Management Software	L2	2	15	OG PI (Personal Information Management Software)
J/502/2214	Personal information management software	E3	1	10	OG PI (Personal Information Management Software)
K/502/4618	Project Management Software	L1	3	20	OG PM (Project Management Software)
H/502/4620	Project Management Software	L3	5	40	OG PM (Project Management Software)
M/502/4619	Project Management Software	L2	4	30	OG PM (Project Management Software)
R/502/0191	Productivity Programmes	E3	1	5	OG PP (Productivity Programmes)
A/502/0170	Presentation software	E3	2	15	OG PS (Presentation software)
K/502/4621	Presentation Software	L1	3	20	OG PS (Presentation software)
M/502/4622	Presentation Software	L2	4	30	OG PS (Presentation software)
T/502/4623	Presentation Software	L3	6	45	OG PS (Presentation software)
Y/502/4209	Set Up an IT System	L1	3	20	OG SI (Set Up an IT System)
R/502/4211	Set Up an IT System	L3	5	40	OG SI (Set Up an IT System)
L/502/4210	Set Up an IT System	L2	4	30	OG SI (Set Up an IT System)
L/502/4398	Specialist Software	L1	2	15	OG SP (Specialist Software)
R/502/4399	Specialist Software	L2	3	20	OG SP (Specialist Software)
A/502/4400	Specialist Software	L3	4	30	OG SP (Specialist Software)
L/502/2215	Specialist/bespoke software	E3	2	15	OG SP (Specialist Software)
F/502/0168	Spreadsheet software	E3	2	15	OG SS (Spreadsheet Software)
A/502/4624	Spreadsheet Software	L1	3	20	OG SS (Spreadsheet Software)
F/502/4625	Spreadsheet Software	L2	4	30	OG SS (Spreadsheet Software)
J/502/4626	Spreadsheet Software	L3	6	45	OG SS (Spreadsheet Software)
J/502/9311	Using a computer keyboard	L1	1	10	OG UCK (Using a Computer Keyboard)
K/502/4392	Video Software	L1	2	15	OG VS (Video Software)
M/502/4393	Video Software	L2	3	20	OG VS (Video Software)
T/502/4394	Video Software	L3	4	30	OG VS (Video Software)
A/502/0167	Word processing software	E3	2	15	OG WPS (Word Processing Software)
L/502/4627	Word Processing Software	L1	3	20	OG WPS (Word Processing Software)
R/502/4628	Word Processing Software	L2	4	30	OG WPS (Word Processing Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
Y/502/4629	Word Processing Software	L3	6	45	OG	WPS (Word Processing Software)
L/502/4630	Website Software	L1	3	20	OG	WS (Website Software)
R/502/4631	Website Software	L2	4	30	OG	WS (Website Software)
Y/502/4632	Website Software	L3	5	40	OG	WS (Website Software)

## Gateway Qualifications Level 1 Certificate in IT User Skills (ITQ)

To achieve the Level 1 Certificate in IT User Skills (ITQ) learners must achieve 13 credits.

- Learners must achieve 3 credits from the mandatory unit in group M.
- A minimum of 5 credits must be achieved in total from the optional units OG at level 1.
- A maximum of 3 credits can be achieved in total from the optional units OG at Entry 3.
- Only one unit can be selected from any unit group

### Sector Specific Units (SSU)

- A SSU may be included at any relevant level. The SSU will have a maximum value of 3 credits. The credit value of the SSU does not count towards the minimum credit to be achieved at the level of the qualification

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - 'IT User fundamentals' (IUF)
  - 'IT Communication fundamentals' (ICF)
  - 'IT Software fundamentals' (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
T/502/4153	Improving Productivity Using IT	L1	3	20	M	M (Mandatory Unit)
K/502/4389	Audio Software	L1	2	15	OG	AS (Audio Software)
D/502/4390	Audio Software	L2	3	20	OG	AS (Audio Software)
H/502/4391	Audio Software	L3	4	30	OG	AS (Audio Software)
H/502/0177	Audio and video software	E3	2	15	OG	AVS (Audio and Video Software)
A/502/4395	Bespoke Software	L1	2	15	OG	BS (Bespoke Software)
F/502/4396	Bespoke Software	L2	3	20	OG	BS (Bespoke Software)
J/502/4397	Bespoke Software	L3	4	30	OG	BS (Bespoke Software)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	CAS (Computerised Accounting Software)
J/502/4402	Computerised Accounting	L2	3	20	OG	CAS (Computerised Accounting

