



**Course name:** IT Applications Level 1

**How many weeks is the course?**

10 weeks

**What are the dates of the course?**

Courses start in September, January and April.  
Please call 02072756750 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 02072756750 to confirm the next start dates.

Classes are held at the Bethnal Green branch of ELATT.

**What qualifications will I get?**

New Clait and an NVQ ITQ L1: Certificate for IT Users

**Which units will I cover?**

**For Clait:**

- Compulsory: Unit 1 File Management and e-Document Production
- Unit 3 - Database Manipulation
- Unit 8 - Online Communication

**For ITQ L1:**

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

**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 Clait is exam based and the ITQ is portfolio building and assessment in a realistic working environment. Work from the Clait will carry over to the ITQ. You will need to have a professional discussion with your tutor to document the work you have done.

**What can I do next?**

Progression to IT Applications Level 2 or employment

**Please Note**

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