

Information Technology

NVQs

"IT is a fast moving sector. I needed to know my skills base was up to date. Furthering my knowledge in the industry allowed me to move up in the organisation quickly."

Dave, IT Support Manager

Information Technology has fundamentally changed both the way that we live our lives and the way in which business is conducted. IT plays an integral role in all industries, and therefore provides interesting and rewarding career and progression opportunities.

The IT industry designs, develops, manufactures, sells, installs and maintains computer-based information systems. Wherever you look, IT is now in almost every part of modern life. It is estimated, for example, that 21 million people use IT at work every day in the UK.

The UK has more than a million IT professionals, approximately half of whom work in specialist IT companies. The rest work in other leading industries such as manufacturing, finance, the public sector and communications.

Apart from specific technical skills, working in the IT industry requires strong communication, problem solving skills as well as the ability to work in teams.

Edexcel's IT NVQ Offering

Edexcel offers a wide range of IT NVQs – from Levels 1 to 3 - to suit different experience and expertise. Our qualifications allow learners at all levels to focus on the skills development, know-how and understanding to progress from novice to specialist.

At each level, there are qualifications for both Users and Practitioners. Users is suited to those that employ IT for different purposes in a wide range of job roles. Practitioners is suited to those whose job role involves following working procedures in a dedicated IT environment.

The tables below outlines the NVQ Levels available and describes the typical job roles and duties attached to each.

IT Users

NVQ Level	Typical Job Roles	Duties include
Level 1	Anyone who uses specialist or bespoke software appropriately for simple tasks	Working out how to use IT for simple tasks such as producing a letter or recording spend.
Level 2	Anyone who uses specialist or bespoke software effectively for more complex tasks	Using IT tasks such as monthly budgets or editing a photo for a brochure.
Level 3	Anyone who exploits the capabilities of specialist or bespoke software to carry out technically complex tasks	Using IT for tasks such as creating an illustrated newsletter, cost benefit analysis or creating an interactive website.

IT Practitioners

NVQ Level	Typical Job Roles	Duties include
Level 1	Junior member of a team installing, operating, maintaining or supporting IT facilities and services	Following specific working procedures in an IT environment.
Level 2	Member of a team installing, operating, maintaining or supporting IT facilities and services	Working within an IT environment.
Level 3	Professional providing technical advice to support IT working procedures	Involves providing technical advice to support IT working procedures.

Edexcel's IT Apprenticeship Offering

Learners can also complete an NVQ as part of an Apprenticeship and obtain three qualifications under this framework.

Our Apprenticeships are comprised of the following components:

- > NVQ
- > Technical Certificate – BTEC (for Advanced Apprenticeship only)
- > Key Skills

IT Apprenticeships	IT Users Apprenticeship	> Edexcel IT Users NVQ Level 2 > Key Skills
	IT Users Advanced Apprenticeship	> Edexcel IT Users NVQ Level 3 > BTEC National Award for IT Practitioners (General) > Key Skills

All learners completing either of the Apprenticeships programmes above will be awarded the relevant NVQ, BTEC, Key Skills as well as the Apprenticeship Certificate from the relevant Sector Skills Council or Sector Skills Body.

Contact us

If you would like more information about Edexcel's range of IT NVQs, please telephone 0844 576 0045, email wbl@edexcel.org.uk or visit www.edexcel.org.uk.

About Edexcel

As part of Pearson, Edexcel is a leading global education services provider offering academic and vocational qualifications to more than 25,000 schools, colleges, employers and other places of learning in the UK and in over 100 countries worldwide.

Our qualifications include GCSE, AS and A Level, NVQ and the BTEC suite of vocational qualifications from entry level to BTEC Higher National Diplomas and Foundation Degrees.