BURY ADULT LEARNING SERVICE
LEARNING FOR LIFE & WORK
LET'S DO IT!

Course Information Sheet 2026/27
IT Qualification Course

Course title:	**ICDL Level 2**		**Code: ITICDL01**
Tutor:	Mohmed Chohan		
Day & Time:	**Monday, Tuesday and Thursday mornings** 9.15am to 12.15pm		
Start & End Dates:	**Term 1** 21/09/2026 – 03/12/2026		
Number of sessions:	30		
Venue:	Bury Adult Learning Centre		**Room No: 13**
Learner numbers:	Minimum	Maximum	
	9	11	
Costs:	Full Fee	Discounted Fee	
	Free	Free	

What will I learn on this course?

This qualification is recognised by employers in the UK and internationally, including organisations like the NHS and local authorities. Also, you will build on your existing knowledge and develop the skills needed to work in an office, customer service, or business support roles.

We are the only adult learning provider in Bury where you can study ICDL, and one of the few places in the North-West offering this qualification.

What will I learn?

By the end of the course, you will be able to:

- Create clear and professional documents using Microsoft Word
- Use features such as tables, images, layouts, and formatting tools
- Enter and organise data in spreadsheets using Microsoft Excel
- Use simple formulas and tools to analyse and present data
- Create and present slideshows using presentation software
- Plan and use IT tools for different tasks
- Work more efficiently using digital systems
- Review and improve your work using IT

What skills will I develop?

You will build important workplace skills, including:

- Confidence using computers
- Organisation and time management
- Attention to detail

- Problem-solving
- Communication
- Working independently

What qualification will I achieve?

You will work towards ICDL Level 2 Qualification, awarded by BCS – The Chartered Institute for IT.

What units will I complete?

You will study the following areas:

- Word Processing
- Spreadsheets
- Presentation
- IT Productivity

Additional information

Before you enrol, advice and information is available to help you decide on the right course for you. Contact 0161 253 5772 or email at buryadultadmin@bury.gov.uk

Regular attendance is essential for you to succeed.

Please bring proof of identity to your first session – see page 4 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 at least a Level 1 qualification in ICT or be able to demonstrate skills at above level 1 proficiency to show you have good knowledge of MS Word, Excel and PowerPoint.

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

What could I do next?

On completion of the above, you can further develop your skills by continuing onto,

- Business Administration Level 1 course,
- Programming level 1, and
- Cybersecurity level 1.

Alternatively, we can signpost you to our partner for pursuing further qualification in,

- Data Analysis,
- Programming L2,
- Cybersecurity L2,
- Gaming, and
- employability training / pathways.

Also, volunteering opportunities with Bury Adult Learning Service or Bury VCFA (Welcome to Bury VCFA | Bury VCFA) are available.

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 at learner.services@bury.gov.uk

Can I get extra help?

If you do not hold a GCSE grade C/4 or above OR Functional Skills Level 2 in English and maths, you will be offered support/qualifications achieve these. 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 working but 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.