

Course Information Sheet 2024/25 IT Qualification Course

Course title:	ICT Skills for Employment Level 1	Code: ITFT101
Tutor:	Daniel Davidson	
Day & Time:	Monday to Friday 9.30am to 4pm 30 mins lunch	
Start & End Dates:	Term 3 07/07/2025 – 25/07/2025	
Number of sessions:	Learners are expected to enrol for 3 weeks – 15 sessions	
Venue:	Bury Adult Learning Centre	Room No: 15
Learner numbers:	Minimum	Maximum
	10	12
Costs:	Full Fee	Discounted Fee
	Term 3	Term 3
	£337.00	Free

What will I learn on this course?

Ready to boost your confidence and open new doors? This Level 1 course provides practical skills in communication, technology, and career planning, designed specifically for adult learners. Gain the tools you need to succeed in today's world.

Who is this course for?

- Adults returning to education or entering employment.
- Individuals seeking to improve their communication and computer skills.
- Anyone looking to build confidence and explore new career opportunities.
- Looking to gain an ICT qualification.

Key Learning Outcomes:

- **Improved Communication:** Develop effective interpersonal skills for better relationships and workplace success.
- **Confident Presentations:** Learn to present your ideas clearly and confidently.
- **Career Exploration:** Gain the knowledge and tools to recognise and pursue employment opportunities.
- **Essential Computer Skills:** Master basic spreadsheet and word processing skills for everyday use.
- **Increased Confidence:** Build your self-assurance and take the next step towards your goals.

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

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

- To fully benefit from this course, we recommend you have English language skills at Level 1 or a similar standard.
- To have an Entry 3 qualification.
- A pre-course interview is required for this course, and you will be asked to carry out a simple IT assessment.

What could I do next?

- ICDL Level 2
- Cybersecurity Level 1
- 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

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

Please keep your copy of this information sheet. It will be useful throughout your course.

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.