

## INFORMATION TECHNOLOGY QUALIFICATION (ITQ) for BUSINESS

### Does my business need this?

If you answer 'yes' to any of the following questions, then this course will help your business:

- Does any of your staff need to improve their IT skills?
- Do you feel that productivity could be improved from giving your employees the skills to use IT effectively and confidently?
- You would like to improve IT skills, but find IT courses either too general or fear training will impact too heavily on your staff's work commitments?

### Flexible & Tailored Training Package

The ITQ will be tailored to the needs of your business and staff and will consist of a series of practical modules and **work-based assessment**. The following modules can be chosen\*:

- Operate a PC using Windows XP
- Microsoft Word
- PowerPoint Presentations
- Email (Outlook) & Internet Explorer
- Spreadsheets (Excel)
- Databases (Access)

\*There is also a mandatory work-based module

### How does the Training work?

Comprehensive bespoke training will be provided to your staff in a highly flexible manner in order to minimise impact on normal working commitments. Online learning facilities will be provided to candidates to use either at work, at home or at the Working Men's College (WMC). Candidates will be required to sit a short online test to demonstrate knowledge of the chosen modules.

### Work-Based Assessment

A key advantage to this training course is that can be delivered and assessed in the workplace and requires the candidate to put together a portfolio of work which will demonstrate the use and application of their IT skills in the workplace. A WMC Assessor will advise and guide the candidate on structuring and completing this portfolio.

### ITQ for BUSINESS Key Benefits

- Improve Productivity
- Reduce Staff Turnover
- Motivate Staff
- Business-focused
- Tailored Training
- Improve Confidence

**To book, find out more and/or request a Taster Session, please call 020 7255 4750 or email us at [Training@wmcollege.ac.uk](mailto:Training@wmcollege.ac.uk)**