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
	Software				Software)
L/502/4403	Computerised Accounting Software	L3	5	35	OG CAS (Computerised Accounting Software)
Y/502/0189	Computer Basics	E3	1	5	OG CB (Computer Basics)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG CT (Using Collaborative Technologies)
F/502/4379	Using Collaborative Technologies	L2	4	30	OG CT (Using Collaborative Technologies)
T/502/4380	Using Collaborative Technologies	L3	6	45	OG CT (Using Collaborative Technologies)
H/502/4553	Database Software	L1	3	20	OG DB (Database Software)
M/502/4555	Database Software	L2	4	30	OG DB (Database Software)
T/502/4556	Database Software	L3	6	45	OG DB (Database Software)
J/502/0169	Database software	E3	2	15	OG DB (Database Software)
L/502/0173	Design and imaging software	E3	2	15	OG DIS (Design and Imaging Software)
D/502/0193	Digital Lifestyle	E3	1	5	OG DL (Digital Lifestyle)
F/502/4558	Data Management Software	L1	2	15	OG DM (Data Management Software)
J/502/4559	Data Management Software	L2	3	20	OG DM (Data Management Software)
A/502/4560	Data Management Software	L3	4	30	OG DM (Data Management Software)
R/502/2216	Data management software	E3	2	15	OG DM (Data Management Software)
Y/502/0175	Desktop publishing software	E3	2	15	OG DP (Desktop Publishing Software)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG DP (Desktop Publishing Software)
D/502/4566	Desktop Publishing Software	L2	4	30	OG DP (Desktop Publishing Software)
H/502/4567	Desktop Publishing Software	L3	5	40	OG DP (Desktop Publishing Software)
J/502/4609	Drawing and Planning Software	L1	2	15	OG DR (Drawing and Planning Software)
F/502/4611	Drawing and Planning Software	L3	4	30	OG DR (Drawing and Planning Software)
A/502/4610	Drawing and Planning Software	L2	3	20	OG DR (Drawing and Planning Software)
M/502/4572	Design Software	L1	3	20	OG DS (Design Software)
T/502/4573	Design Software	L2	4	30	OG DS (Design Software)
A/502/4574	Design Software	L3	5	40	OG DS (Design Software)
J/502/0172	Using email	E3	1	10	OG EM (Using Email)
J/502/4299	Using Email	L1	2	15	OG EM (Using Email)
M/502/4300	Using Email	L2	3	20	OG EM (Using Email)
T/502/4301	Using Email	L3	3	20	OG EM (Using Email)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	ICF (IT Communication Fundamentals)
D/502/4292	IT Communication Fundamentals	L2	2	15	OG	ICF (IT Communication Fundamentals)
J/502/4612	Imaging Software	L1	3	20	OG	IM (Imaging Software)
L/502/4613	Imaging Software	L2	4	30	OG	IM (Imaging Software)
R/502/4614	Imaging Software	L3	5	40	OG	IM (Imaging Software)
F/502/0171	Using the Internet	E3	1	10	OG	IN (Using the Internet)
T/502/4296	Using the Internet	L1	3	20	OG	IN (Using the Internet)
A/502/4297	Using the Internet	L2	4	30	OG	IN (Using the Internet)
F/502/4298	Using the Internet	L3	5	40	OG	IN (Using the Internet)
R/502/4256	IT Security for Users	L1	1	10	OG	IS (IT Security for Users)
Y/502/4257	IT Security for Users	L2	2	15	OG	IS (IT Security for Users)
D/502/4258	IT Security for Users	L3	3	20	OG	IS (IT Security for Users)
Y/502/0192	Computer Security and Privacy	E3	1	5	OG	IS (IT Security for Users)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	ISF (IT Software Fundamentals)
R/502/4385	IT Software Fundamentals	L2	3	20	OG	ISF (IT Software Fundamentals)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	INS (Internet Safety for IT Users)
T/502/0166	IT User fundamentals	E3	2	15	OG	IUF (IT User fundamentals)
J/502/4206	IT User Fundamentals	L1	3	20	OG	IUF (IT User fundamentals)
L/502/4207	IT User Fundamentals	L2	3	20	OG	IUF (IT User fundamentals)
L/502/0190	The Internet and World Wide Web	E3	1	5	OG	IWW (The Internet and World Wide Web)
D/502/0176	Using Mobile IT devices	E3	1	10	OG	MD (Using Mobile IT devices)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	MD (Using Mobile IT devices)
K/502/4375	Using Mobile IT Devices	L2	2	15	OG	MD (Using Mobile IT devices)
Y/502/4615	Multimedia Software	L1	3	20	OG	MM (Multimedia Software)
D/502/4616	Multimedia Software	L2	4	30	OG	MM (Multimedia Software)
H/502/4617	Multimedia Software	L3	6	45	OG	MM (Multimedia Software)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	OP (Optimise IT System Performance)
H/502/4245	Optimise IT System Performance	L2	4	30	OG	OP (Optimise IT System Performance)
K/502/4246	Optimise IT System Performance	L3	5	40	OG	OP (Optimise IT System Performance)
Y/502/4369	Personal Information	L1	2	15	OG	PI (Personal Information Management)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
	Management Software					Software)
L/502/4370	Personal Information Management Software	L2	2	15	OG	PI (Personal Information Management Software)
J/502/2214	Personal information management software	E3	1	10	OG	PI (Personal Information Management Software)
K/502/4618	Project Management Software	L1	3	20	OG	PM (Project Management Software)
H/502/4620	Project Management Software	L3	5	40	OG	PM (Project Management Software)
M/502/4619	Project Management Software	L2	4	30	OG	PM (Project Management Software)
R/502/0191	Productivity Programmes	E3	1	5	OG	PP (Productivity Programmes)
A/502/0170	Presentation software	E3	2	15	OG	PS (Presentation software)
K/502/4621	Presentation Software	L1	3	20	OG	PS (Presentation software)
M/502/4622	Presentation Software	L2	4	30	OG	PS (Presentation software)
T/502/4623	Presentation Software	L3	6	45	OG	PS (Presentation software)
Y/502/4209	Set Up an IT System	L1	3	20	OG	SI (Set Up an IT System)
R/502/4211	Set Up an IT System	L3	5	40	OG	SI (Set Up an IT System)
L/502/4210	Set Up an IT System	L2	4	30	OG	SI (Set Up an IT System)
L/502/4398	Specialist Software	L1	2	15	OG	SP (Specialist Software)
R/502/4399	Specialist Software	L2	3	20	OG	SP (Specialist Software)
A/502/4400	Specialist Software	L3	4	30	OG	SP (Specialist Software)
L/502/2215	Specialist/bespoke software	E3	2	15	OG	SP (Specialist Software)
F/502/0168	Spreadsheet software	E3	2	15	OG	SS (Spreadsheet Software)
A/502/4624	Spreadsheet Software	L1	3	20	OG	SS (Spreadsheet Software)
F/502/4625	Spreadsheet Software	L2	4	30	OG	SS (Spreadsheet Software)
J/502/4626	Spreadsheet Software	L3	6	45	OG	SS (Spreadsheet Software)
J/502/9311	Using a computer keyboard	L1	1	10	OG	UCK (Using a Computer Keyboard)
K/502/4392	Video Software	L1	2	15	OG	VS (Video Software)
M/502/4393	Video Software	L2	3	20	OG	VS (Video Software)
T/502/4394	Video Software	L3	4	30	OG	VS (Video Software)
A/502/0167	Word processing software	E3	2	15	OG	WPS (Word processing Software)
L/502/4627	Word Processing Software	L1	3	20	OG	WPS (Word processing Software)
R/502/4628	Word Processing Software	L2	4	30	OG	WPS (Word processing Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
Y/502/4629	Word Processing Software	L3	6	45	OG	WPS (Word processing Software)
L/502/4630	Website Software	L1	3	20	OG	WS (Website Software)
R/502/4631	Website Software	L2	4	30	OG	WS (Website Software)
Y/502/4632	Website Software	L3	5	40	OG	WS (Website Software)

## Gateway Qualifications Level 1 Diploma in IT User Skills (ITQ)

To achieve the Level 1 Diploma learners must achieve 37 credits.

