

Course Information Sheet 2024/25 IT Qualification Course

Course title:	ICT Skills for Employment Level 1			Code: HSFB202		
Tutor:	Daniel Davidson					
Day & Time:	Tuesday – 9:30 to 12:30 – 1:00pm to 4.00pm					
Start & End Dates:	Term 2 11/02/25 – 17/06/25					
Number of sessions:	Learners are expected to enrol for 15 weeks – 1 day a week					
Venue:	Bury Adult Learning Centre				Room No: 15	
Learner numbers:	Minimum			Maximum		
	08			11		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
	£337.00			Free		

What will I learn on this course?

Bury has a growing digital and creative sector, digital skills have been identified as one of the key skills needed for residents to be able to access these jobs. This course aims to develop learner’s digital skills in Office applications whilst working towards a recognised qualification.

This course is designed for those who have successfully completed Entry 3 qualification, and/or possess good knowledge and experience of using a computer and who wish to further develop their ICT skills. The knowledge, skills and problem-solving approaches taught within the course provide skills that can be used at home, leisure, and work for further learning.

By the end of the course, you will be able to use:
Use Microsoft Office 2016 professionally and confidently in Word, Excel and PowerPoint.

What syllabus will I follow?

- Open Awards Level 1
- Developing Interpersonal Skills 3 Credits
- Presentation Skills 3 Credits
- Recognising Employment Opportunities 1 Credit
- Spreadsheet Software 3 Credits
- Word Processing Software 3 Credits

Upon successfully completing the course you may be eligible for a tablet

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.

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

Attendance at all sessions is essential. If you miss a session without letting us know you may be asked to leave the course.

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.
- EDSQ or Functional Skills Entry Level 3
- You are expected to understand the basics of using a computer.

What could I do next?

From this course you could progress onto Level 2 ICDL course, English, maths, or another course within our Work & Wellbeing programme. If you require support looking for work, we have courses to help you: -

- Update your job search and job applications skills.
- Evaluate your current skills and personal attributes.
- Understand the skills and attributes needed for different types of work.
- Plan and prepare for successful interviews and improve your interview technique.

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

Can I get extra help?

Support with English and Maths is available through our Skills for Life section. 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 on a low wage. Please enquire at the time of enrolment.

Please see the course guide for more information or ask 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

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.