



Course name: IT Applications Level 1: Skills for Jobs

How many weeks is the course?

10-12 weeks

What are the dates of the course?

Courses start in September, January and April
Please call 020 7275 6750 to confirm the next start dates.

What are the days and times of the course?

Classes usually run for two days per week between Monday and Thursday (9.30-4.30).
Please call 020 7275 6750 to confirm the next start dates.

Classes are held at the Bethnal Green or Kingsland Rd branches of ELATT.

What qualifications will I get?

NVQ ITQ L1: Certificate for IT Users

Which units will I cover?

- Compulsory: Unit 101 Make selective use of IT
- 102 – Operate a Computer
- 103 – Trouble shooting
- 108 – Word
- 118 - Using IT to exchange information

Optional units to be discussed

- 110 – Database
- 113 - Excel
- 118 – PowerPoint

What else could I do on the programme

The Edexcel National Test for Literacy and Numeracy will be offered at Level 1 or 2. If you have not received a Literacy or Numeracy qualification or equivalent above Level 1 in the last five years then this will be a compulsory part of your course.

How is the learning Marked/Assessed?

The ITQ is portfolio building and assessment in a realistic working environment

What can I do next?

Progression to employment

Please Note

ELATT reserves the right to alter curriculum content and timetabling if required.