- Learners must achieve 3 credits from the mandatory unit in group M.
- A minimum of 17 credits must be achieved in total from the optional units OG at level 1.
- A maximum of 5 credits can be achieved the optional units OG at Entry 3.
- Only one unit can be selected from any unit group

### Sector Specific Units (SSU)

- A SSU may be included at any relevant level. The SSU will have a maximum value of 3 credits. The credit value of the SSU does not count towards the minimum credit to be achieved at the level of the qualification

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - 'IT User fundamentals' (IUF)
  - 'IT Communication fundamentals' (ICF)
  - 'IT Software fundamentals' (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

Unit Reference Number	Title	Level	Credit Value	GLH		Unit Group
T/502/4153	Improving Productivity Using IT	L1	3	20	M	M (Mandatory Unit)
K/502/4389	Audio Software	L1	2	15	OG	AS (Audio Software)
D/502/4390	Audio Software	L2	3	20	OG	AS (Audio Software)
H/502/4391	Audio Software	L3	4	30	OG	AS (Audio Software)
H/502/0177	Audio and video software	E3	2	15	OG	AVS (Audio and Video Software)
A/502/4395	Bespoke Software	L1	2	15	OG	BS (Bespoke Software)
F/502/4396	Bespoke Software	L2	3	20	OG	BS (Bespoke Software)
J/502/4397	Bespoke Software	L3	4	30	OG	BS (Bespoke Software)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	CAS (Computerised Accounting Software)
J/502/4402	Computerised Accounting	L2	3	20	OG	CAS (Computerised Accounting Software)

Unit Reference Number	Title	Level	Credit Value	GLH		Unit Group
	Software					
L/502/4403	Computerised Accounting Software	L3	5	35	OG	CAS (Computerised Accounting Software)
Y/502/0189	Computer Basics	E3	1	5	OG	CB (Computer Basics)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	CT (Using Collaborative Technologies)
F/502/4379	Using Collaborative Technologies	L2	4	30	OG	CT (Using Collaborative Technologies)
T/502/4380	Using Collaborative Technologies	L3	6	45	OG	CT (Using Collaborative Technologies)
H/502/4553	Database Software	L1	3	20	OG	DB (Database Software)
M/502/4555	Database Software	L2	4	30	OG	DB (Database Software)
T/502/4556	Database Software	L3	6	45	OG	DB (Database Software)
J/502/0169	Database software	E3	2	15	OG	DB (Database Software)
L/502/0173	Design and imaging software	E3	2	15	OG	DIS (Design and Imaging Software)
D/502/0193	Digital Lifestyle	E3	1	5	OG	DL (Digital Lifestyle)
F/502/4558	Data Management Software	L1	2	15	OG	DM (Data Management Software)
J/502/4559	Data Management Software	L2	3	20	OG	DM (Data Management Software)
A/502/4560	Data Management Software	L3	4	30	OG	DM (Data Management Software)
R/502/2216	Data management software	E3	2	15	OG	DM (Data Management Software)
Y/502/0175	Desktop publishing software	E3	2	15	OG	DP (Desktop Publishing Software)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	DP (Desktop Publishing Software)
D/502/4566	Desktop Publishing Software	L2	4	30	OG	DP (Desktop Publishing Software)
H/502/4567	Desktop Publishing Software	L3	5	40	OG	DP (Desktop Publishing Software)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	DR (Drawing and Planning Software)
F/502/4611	Drawing and Planning Software	L3	4	30	OG	DR (Drawing and Planning Software)
A/502/4610	Drawing and Planning Software	L2	3	20	OG	DR (Drawing and Planning Software)
M/502/4572	Design Software	L1	3	20	OG	DS (Design Software)
T/502/4573	Design Software	L2	4	30	OG	DS (Design Software)
A/502/4574	Design Software	L3	5	40	OG	DS (Design Software)
J/502/0172	Using email	E3	1	10	OG	EM (Using Email)
J/502/4299	Using Email	L1	2	15	OG	EM (Using Email)
M/502/4300	Using Email	L2	3	20	OG	EM (Using Email)
T/502/4301	Using Email	L3	3	20	OG	EM (Using Email)

Unit Reference Number	Title	Level	Credit Value	GLH		Unit Group
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	ICF (IT Communication Fundamentals)
D/502/4292	IT Communication Fundamentals	L2	2	15	OG	ICF (IT Communication Fundamentals)
J/502/4612	Imaging Software	L1	3	20	OG	IM (Imaging Software)
L/502/4613	Imaging Software	L2	4	30	OG	IM (Imaging Software)
R/502/4614	Imaging Software	L3	5	40	OG	IM (Imaging Software)
F/502/0171	Using the Internet	E3	1	10	OG	IN (Using the Internet)
T/502/4296	Using the Internet	L1	3	20	OG	IN (Using the Internet)
A/502/4297	Using the Internet	L2	4	30	OG	IN (Using the Internet)
F/502/4298	Using the Internet	L3	5	40	OG	IN (Using the Internet)
R/502/4256	IT Security for Users	L1	1	10	OG	IS (IT Security for Users)
Y/502/4257	IT Security for Users	L2	2	15	OG	IS (IT Security for Users)
D/502/4258	IT Security for Users	L3	3	20	OG	IS (IT Security for Users)
Y/502/0192	Computer Security and Privacy	E3	1	5	OG	IS (IT Security for Users)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	ISF (IT Software Fundamentals)
R/502/4385	IT Software Fundamentals	L2	3	20	OG	ISF (IT Software Fundamentals)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	INS (Internet Safety for IT users)
T/502/0166	IT User fundamentals	E3	2	15	OG	IUF (IT User Fundamentals)
J/502/4206	IT User Fundamentals	L1	3	20	OG	IUF (IT User Fundamentals)
L/502/4207	IT User Fundamentals	L2	3	20	OG	IUF (IT User Fundamentals)
L/502/0190	The Internet and World Wide Web	E3	1	5	OG	IWW (The Internet and World Wide Web)
D/502/0176	Using Mobile IT devices	E3	1	10	OG	MD (Using Mobile IT devices)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	MD (Using Mobile IT devices)
Y/502/4615	Multimedia Software	L1	3	20	OG	MM (Multimedia Software)
D/502/4616	Multimedia Software	L2	4	30	OG	MM (Multimedia Software)
H/502/4617	Multimedia Software	L3	6	45	OG	MM (Multimedia Software)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	OP (Optimise IT System Performance)
H/502/4245	Optimise IT System Performance	L2	4	30	OG	OP (Optimise IT System Performance)
K/502/4246	Optimise IT System Performance	L3	5	40	OG	OP (Optimise IT System Performance)
Y/502/4369	Personal Information Management Software	L1	2	15	OG	PI (Personal Information Management Software)

