

Course Information Sheet



Course Code and Name: GL0051010 BTEC ITQ User Award: L1

Venue: Adult Education In Gloucestershire
Gloucestershire County Council
4-6 Commercial Road
Gloucester
GL1 2EA

Start Date: 14 May 2018
End Date: 03 September 2018
Day: Monday
Time: 09:30 to 12:30
Weeks: 15

Tutor: Michael Hackman

Course Provider: Adult Education in Gloucestershire

Course Summary:

As technology evolves, more advanced digital skills are needed so that you can remain, or re-enter, the employment market or progress in your career. To thrive in a digital age your "computer work skills" will need to progress as well, and this qualification aims to equip you with the IT and computer skills needed in employment and society. This qualification recognises what skills employers want and will prepare you for the IT challenges of the workplace. The units you will cover in this qualification include:- Word Processing, Spreadsheet Software [using Excel], and PowerPoint Presentations. Across most industries computer literacy is now viewed as a "must-have" for office workers - from receptionists to executives. Becoming confident with computers will help you to improve your employment opportunities and create the impression that you are 'career resilient' and adaptable.

Eligibility:

Learners must be over 19 on the 1st September of the academic year they start their learning. Resident in UK for 3 years (some exceptions).

How will the course be taught?

This course is tutor led.

How will I know how well I am doing?

Feedback will be given within the course along with IAG to signpost further detailed information when needed.

Prior Knowledge:

No previous experience is necessary, although previous experience will determine your individual starting point.

What do I need to bring?

All event materials needed will be provided by the tutor.

How do I join the course, or find out more?

"Joining up couldn't be simpler - call Adult Education Gloucestershire on Tel: 0800 542 1655 or email us on amanda.cooper@gloucestershire.gov.uk and book an enrolment appointment."

Cost:

FREE * Subject to eligibility. There may be a charge for people in work.

What course can I do next?

We can help you decide the best way forward for you. You could progress onto

further college courses and vocational qualifications.

Information and Advice for Progression:

Information on progression is available. Contact your tutor for further information or call 0800 542 1655 or e-mail learn@gloucestershire.gov.uk.

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. If you have specific needs please inform us before you start this course. Events will be set up at a safe distance.

Further information:

No information provided