

Level 3 Diploma in IT User Skills

Information Sheet & Application Form

This qualification gives you credit for what you do at work. It will help you to gain recognition for the skills you have, and in some instances help you to improve your skills.

This qualification is aimed at anyone who uses IT in their job. In the modern world, no two jobs need exactly the same IT skills and many jobs require different skills at different levels. This qualification allows you to take optional units at different levels if that is what you need.

For example a typical level 3 Learner may require a high level of expertise in one particular skill e.g. spreadsheets and a low level of expertise in another skill e.g. presentations. Achievement of this qualification demonstrates that you work consistently to a national standard recognised by your industry, and that your organisation is committed to developing its staff and maintaining quality.

In order to successfully complete the Level 3 Diploma in IT User Skills you must complete 39 credits from the list. You must complete the mandatory unit plus 9 option units.

You will be observed carrying out your normal duties by a friendly and helpful tutor. The tutor will be experienced in your field of work and will be able to give you tips and advice to improve your skills if you need to. They will help you to complete any written work and support you in achieving this qualification. Don't worry about your written skills - there are people to help you all the way. We can even help you to gain a qualification in literacy or numeracy if you wish.

Government funding may be available to pay for your training if you are eligible. Use the checklist to find out. If you tick any of the shaded boxes then you will not be eligible for Government Funding at this time.

Please speak to us to find out if there is any other help available to fund your training.

My age is	
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Please tick the relevant boxes		Y	N
	I have a permanent National Insurance Number		
I am:	employed and have a contract of employment or		
	a volunteer and receive no payment for the work or		
	self employed and registered with HM Revenue & Customs		
	I am normally and lawfully resident in the UK and have been for the last 3 years or fulfil the LSC's residency criteria		
	Are you currently on any other government funded training?		
	Do you have an NVQ Level 2 or more than 5 GCSEs already?		

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Tick the **Always** box if you carry out these duties regularly, **Sometimes** if you do them less than once a week, and **Never** if you don't carry them out at all. **Remember you only need 39 credits to complete the qualification.**

Unit	Credit	Mandatory Unit Titles	Always ✓	Sometimes ✓	Never ✓
1	5	Improving Productivity Using IT			
Unit	Credit	Optional Unit Titles			
2	3	IT User Fundamentals			
3	5	Setting Up An IT System			
4	3	IT Security For Users			
5	2	Personal Information Management Software			
6	3	Using Email			
7	5	Using The Internet			
8	6	Word Processing Software			
9	6	Spreadsheet Software			
10	6	Presentation Software			

Please list below all of the qualifications you have already achieved.

Subject	Qualification	Level

First Name		Surname		Date of Birth	
Address				Post Code	
Telephone		National Insurance Number			
Employer Name		Employer Address			
Employer Number		No. of hours worked per week			
Signature				Date	