Unit Reference Number	Title	Level	Credit Value	GLH		Unit Group
L/502/4370	Personal Information Management Software	L2	2	15	OG	PI (Personal Information Management Software)
J/502/2214	Personal information management software	E3	1	10	OG	PI (Personal Information Management Software)
K/502/4618	Project Management Software	L1	3	20	OG	PM (Project Management Software)
H/502/4620	Project Management Software	L3	5	40	OG	PM (Project Management Software)
M/502/4619	Project Management Software	L2	4	30	OG	PM (Project Management Software)
R/502/0191	Productivity Programmes	E3	1	5	OG	PP (Productivity Programmes)
A/502/0170	Presentation software	E3	2	15	OG	PS (Presentation Software)
K/502/4621	Presentation Software	L1	3	20	OG	PS (Presentation Software)
M/502/4622	Presentation Software	L2	4	30	OG	PS (Presentation Software)
T/502/4623	Presentation Software	L3	6	45	OG	PS (Presentation Software)
Y/502/4209	Set Up an IT System	L1	3	20	OG	SI (Set Up an IT System)
R/502/4211	Set Up an IT System	L3	5	40	OG	SI (Set Up an IT System)
L/502/4210	Set Up an IT System	L2	4	30	OG	SI (Set Up an IT System)
L/502/4398	Specialist Software	L1	2	15	OG	SP (Specialist Software)
R/502/4399	Specialist Software	L2	3	20	OG	SP (Specialist Software)
A/502/4400	Specialist Software	L3	4	30	OG	SP (Specialist Software)
L/502/2215	Specialist/bespoke software	E3	2	15	OG	SP (Specialist Software)
F/502/0168	Spreadsheet software	E3	2	15	OG	SS (Spreadsheet Software)
A/502/4624	Spreadsheet Software	L1	3	20	OG	SS (Spreadsheet Software)
F/502/4625	Spreadsheet Software	L2	4	30	OG	SS (Spreadsheet Software)
J/502/4626	Spreadsheet Software	L3	6	45	OG	SS (Spreadsheet Software)
J/502/9311	Using a computer keyboard	L1	1	10	OG	UCK (Using a Computer Keyboard)
K/502/4392	Video Software	L1	2	15	OG	VS (Video Software)
M/502/4393	Video Software	L2	3	20	OG	VS (Video Software)
T/502/4394	Video Software	L3	4	30	OG	VS (Video Software)
A/502/0167	Word processing software	E3	2	15	OG	WPS (Word Processing Software)
L/502/4627	Word Processing Software	L1	3	20	OG	WPS (Word Processing Software)
R/502/4628	Word Processing Software	L2	4	30	OG	WPS (Word Processing Software)
Y/502/4629	Word Processing Software	L3	6	45	OG	WPS (Word Processing Software)

Unit Reference Number	Title	Level	Credit Value	GLH		Unit Group
L/502/4630	Website Software	L1	3	20	OG	WS (Website Software)
R/502/4631	Website Software	L2	4	30	OG	WS (Website Software)
Y/502/4632	Website Software	L3	5	40	OG	WS (Website Software)

## Gateway Qualifications Level 2 Award in IT User Skills (ITQ)

To achieve the Level 2 Award in IT User Skills (ITQ) learners must achieve 10 credits.

- A minimum of 7 credits must be achieved at Level 2
- Only one unit can be selected from any unit group

