



Course name: IT Office Applications Level 2

How many weeks is the course?

12 weeks

What are the dates of the course?

Courses usually start in September and January.
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).
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What qualifications will I get?

CLAiT Plus and an NVQ ITQ L2: Certificate for IT Users

Which units will I cover?

For CLAiT Plus:

- **Unit 1 –Integrated e-Document Production**
- Unit 2 - Manipulating Spreadsheets and Graphs
- Unit 5 Design an e-Presentation or Unit 8 Online Communication

For ITQ L2:

- **Unit 201 Make selective use of IT**
- 209 - Spreadsheets
- 213 – PowerPoint or 207 Email

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 Plus is exam based and the ITQ is portfolio building and assessment in a realistic working environment. Work from the CLAiT Plus 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 employment encouraged

Please Note

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