



Level 2 Certificate in IT User Skills

This qualification is ideal for anyone who would like to develop their knowledge, understanding and competence in a range of different IT skills, particularly those who use IT in their current job role. Learners must already have basic IT skills and basic knowledge of Microsoft Office software (Word, Excel and PowerPoint), to be able to complete the course successfully.

FULLY FUNDED
NO COST TO YOU

What will you learn?



Using IT to increase productivity



IT software fundamentals



IT security for users



Spreadsheet software



Presentation software

Qualification structure

Studying via distance learning means you can choose when and where you study. We ensure you get all the support you need throughout your course in the form of a Personal Tutor and a Learner Support Advisor.

Funding is available for the full cost of this qualification if you are aged 19-23. If you are 24 and above and paid more than £17,374.50 per year, you would usually have to pay 50% of the qualification cost.

However, because we are committed to giving you the qualifications you need when you need them, we have decided as business to waive the 50% fee that you would usually pay.

This means there will be no cost to you or your employer regardless of your age.



Course length
3 months
(can be completed sooner)



Fully funded
Placements available



Delivery method
Fully online



Support function
Virtual tutors

The benefits



Choose when and where you study

This course is delivered via distance learning, which gives you the flexibility to choose when and where you study.



Gain a nationally recognised qualification

Upon successful completion of this course, you will have earned a nationally recognised qualification, opening different doors for your future.



Develop your career pathway

By completing this qualification, you can put your certificate towards establishing a long-standing career pathway within the digital sector.

For more information about this qualification, or to enquire about enrolment, please contact RCS.training@careuk.com