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - 'IT User fundamentals' (IUF)
  - 'IT Communication fundamentals' (ICF)
  - 'IT Software fundamentals' (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
K/502/4389	Audio Software	L1	2	15	OG	AS (Audio Software)
D/502/4390	Audio Software	L2	3	20	OG	AS (Audio Software)
H/502/4391	Audio Software	L3	4	30	OG	AS (Audio Software)
A/502/4395	Bespoke Software	L1	2	15	OG	BS (Bespoke Software)
F/502/4396	Bespoke Software	L2	3	20	OG	BS (Bespoke Software)
J/502/4397	Bespoke Software	L3	4	30	OG	BS (Bespoke Software)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	CAS (Computerised Accounting Software)
J/502/4402	Computerised Accounting Software	L2	3	20	OG	CAS (Computerised Accounting Software)
L/502/4403	Computerised Accounting Software	L3	5	35	OG	CAS (Computerised Accounting Software)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	CT (Using Collaborative Technologies)
F/502/4379	Using Collaborative Technologies	L2	4	30	OG	CT (Using Collaborative Technologies)
T/502/4380	Using Collaborative	L3	6	45	OG	CT (Using Collaborative Technologies)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
	Technologies					
H/502/4553	Database Software	L1	3	20	OG	DB (Database Software)
M/502/4555	Database Software	L2	4	30	OG	DB (Database Software)
T/502/4556	Database Software	L3	6	45	OG	DB (Database Software)
F/502/4558	Data Management Software	L1	2	15	OG	DM (Data Management Software)
J/502/4559	Data Management Software	L2	3	20	OG	DM (Data Management Software)
A/502/4560	Data Management Software	L3	4	30	OG	DM (Data Management Software)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	DP (Desktop Publishing Software)
D/502/4566	Desktop Publishing Software	L2	4	30	OG	DP (Desktop Publishing Software)
H/502/4567	Desktop Publishing Software	L3	5	40	OG	DP (Desktop Publishing Software)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	DR (Drawing and Planning Software)
F/502/4611	Drawing and Planning Software	L3	4	30	OG	DR (Drawing and Planning Software)
A/502/4610	Drawing and Planning Software	L2	3	20	OG	DR (Drawing and Planning Software)
M/502/4572	Design Software	L1	3	20	OG	DS (Design Software)
T/502/4573	Design Software	L2	4	30	OG	DS (Design Software)
A/502/4574	Design Software	L3	5	40	OG	DS (Design Software)
J/502/4299	Using Email	L1	2	15	OG	EM (Using Email)
M/502/4300	Using Email	L2	3	20	OG	EM (Using Email)
T/502/4301	Using Email	L3	3	20	OG	EM (Using Email)
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	ICF (IT Communication Fundamentals)
D/502/4292	IT Communication Fundamentals	L2	2	15	OG	ICF (IT Communication Fundamentals)
J/502/4612	Imaging Software	L1	3	20	OG	IM (Imaging Software)
L/502/4613	Imaging Software	L2	4	30	OG	IM (Imaging Software)
R/502/4614	Imaging Software	L3	5	40	OG	IM (Imaging Software)
T/502/4296	Using the Internet	L1	3	20	OG	IN (Using the Internet)
A/502/4297	Using the Internet	L2	4	30	OG	IN (Using the Internet)
F/502/4298	Using the Internet	L3	5	40	OG	IN (Using the Internet)
T/502/4153	Improving Productivity Using IT	L1	3	20	OG	IP (Improving Productivity Using IT)
J/502/4156	Improving Productivity Using IT	L2	4	30	OG	IP (Improving Productivity Using IT)
L/502/4157	Improving Productivity Using IT	L3	5	40	OG	IP (Improving Productivity Using IT)
R/502/4256	IT Security for Users	L1	1	10	OG	IS (IT Security for Users)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
Y/502/4257	IT Security for Users	L2	2	15	OG	IS (IT Security for Users)
D/502/4258	IT Security for Users	L3	3	20	OG	IS (IT Security for Users)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	ISF (IT Software Fundamentals)
R/502/4385	IT Software Fundamentals	L2	3	20	OG	ISF (IT Software Fundamentals)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	INS (Internet Safety for IT Users)
J/502/4206	IT User Fundamentals	L1	3	20	OG	IUF (IT User Fundamentals)
L/502/4207	IT User Fundamentals	L2	3	20	OG	IUF (IT User Fundamentals)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	MD (Using Mobile IT Devices)
K/502/4375	Using Mobile IT Devices	L2	2	15	OG	MD (Using Mobile IT Devices)
Y/502/4615	Multimedia Software	L1	3	20	OG	MM (Multimedia Software)
D/502/4616	Multimedia Software	L2	4	30	OG	MM (Multimedia Software)
H/502/4617	Multimedia Software	L3	6	45	OG	MM (Multimedia Software)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	OP (Optimise IT System Performance)
H/502/4245	Optimise IT System Performance	L2	4	30	OG	OP (Optimise IT System Performance)
K/502/4246	Optimise IT System Performance	L3	5	40	OG	OP (Optimise IT System Performance)
Y/502/4369	Personal Information Management Software	L1	2	15	OG	PI (Personal Information Management Software)
L/502/4370	Personal Information Management Software	L2	2	15	OG	PI (Personal Information Management Software)
K/502/4618	Project Management Software	L1	3	20	OG	PM (Project Management Software)
H/502/4620	Project Management Software	L3	5	40	OG	PM (Project Management Software)
M/502/4619	Project Management Software	L2	4	30	OG	PM (Project Management Software)
K/502/4621	Presentation Software	L1	3	20	OG	PS (Presentation Software)
M/502/4622	Presentation Software	L2	4	30	OG	PS (Presentation Software)
T/502/4623	Presentation Software	L3	6	45	OG	PS (Presentation Software)
Y/502/4209	Set Up an IT System	L1	3	20	OG	SI (Set Up an IT System)
R/502/4211	Set Up an IT System	L3	5	40	OG	SI (Set Up an IT System)
L/502/4210	Set Up an IT System	L2	4	30	OG	SI (Set Up an IT System)
L/502/4398	Specialist Software	L1	2	15	OG	SP (Specialist Software)
R/502/4399	Specialist Software	L2	3	20	OG	SP (Specialist Software)
A/502/4400	Specialist Software	L3	4	30	OG	SP (Specialist Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
A/502/4624	Spreadsheet Software	L1	3	20	OG	SS (Spreadsheet Software)
F/502/4625	Spreadsheet Software	L2	4	30	OG	SS (Spreadsheet Software)
J/502/4626	Spreadsheet Software	L3	6	45	OG	SS (Spreadsheet Software)
J/502/9311	Using a computer keyboard	L1	1	10	OG	UCK (Using a Computer Keyboard)
K/502/4392	Video Software	L1	2	15	OG	VS (Video Software)
M/502/4393	Video Software	L2	3	20	OG	VS (Video Software)
T/502/4394	Video Software	L3	4	30	OG	VS (Video Software)
L/502/4627	Word Processing Software	L1	3	20	OG	WPS (Word Processing Software)
R/502/4628	Word Processing Software	L2	4	30	OG	WPS (Word Processing Software)
Y/502/4629	Word Processing Software	L3	6	45	OG	WPS (Word Processing Software)
L/502/4630	Website Software	L1	3	20	OG	WS (Website Software)
R/502/4631	Website Software	L2	4	30	OG	WS (Website Software)
Y/502/4632	Website Software	L3	5	40	OG	WS (Website Software)

## Gateway Qualifications Level 2 Certificate in IT User Skills (ITQ)

To achieve the Level 2 Certificate in IT User Skills (ITQ) learners must achieve 16 credits.

- Learners must achieve 4 credits from the mandatory unit in group M.
- A minimum of 6 credits must be achieved from the optional units in group OG at level 2.
- No credits can be achieved at Entry Level 3.
- Only one unit can be selected from any unit group

### Sector Specific Units (SSU)

- A SSU may be included at any relevant level. The SSU will have a maximum value of 4 credits. The credit value of the SSU does not count towards the minimum credit to be achieved at the level of the qualification

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - 'IT User fundamentals' (IUF)
  - 'IT Communication fundamentals' (ICF)
  - 'IT Software fundamentals' (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

