

Course Outline

Course name: IT User Level 1

How many weeks is the course?

10 weeks

What are the dates of the course?

Courses start in April, September and January.
Please call 02072756750 to confirm the next start dates.

What are the days and times of the course?

Classes usually run for two days per week between Monday and Friday (9.30-4.30).
Please call 02072756750 to confirm the next start dates and days.

Classes will be held at Kingsland Road Site.

What qualifications will I get?

Level 1 Award/Certificate in IT Users (C&G NVQ ITQ L1 Certificate for IT Users)

Which technical units will I cover/ What will I study?

- Using the Internet
- Email (outlook)
- IT User Fundamentals
- Microsoft PowerPoint at Level 2

The emphasis will be laid on organisation skills, planning and prioritisation abilities through coursework. We will use scenario based learning where you apply all the skills.

What soft skills you will acquire while you study?

- Communication and interpersonal skills
Eg. You will be required to make presentations in regards with your work
- Organisation, planning and prioritisation abilities
Eg. You will be marked for every assignment that will have a deadline, the points will be awarded for punctuality, meeting deadlines etc
- Customer focus and service orientation
Eg. Your work will simulate real office work and that will be assessed by ELATT staff who will act as your client. Meeting specifications will be essential.
- Self motivation and drive
Eg. Your innovation, style and self drive will be reflected in the work you produce.

Who is the course suitable for?

For people with some experience and understanding of the Internet and basic office package wish to pursue a career in IT such as web design, IT maintenance or simply office job.

Essential Entry Requirement:

- A good working knowledge of computers and good keyboard skills
- Knowledge of basic know how of email
- Basic use of computers
- Surfing the internet
- Literacy level 1 *

*(Additional Learning support is available for learners to attain literacy level 1 along with the course if they are not at the level)

Is there any work experience?

One week placement will be offered at ELATT to enhance your skills.

What jobs can I expect after completing this course?

These skills will complement your previous skills in office environment. It will be enable you to acquire starter office job.

What else could I do on the course?

- You will develop your employability skills and your ability to work in a team and on your own initiative.
- You may be offered opportunities to gain work experience through voluntary placement. This will help you practice your acquired skills and get a job in the future.
- You will also be supported in producing a well written CV and in job search.
- Workshop will be held to improve your communication and interpersonal skills, you be asked to demonstrate through a presentation.
- We will hold talks to enhance and support Jobs and Work, Cover letters and CV's, Job interviews in the UK, Working in the UK, Employability, Starting a new job, Skills for the workplace, Future plans and ambitions

*The functional test for Literacy and Numeracy will be offered at Level 1 or 2. If you have not received a Literacy or Numeracy qualification or equivalent above Level 1 in the last five years then you will be encouraged to take the tests.

How is the learning Marked/Assessed?

The assessments are a combination of exams and portfolio building based on a realistic working environment. You will be additionally asked to demonstrate innovation through your work. The work will be assessed by ELATT staff. You will need to have a professional discussion with your tutor to document the work you have done.

What can I do next?

Progression to IT Users Level 2 or employment

What will be expected of me during and after the course?

You are expected to attend every lesson and complete work given to you by the tutor in order to improve your English. After the course we may invite you back for workshops and tutorials with your tutor so we can help and advise you on your progression to further training or employment.

Please Note

ELATT reserves the right to alter curriculum content and timetabling if required.