

Course Information Sheet 2024/25 IT Qualification Course

Course title:	Introduction to ICT Skills – Entry 3	Code: ITFT102
Tutor:	Fiona Dutton	
Day & Time:	Monday to Friday 10am to 3pm – 1hr 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: 9/11 & 28
Learner numbers:	Minimum	Maximum
	10	12
Costs:	Full Fee	Discounted Fee
	Term 3	Term 3
	£245.00	Free

What will I learn on this course?

Take your first confident steps into the digital world! This Entry 3 course provides practical skills in word processing, creating presentations, and navigating the internet, designed for adult learners who want to build essential computer skills

Who is this course for?

- Adults with limited or no prior computer experience.
- Individuals who want to gain basic digital skills for everyday life.
- Those seeking to build confidence in using computers and the internet.
- Looking to gain an ICT qualification.

Key Learning Outcomes:

- **Confident Word Processing:** Learn to create and format documents with ease.
- **Engaging Presentations:** Develop basic PowerPoint skills to create simple presentations.
- **Safe Internet Navigation:** Gain the skills to browse the internet safely and effectively.
- **Effective Online Communication:** Understand how to use the internet for communication and information gathering.
- **Increased Digital Confidence:** Build the confidence to use computers and the internet in everyday situations.

What syllabus will I follow?

Open Awards Entry 3

- Using Software to Edit Text and Images – 3 credits
- The Internet and World Wide Web – 3 credits
- Presentation Skills – 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 Entry 3 level or a similar standard.
- 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?

- ICT Skills for Employment Level 1
- Intermediate Digital Skills

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.