Qualification summary

This qualification has been developed for the widest range of learners possible: young people and adults, those who are pre-employment, in employment or between jobs. It has been designed to meet the needs of learners who wish to seek, gain and retain employment within a business environment or progress to further learning. The range of units contained in this qualification allow learners to learn, develop and practise IT skills required for employment and provide valuable accreditation of skills and/or knowledge for learners, without requiring or proving occupational competence.

This qualification will also allow learners to develop the basic knowledge and skills of selected IT activities which will prove invaluable toward their own personal and career development.

On completion of the Entry Level Certificate in IT Skills for Work (Entry 3) (RQF), learners may progress into further learning, employment or onto LETS vocationally-based qualifications, such as the:

- Level 1 Certificate in Skills for Employment (RQF)
- Level 1 Certificate in Developing Employability Skills (RQF)

or similar vocationally-based qualifications.

Qualification structure

Learners must achieve all 13 credits from Group M.

Guided Learning Hours (GLH) are 106

Total Qualification Time(TQT) is 130

Group M - mandatory units

RQF unit no.	LETS unit no.	Unit title	Unit Level	Credit Value
Y/501/6921	DP1	Planning for progression	Entry 3	3
H/501/6923	DP3	Career planning and making applications	Entry 3	3
A/507/9154	DP37	Conduct at work	Entry 3	1
Y/502/0189	ITE1	Computer basics	Entry 3	1
J/502/0172	ITE2	Using email	Entry 3	1
F/502/0171	ITE3	Using the Internet	Entry 3	1
A/502/0167	ITE4	Word processing software	Entry 3	2
F/503/2806	WO92	Searching for a job	Entry 3	1