

QCF ITQ Framework

	NOS Code ¹	Proposed unit titles	Credits				GLH			
			Entry 3	Level 1	Level 2	Level 3	Entry 3	Level 1	Level 2	Level 3
Core	IPU	Improving Productivity Using IT		3	4	5		20	30	40
Using IT Systems	IUF:FS	IT User Fundamentals	2	3	3		15	20	20	
		Computer Basics	1				10			
	SIS	Setting Up an IT System		3	4	5		20	30	40
	OSP	Optimise IT System Performance		2	4	5		15	30	40
		Computer Security and Privacy	1				10			
	ITS	IT Security for Users		1	2	3		10	15	20
Using IT to find and exchange information	ICF:FS	IT Communication Fundamentals		2	2			15	15	
	INT	Using the Internet	1	3	4	5	10	20	30	40
		The Internet and World Wide Web	1				10			
	EML	Using Email	1	2	3	3	10	15	20	20
	UCT	Using Collaborative Technologies		3	4	6		20	30	45
	UMD	Using Mobile IT Devices	1	2	2		10	15	15	
	PIM	Personal Information Management Software	1	2	2		10	15	15	
Using IT Productivity tools and applications	ISF:FS	IT Software Fundamentals		3	3			20	20	
		Productivity Programmes	1				10			
	AV	Audio and Video Software	2				15			
	AV	Audio Software		2	3	4		15	20	30
	AV	Video Software		2	3	4		15	20	30
		Digital Lifestyle	1				10			
	BS	Specialist/bespoke software	2				15			
	BS	Bespoke Software		2	3	4		15	20	30
	BS	Specialist Software		2	3	4		15	20	30
	CAS	Computer Accounting Software		2	3	5		15	20	35
	DMS	Data Management Software	2	2	3	4	15	15	20	30
	DB	Database Software	2	3	4	6	15	20	30	45
	DIS	Design and Imaging Software	2				15			
	DIS	Design Software		3	4	5		20	30	40
	DIS	Imaging Software		3	4	5		20	30	40
	DTP	Desktop Publishing Software	2	3	4	5	15	20	30	40
	DPS	Drawing and Planning Software		2	3	4		15	20	30
	MM	Multimedia Software		3	4	6		20	30	45
	PS	Presentation Software	2	3	4	6	15	20	30	45
	PM	Project Management Software		3	4	5		20	30	40
SS	Spreadsheet Software	2	3	4	6	15	20	30	45	
WS	Website Software		3	4	5		20	30	40	
WP	Word Processing Software	2	3	4	6	15	20	30	45	

¹ NOS Code references National Occupational Standards for IT Users 2009