

Information Technology Practitioners NVQ Level 3

Description	For those who use IT skills for different purposes in their day-to-day work roles with a degree of autonomy or in a more supervisory position.
Qualification overview	This NVQ award provides formal recognition of your job competence, reflecting on current practice and previous experience, leading to improvement and increased productivity in the workplace.
Timescale	3 to 6 months, dependant on the individual candidates circumstances.
Content	<p>Core units</p> <ul style="list-style-type: none">• Make selective use of IT 3 <p>Optional Unit</p> <ul style="list-style-type: none">• Specialist or bespoke software 3• Use IT systems 3• Use IT to exchange information 3• Operate a computer 3• IT trouble-shooting for users 3• IT maintenance for users 3• IT security for users 3• Internet and intranets 3• E-mail 3• Word processing software 3• Spreadsheet software 3• Database software 3• Website software 3• Artwork and imaging software 3• Presentation software 3• Evaluate the impact of IT 3
Awarding body	The awarding body for this qualification is City & Guilds
Assessment	<p>Candidates are expected to complete the core unit and eight (8) of the option units.</p> <p>Assessment takes place through direct observation within a work setting combined with inspection of supplementary evidence such as assignments, professional discussion, witness testimonies and work products</p>
Contact us	<p>For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215.</p> <p>181-187 Queen's Crescent, London NW5 4DS www.mapalim.com</p>

A fresh approach to individuality