to that NOS at the same level. The exemptions will not be exclusively units but will also include NQF qualifications.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
J/502/4156	Improving Productivity Using IT	L2	4	30	M	M (Mandatory Unit)
K/502/4389	Audio Software	L1	2	15	OG	AS (Audio Software)
D/502/4390	Audio Software	L2	3	20	OG	AS (Audio Software)
H/502/4391	Audio Software	L3	4	30	OG	AS (Audio Software)
A/502/4395	Bespoke Software	L1	2	15	OG	BS (Bespoke Software)
F/502/4396	Bespoke Software	L2	3	20	OG	BS (Bespoke Software)
J/502/4397	Bespoke Software	L3	4	30	OG	BS (Bespoke Software)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	CAS (Computerised Accounting Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
J/502/4402	Computerised Accounting Software	L2	3	20	OG	CAS (Computerised Accounting Software)
L/502/4403	Computerised Accounting Software	L3	5	35	OG	CAS (Computerised Accounting Software)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	CT (Using Collaborative Technologies)
F/502/4379	Using Collaborative Technologies	L2	4	30	OG	CT (Using Collaborative Technologies)
T/502/4380	Using Collaborative Technologies	L3	6	45	OG	CT (Using Collaborative Technologies)
H/502/4553	Database Software	L1	3	20	OG	DB (Database Software)
M/502/4555	Database Software	L2	4	30	OG	DB (Database Software)
T/502/4556	Database Software	L3	6	45	OG	DB (Database Software)
F/502/4558	Data Management Software	L1	2	15	OG	DM (Data Management Software)
J/502/4559	Data Management Software	L2	3	20	OG	DM (Data Management Software)
A/502/4560	Data Management Software	L3	4	30	OG	DM (Data Management Software)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	DP (Desktop Publishing Software)
D/502/4566	Desktop Publishing Software	L2	4	30	OG	DP (Desktop Publishing Software)
H/502/4567	Desktop Publishing Software	L3	5	40	OG	DP (Desktop Publishing Software)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	DR (Drawing and Planning Software)
F/502/4611	Drawing and Planning Software	L3	4	30	OG	DR (Drawing and Planning Software)
A/502/4610	Drawing and Planning Software	L2	3	20	OG	DR (Drawing and Planning Software)
M/502/4572	Design Software	L1	3	20	OG	DS (Design Software)
T/502/4573	Design Software	L2	4	30	OG	DS (Design Software)
A/502/4574	Design Software	L3	5	40	OG	DS (Design Software)
J/502/4299	Using Email	L1	2	15	OG	EM (Using Email)
M/502/4300	Using Email	L2	3	20	OG	EM (Using Email)
T/502/4301	Using Email	L3	3	20	OG	EM (Using Email)
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	ICF (IT Communication Fundamentals)
D/502/4292	IT Communication Fundamentals	L2	2	15	OG	ICF (IT Communication Fundamentals)
J/502/4612	Imaging Software	L1	3	20	OG	IM (Imaging Software)
L/502/4613	Imaging Software	L2	4	30	OG	IM (Imaging Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
R/502/4614	Imaging Software	L3	5	40	OG	IM (Imaging Software)
T/502/4296	Using the Internet	L1	3	20	OG	IN (Using the Internet)
A/502/4297	Using the Internet	L2	4	30	OG	IN (Using the Internet)
F/502/4298	Using the Internet	L3	5	40	OG	IN (Using the Internet)
R/502/4256	IT Security for Users	L1	1	10	OG	IS (IT Security for Users)
Y/502/4257	IT Security for Users	L2	2	15	OG	IS (IT Security for Users)
D/502/4258	IT Security for Users	L3	3	20	OG	IS (IT Security for Users)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	ISF (IT Software Fundamentals)
R/502/4385	IT Software Fundamentals	L2	3	20	OG	ISF (IT Software Fundamentals)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	INS (Internet Safety for IT Users)
J/502/4206	IT User Fundamentals	L1	3	20	OG	IUF (IT User Fundamentals)
L/502/4207	IT User Fundamentals	L2	3	20	OG	IUF (IT User Fundamentals)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	MD (Using Mobile IT Devices)
K/502/4375	Using Mobile IT Devices	L2	2	15	OG	MD (Using Mobile IT Devices)
Y/502/4615	Multimedia Software	L1	3	20	OG	MM (Multimedia Software)
D/502/4616	Multimedia Software	L2	4	30	OG	MM (Multimedia Software)
H/502/4617	Multimedia Software	L3	6	45	OG	MM (Multimedia Software)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	OP (Optimise IT System Performance)
H/502/4245	Optimise IT System Performance	L2	4	30	OG	OP (Optimise IT System Performance)
K/502/4246	Optimise IT System Performance	L3	5	40	OG	OP (Optimise IT System Performance)
Y/502/4369	Personal Information Management Software	L1	2	15	OG	PI (Personal Information Management Software)
L/502/4370	Personal Information Management Software	L2	2	15	OG	PI (Personal Information Management Software)
K/502/4618	Project Management Software	L1	3	20	OG	PM (Project Management Software)
H/502/4620	Project Management Software	L3	5	40	OG	PM (Project Management Software)
M/502/4619	Project Management Software	L2	4	30	OG	PM (Project Management Software)
K/502/4621	Presentation Software	L1	3	20	OG	PS (Presentation Software)
M/502/4622	Presentation Software	L2	4	30	OG	PS (Presentation Software)
T/502/4623	Presentation Software	L3	6	45	OG	PS (Presentation Software)
Y/502/4209	Set Up an IT System	L1	3	20	OG	SI (Set Up an IT System)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
R/502/4211	Set Up an IT System	L3	5	40	OG	SI (Set Up an IT System)
L/502/4210	Set Up an IT System	L2	4	30	OG	SI (Set Up an IT System)
L/502/4398	Specialist Software	L1	2	15	OG	SP (Specialist Software)
R/502/4399	Specialist Software	L2	3	20	OG	SP (Specialist Software)
A/502/4400	Specialist Software	L3	4	30	OG	SP (Specialist Software)
A/502/4624	Spreadsheet Software	L1	3	20	OG	SS (Spreadsheet Software)
F/502/4625	Spreadsheet Software	L2	4	30	OG	SS (Spreadsheet Software)
J/502/4626	Spreadsheet Software	L3	6	45	OG	SS (Spreadsheet Software)
J/502/9311	Using a computer keyboard	L1	1	10	OG	UCK (Using a Computer Keyboard)
K/502/4392	Video Software	L1	2	15	OG	VS (Video Software)
M/502/4393	Video Software	L2	3	20	OG	VS (Video Software)
T/502/4394	Video Software	L3	4	30	OG	VS (Video Software)
L/502/4627	Word Processing Software	L1	3	20	OG	WPS (Word Processing Software)
R/502/4628	Word Processing Software	L2	4	30	OG	WPS (Word Processing Software)
Y/502/4629	Word Processing Software	L3	6	45	OG	WPS (Word Processing Software)
L/502/4630	Website Software	L1	3	20	OG	WS (Website Software)
R/502/4631	Website Software	L2	4	30	OG	WS (Website Software)
Y/502/4632	Website Software	L3	5	40	OG	WS (Website Software)

## Gateway Qualifications Level 2 Diploma in IT User Skills (ITQ)

To achieve the Level 2 Diploma in IT User Skills (ITQ) learners must achieve 38 credits.

- Learners must achieve 4 credits from the mandatory unit in Group M.
- A minimum of 17 credits must be achieved from optional units OG at level 2.
- No credits can be achieved at Entry Level 3.
- Only one unit can be selected from any unit group.

