

EDI Level 3 NVQ for IT Users

Qualification Structure

To achieve a full award at Level 3 you need to achieve Unit 3, plus any combination of units chosen according to the structural rules.

MANDATORY UNIT (You must complete this unit)

Make selective use of IT **UNIT 3** (Level 3 Advanced)

OPTIONAL UNITS

Use IT Systems **UNIT 4** (Level 1 Foundation)
 UNIT 5 (Level 2 Intermediate)
 UNIT 6 (Level 3 Advanced)

Operate a computer **UNIT 7** (Level 1 Foundation)
 UNIT 8 (Level 2 Intermediate)
 UNIT 9 (Level 3 Advanced)

IT trouble-shooting for users **UNIT 10** (Level 1 Foundation)
 UNIT 11 (Level 2 Intermediate)
 UNIT 12 (Level 3 Advanced)

IT maintenance for users **UNIT 13** (Level 1 Foundation)
 UNIT 14 (Level 2 Intermediate)
 UNIT 15 (Level 3 Advanced)

IT security for users **UNIT 16** (Level 1 Foundation)
 UNIT 17 (Level 2 Intermediate)
 UNIT 18 (Level 3 Advanced)

Use IT to exchange information **UNIT 19** (Level 1 Foundation)
 UNIT 20 (Level 2 Intermediate)
 UNIT 21 (Level 3 Advanced)

Internet and Intranets **UNIT 22** (Level 1 Foundation)
 UNIT 23 (Level 2 Intermediate)
 UNIT 24 (Level 3 Advanced)

E-mail **UNIT 25** (Level 1 Foundation)
 UNIT 26 (Level 2 Intermediate)
 UNIT 27 (Level 3 Advanced)

Word processing software	UNIT 28 UNIT 29 UNIT 30	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Spreadsheet software	UNIT 31 UNIT 32 UNIT 33	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Database software	UNIT 34 UNIT 35 UNIT 36	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Website software	UNIT 37 UNIT 38 UNIT 39	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Artwork and imaging software	UNIT 40 UNIT 41 UNIT 42	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Presentation software	UNIT 43 UNIT 44 UNIT 45	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Specialist or bespoke software	UNIT 46 UNIT 47 UNIT 48	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)
Evaluate the impact of IT	UNIT 49 UNIT 50 UNIT 51	(Level 1 Foundation) (Level 2 Intermediate) (Level 3 Advanced)



Supporting learning
and performance