

Level 2 Diploma in IT User Skills

Central Training is a training company that delivers a range of training programmes for young people, adults and businesses across London, Herts and Essex.

The IT user diploma is aimed at those that already have a good understanding of software packages and can use these packages in their day to day job. The units chosen will allow the learner to further develop the skills they already have and reinforce how IT impacts on businesses and individuals.

The IT Diploma is competence based, so those undertaking it must be able to competently perform a range of tasks connected to the work within their job role. The main point of IT is to provide business support systems, processes and services that enable organisations to achieve their objectives and continuously improve their performance for customers.

The qualification is made up of different units of competence. Candidates complete a portfolio of evidence comprising of various assessments methods to demonstrate their ability. Assessment methods would include: observation, question/answer sessions, witness testimony, personal statement and guided discussion.

Learners need to complete a total of 38 credits in order to achieve the full qualification.

Mandatory Units (all units need to be achieved)

- Improving productivity using IT
- Understand the potential of IT
- Develop personal and team effectiveness using IT

Optional Units

- Audio Software
- Bespoke Software
- Database Software
- Desktop Publishing Software
- Design Software
- Using Email
- Imaging Software
- Using the Internet
- Multimedia Software
- Word Processing Software
- Spreadsheet Software
- Presentation Software