

EDI Level 1 – 3 NVQ for IT Users

Qualification Title	EDI Level 1 - 3 NVQ for IT Users
Qualification Type	NVQ
Level	1 - 3
Qualification Overview	These qualifications are aimed at anyone who uses IT in his/her job. At each level, the award is designed to encourage new learning and to assess workplace competence in applying IT skills relevant to your job role. These are flexible qualifications enabling you to take units from a combination of levels (levels 1 -3) to form one overall qualification at Level 1, 2 or 3.
Qualification Structure	<p>Within the NVQ in IT Users, each unit is allocated a number of points. To gain a full NVQ, you are required to gain a minimum number of points (40 points for Level 1, 100 points for Level 2 and 180 points for Level 3). There are also the following structural rules about how to combine units to get an ITQ:</p> <ul style="list-style-type: none"> ▪ The level of a qualification is determined by the level of the mandatory unit. If you want to get the ITQ at Level 1, you must do the mandatory unit at Level 1. ▪ Each option can contribute to a qualification at one level only. In other words, you cannot do Unit 28 (Word processing – Level 1) and Unit 29 (Word processing – Level 2) in the same qualification. ▪ At least 50% of the value of the optional units must be achieved at the level of the qualification. To get a Level 1 ITQ, this means that you must get at least 15 points from units at Level 1. The remaining 10 optional points can be achieved from units at Levels 1, 2 or 3. <p>For the full list of unit titles and points, please download the qualification structure from the EDI website or contact the enquiries team on enquiries@ediplc.com</p>
Assessment Method	Portfolio of evidence
Additional Information	This qualification is part of the Apprenticeship for IT Users. The EDI Level 1 -3 Diploma/Certificate in ICT Applications links to these NVQs in that units from the Diploma/Certificate can be used as contributing qualifications towards the NVQ. For example if you achieve the Word Processing Level 1 unit within the Certificate in ICT Applications this can be counted towards the NVQ for IT Users.

EDI Qualification Number	Level 1: N1901 Level 2: N1902 Level 3: N1903
QCA Accreditation Number/LAD Reference	Level 1: 100/4207/6 Level 2: 100/4208/8 Level 3: 100/4209/X
Guided Learning Hours	Not Applicable
Accreditation Start Date	1 August 2004
Accreditation End Date	31 August 2010
Certification End Date	Level 1: 31 August 2011 Level 2: 31 August 2012 Level 3: 31 August 2013
Age Ranges	Level 1: Pre 16, 16-18, 18+, 19+ Level 2: Pre 16, 16-18, 18+, 19+ Level 3: 16-18, 18+, 19+
Is this qualification eligible for LSC funding?	Funding is available for FE and WBL
Available Online	Not Applicable
Multiple Choice	Not Applicable
Technical Certificate	Not Applicable
Support Materials Available	A Candidate Pack and Support Pack (including sample questions) are available upon registration.
Information Sheet Issue Date	26 June 2008



Supporting learning
and performance