### Sector Specific Units (SSU)

- A SSU may be included at any relevant level. The SSU will have a maximum value of 4 credits. The credit value of the SSU does not count towards the minimum credit to be achieved at the level of the qualification

### Equivalent Units

- ICT Functional Skills (FS IT) qualifications are treated as equivalent to the following units with embedded Functional Skills;
  - ‘IT User fundamentals’ (IUF)
  - ‘IT Communication fundamentals’ (ICF)
  - ‘IT Software fundamentals’ (ISF)
- Where the candidate has achieved FS IT at or above the level of the qualification and one or more of the units with embedded FS (IUF, ICF, ISF), achievement of FS IT 5 credits will be recognised. IUF, ICF and ISF will be excluded.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
J/502/4156	Improving Productivity Using IT	L2	4	30	M	M (Mandatory Unit)
K/502/4389	Audio Software	L1	2	15	OG	AS (Audio Software)
D/502/4390	Audio Software	L2	3	20	OG	AS (Audio Software)
H/502/4391	Audio Software	L3	4	30	OG	AS (Audio Software)
A/502/4395	Bespoke Software	L1	2	15	OG	BS (Bespoke Software)
F/502/4396	Bespoke Software	L2	3	20	OG	BS (Bespoke Software)
J/502/4397	Bespoke Software	L3	4	30	OG	BS (Bespoke Software)
F/502/4401	Computerised Accounting Software	L1	2	15	OG	CAS (Computerised Accounting Software)
J/502/4402	Computerised Accounting Software	L2	3	20	OG	CAS (Computerised Accounting Software)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
L/502/4403	Computerised Accounting Software	L3	5	35	OG	CAS (Computerised Accounting Software)
A/502/4378	Using Collaborative Technologies	L1	3	20	OG	CT (Using Collaborative Technologies)
F/502/4379	Using Collaborative Technologies	L2	4	30	OG	CT (Using Collaborative Technologies)
T/502/4380	Using Collaborative Technologies	L3	6	45	OG	CT (Using Collaborative Technologies)
H/502/4553	Database Software	L1	3	20	OG	DB (Database Software)
M/502/4555	Database Software	L2	4	30	OG	DB (Database Software)
T/502/4556	Database Software	L3	6	45	OG	DB (Database Software)
F/502/4558	Data Management Software	L1	2	15	OG	DM (Data Management Software)
J/502/4559	Data Management Software	L2	3	20	OG	DM (Data Management Software)
A/502/4560	Data Management Software	L3	4	30	OG	DM (Data Management Software)
Y/502/4565	Desktop Publishing Software	L1	3	20	OG	DP (Desktop Publishing Software)
D/502/4566	Desktop Publishing Software	L2	4	30	OG	DP (Desktop Publishing Software)
H/502/4567	Desktop Publishing Software	L3	5	40	OG	DP (Desktop Publishing Software)
J/502/4609	Drawing and Planning Software	L1	2	15	OG	DR (Drawing and Planning Software)
F/502/4611	Drawing and Planning Software	L3	4	30	OG	DR (Drawing and Planning Software)
A/502/4610	Drawing and Planning Software	L2	3	20	OG	DR (Drawing and Planning Software)
M/502/4572	Design Software	L1	3	20	OG	DS (Design Software)
T/502/4573	Design Software	L2	4	30	OG	DS (Design Software)
A/502/4574	Design Software	L3	5	40	OG	DS (Design Software)
J/502/4299	Using Email	L1	2	15	OG	EM (Using Email)
M/502/4300	Using Email	L2	3	20	OG	EM (Using Email)
T/502/4301	Using Email	L3	3	20	OG	EM (Using Email)
Y/502/4291	IT Communication Fundamentals	L1	2	15	OG	ICF (IT Communication Fundamentals)
D/502/4292	IT Communication Fundamentals	L2	2	15	OG	ICF (IT Communication Fundamentals)
J/502/4612	Imaging Software	L1	3	20	OG	IM (Imaging Software)
L/502/4613	Imaging Software	L2	4	30	OG	IM (Imaging Software)
R/502/4614	Imaging Software	L3	5	40	OG	IM (Imaging Software)
T/502/4296	Using the Internet	L1	3	20	OG	IN (Using the Internet)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
A/502/4297	Using the Internet	L2	4	30	OG	IN (Using the Internet)
F/502/4298	Using the Internet	L3	5	40	OG	IN (Using the Internet)
R/502/4256	IT Security for Users	L1	1	10	OG	IS (IT Security for Users)
Y/502/4257	IT Security for Users	L2	2	15	OG	IS (IT Security for Users)
D/502/4258	IT Security for Users	L3	3	20	OG	IS (IT Security for Users)
L/502/4384	IT Software Fundamentals	L1	3	20	OG	ISF (IT Software Fundamentals)
R/502/4385	IT Software Fundamentals	L2	3	20	OG	ISF (IT Software Fundamentals)
H/502/9154	Internet Safety for IT users	L1	3	20	OG	INS (Internet Safety for IT Users)
J/502/4206	IT User Fundamentals	L1	3	20	OG	IUF (IT User Fundamentals)
L/502/4207	IT User Fundamentals	L2	3	20	OG	IUF (IT User Fundamentals)
H/502/4374	Using Mobile IT Devices	L1	2	15	OG	MD (Using Mobile IT Devices)
K/502/4375	Using Mobile IT Devices	L2	2	15	OG	MD (Using Mobile IT Devices)
Y/502/4615	Multimedia Software	L1	3	20	OG	MM (Multimedia Software)
D/502/4616	Multimedia Software	L2	4	30	OG	MM (Multimedia Software)
H/502/4617	Multimedia Software	L3	6	45	OG	MM (Multimedia Software)
D/502/4244	Optimise IT System Performance	L1	2	15	OG	OP (Optimise IT System Performance)
H/502/4245	Optimise IT System Performance	L2	4	30	OG	OP (Optimise IT System Performance)
K/502/4246	Optimise IT System Performance	L3	5	40	OG	OP (Optimise IT System Performance)
Y/502/4369	Personal Information Management Software	L1	2	15	OG	PI (Personal Information Management Software)
L/502/4370	Personal Information Management Software	L2	2	15	OG	PI (Personal Information Management Software)
K/502/4618	Project Management Software	L1	3	20	OG	PM (Project Management Software)
H/502/4620	Project Management Software	L3	5	40	OG	PM (Project Management Software)
M/502/4619	Project Management Software	L2	4	30	OG	PM (Project Management Software)
K/502/4621	Presentation Software	L1	3	20	OG	PS (Presentation Software)
M/502/4622	Presentation Software	L2	4	30	OG	PS (Presentation Software)
T/502/4623	Presentation Software	L3	6	45	OG	PS (Presentation Software)
Y/502/4209	Set Up an IT System	L1	3	20	OG	SI (Set Up an IT System)
R/502/4211	Set Up an IT System	L3	5	40	OG	SI (Set Up an IT System)
L/502/4210	Set Up an IT System	L2	4	30	OG	SI (Set Up an IT System)

