


## Course Information Sheet 2025/26 IT Qualification Course

Course title:	ICDL Level 2				Code: B321	
Tutor:	Daniel Davidson					
Day & Time:	Wednesday 13:00pm to 16:00pm					
Start & End Dates:	Term 1 24/09/2025 – 03/12/2025		Term 2 14/01/2026 – 25/03/2026		Term 3 22/04/2026 – 01/07/2026	
Number of sessions:	Learners are expected to enrol for 30 sessions (you need to attend every session)					
Venue:	Bury Adult Learning Centre				Room No: 13	
Learner numbers:	Minimum			Maximum		
	9			11		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
	Free			Free		

### What will I learn on this course?

#### **Unlock Your Potential with ICDL Certification**

Looking to advance your career with a qualification highly coveted by employers? Our ICDL Level 2 course is your gateway to new opportunities and skill enhancement!



#### **Why Choose Bury Adult Learning Service?**

- **Exclusivity in Bury:** We are the only adult learning provider in Bury offering the ICDL certification by BCS, ensuring you receive quality education and recognition.
- **Internationally Recognised:** The ICDL certification is acknowledged internationally, enhancing your employability and professional growth.
- **Comprehensive Training:** Our courses cover essential office applications skills that are crucial in today's workplace.

#### **Course Highlights**

- **Expert Tutors:** Learn from experienced professionals who are dedicated to your success.
- **Interactive Learning:** Engage in hands-on sessions and practical exercises to solidify your skills and knowledge.

#### **Course content**

**Word Processing:** Working with tables, pictures and mail merge, insert objects into a document.

**Spreadsheets:** Using formulas and functions, presenting information and formatting data.

**Presentation:** Designing and producing presentations to communicate information.

**IT Productivity:** Using IT tools to improve efficiency using office applications.

#### **Who Should Enrol?**

- **Job Seekers:** Stand out in a competitive job market with a qualification that employers trust.
- **Professionals:** Upgrade your skills and open doors to new career paths.
- **Learners:** Enhance your CV with a certification that sets you apart.

### **What syllabus will I follow?**

BCS, The Chartered Institute for IT  
ICDL Level 2

### **Additional information**

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

A pre-course interview with a skills test is required for this course, please contact 0161 253 5772 to arrange.

Regular attendance is essential for you to succeed.

Please bring proof of identity to your first session – see page 3 for details.

### **Joining requirements**

You will need to have a good understanding of the English language and if you are an ESOL learner you must have at least a Level 1 qualification.

You need to have a Level 1 qualification in ICT or be able to demonstrate the skills at a level 1 proficiency.

A pre-course interview is required for this course, and you will be asked to carry out a skills assessment.

### **What could I do next?**

- Introduction to Cybersecurity Level 1
- Introduction to Programming Level 1

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk)

### **Can I get extra help?**

Support with English and Maths is available. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

### **Help with paying for your course**

This course **may** be free if you are unemployed and claim benefits and want to be employed or progress into more sustainable employment. You may also qualify for a free course if you are earning a low wage. Please enquire at the time of enrolment.

You will be asked to produce evidence to qualify for free provision or sign to say what benefits you are claiming and that you are seeking work.

If you are enrolling on a course which leads to a qualification and are finding it difficult to pay your exam fees or need financial help with childcare, small items of equipment or some travel cost, you may qualify for help from the Learner Support Fund. Ask at the Bury Adult Learning Centre office for a form or ring Learner Services on 0161 253 7501. ***If you have been mandated on to a course by Job Centre Plus you may not be able to get help from this fund.***

### **How to enrol**

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

**Please keep your copy of this information sheet.**

## **Proof of Learner Identity**

All certificated courses require you to show proof of your personal identity. Please bring the relevant IDs on the **first day** of the course. Refer to the list below.

### **List of documents to show proof of learner identity**

To comply with the new exam board regulation, you will be required to show proof of your identity before you could sit for a formal assessment.

**All Learners** must bring proof of identity to the first session.

You are required to provide either:

- **One** item from the first list; or
- **Two** items from the second.

#### **List 1: One item required**

- Passport.
- EC identity card.
- Full driver's licence (with photo).

#### **List 2: Two of the following which are currently in use, are required**

- Standard acknowledgement letter (held by people seeking asylum).
- Rent book/tenancy agreement.
- Current credit card or charge card.
- Bank or Building Society book.
- Letter showing home address.
- Full driver's licence (non-photo).
- ES40 and JSA agreement.
- Medical card.
- Services identity card.
- Household Utility bills.
- Bail sheets.
- Original birth certificate.
- Marriage certificate.
- Senior Citizen travel-pass with photograph.
- Any other form of ID.

If you have any questions, please discuss them with your tutor on the first session of the course.