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group	
L/502/4398	Specialist Software	L1	2	15	OG	SP (Specialist Software)
R/502/4399	Specialist Software	L2	3	20	OG	SP (Specialist Software)
A/502/4400	Specialist Software	L3	4	30	OG	SP (Specialist Software)
A/502/4624	Spreadsheet Software	L1	3	20	OG	SS (Spreadsheet Software)
F/502/4625	Spreadsheet Software	L2	4	30	OG	SS (Spreadsheet Software)
J/502/4626	Spreadsheet Software	L3	6	45	OG	SS (Spreadsheet Software)
J/502/9311	Using a computer keyboard	L1	1	10	OG	UCK (Using a Computer Keyboard)
K/502/4392	Video Software	L1	2	15	OG	VS (Video Software)
M/502/4393	Video Software	L2	3	20	OG	VS (Video Software)
T/502/4394	Video Software	L3	4	30	OG	VS (Video Software)
L/502/4627	Word Processing Software	L1	3	20	OG	WPS (Word Processing Software)
R/502/4628	Word Processing Software	L2	4	30	OG	WPS (Word Processing Software)
Y/502/4629	Word Processing Software	L3	6	45	OG	WPS (Word Processing Software)
L/502/4630	Website Software	L1	3	20	OG	WS (Website Software)
R/502/4631	Website Software	L2	4	30	OG	WS (Website Software)
Y/502/4632	Website Software	L3	5	40	OG	WS (Website Software)

### 3.2 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

\*The recognition of prior learning is permitted for this qualification and includes the prior attainment of units on a qualification offered by Gateway Qualifications, e.g. where a learner progresses from a smaller qualification to a larger qualification and where the qualifications have shared content such as an Award, Certificate and/or Diploma.

Centres should refer to the Gateway Qualifications' Recognition of Prior Learning policy and follow the process available on the website.

Qualification Number	Qualification Title	RPL Permitted
600/9974/4	Entry Level Award In IT User Skills (ITQ) (Entry 3)	No
600/9973/2	Entry Level Certificate In IT User Skills (ITQ) (Entry 3)*	Yes
600/9770/X	Level 1 Award in IT User Skills (ITQ)	No
600/9771/1	Level 1 Certificate in IT User Skills (ITQ)*	Yes
600/9772/3	Level 1 Diploma In IT User Skills (ITQ)*	Yes
600/9775/9	Level 2 Award in IT User Skills (ITQ)	No
601/4048/3	Level 2 Certificate in IT User Skills (ITQ)*	Yes
600/9777/2	Level 2 Diploma In IT User Skills (ITQ)*	Yes

### 3.3 Links to other qualifications

The suite of Gateway Qualifications IT User Skills (ITQ) qualifications enables progression to employment, further learning opportunities within employment, or further study.

Learners can gain units from a range of environments such as school, workplace or college that are gained in a practical context and contribute to the achievement of a full ITQ qualification using the appropriate Rules of Combination. The use of units from different levels through a 'spiky profile' will allow an individual to build on their learning in preparation for moving on to the next level of ITQ.

The close relationship between ITQ units and NOS for IT Users will allow employers to see how IT learning can meet the needs of their business.

## 4 Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

### 4.1 Method of Assessment

The method of assessment for the qualifications is through a portfolio of evidence.

Assessment should take into account any additional information provided in the unit details relating the level of demand of:

- the activity, task, problem or question and the context in which it is set
- the information input and output type and structure involved and
- the IT tools, techniques or function to be used.

The following methods are recommended for the assessment of IT User skills, knowledge and understanding for all units:

- e-assessment
- knowledge tests
- scenario-based assessment
- witness testimony
- professional discussion

### 4.2 Assessment Materials

There are no specific assessment materials for these qualifications.

### 4.3 Qualification-Specific Centre Requirements

#### Mandatory unit assessment

In order to reflect the standards of competence expected by employers, assessment of the mandatory unit (Improving Productivity using IT) within Certificates and Diplomas must demonstrate that candidates can apply their relevant skills and knowledge to develop a specified outcome, product or solution. The candidate must independently determine, select and apply the necessary IT tools and techniques to achieve their goal.

The assessment design must cover the following aspects:

**Objectives for using IT** – understanding the context in which IT is to be used or the conditions that may affect the way IT is to be used; understanding what outcome needs to be developed, and the expectations and requirements that the outcome must meet.

**Application of IT skills and knowledge** – understanding what is involved in a piece of work and the best way to get it done.

**Evaluation of the use of IT** – being able to evaluate the strengths and weaknesses of the use of IT, including identifying improvements to inform future work.

In the delivery of qualification and units to pre-16 learners centres are required to exercise due diligence in respect of the following:

- the learner's needs and access to information and advice about the units offered and how the course of learning will meet their needs;
- the learner's present capacity to undertake the tasks set by tutors, and tutors understanding of how particular tasks accord with the assessment criteria for the unit;
- tutors should be fully conversant with the qualification and unit specification/s offered to learners, where clarification is required the centre should consult with the assigned Quality Reviewer for further advice and guidance in the delivery of units and refer to the Centre Handbook and Reasonable Adjustment and Special Consideration policy and guidance.
- centres will be required to have appropriate and up to date risk assessments and ensure that appropriate support and supervision is provided; appropriate subject specialist knowledge should be consulted where the possibility of harm to learners is identified; this will be monitored through Gateway Qualifications' quality assurance process.
- the centre contact for the unit/qualification being delivered must ensure that all procedures relating to the delivery of the unit/qualification operate effectively in the centre.

#### 4.4 Qualification-Specific Tutor/Assessor Requirements

There are no qualification specific requirements. Centres should refer to the published Gateway Qualifications Centre Handbook.

Centres should ensure that tutors/assessors/internal quality assurers have the necessary IT skills and experience to assess the units and qualifications they are making judgements on, such as demonstrated by holding an ITQ at level 3.

#### 4.5 Qualification-Specific Verification Requirements

There are no qualification specific requirements. Centres should refer to the published Gateway Qualifications Centre Handbook.

## 5 What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications centre please contact:

Gateway Qualifications  
Gateway House  
3 Tollgate Business Park  
COLCHESTER  
CO3 8AB

Tel: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

## 6 Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).



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3 Tollgate Business Park, Colchester CO3 8AB