

Who is it for?

The qualification starts at **Entry 3**. These are most suitable for beginners or people who want to improve confidence in their IT skills. **Level 1** is more suited to learners who already have a good basic knowledge of IT applications and how they work, including email and internet.

Anyone aged 19+ who wants to improve their opportunities of work; you may be entitled to a free course.

Where and when will it take place?

St George's Community Centre, Broadway, Lupset, Wakefield, WF2 8AA

Starting Wednesday 22nd March 2017 for 18 weeks. 13:00 – 15:30.

What do I need to bring with me?

- 1 lever arch folder, coloured dividers, plastic wallets, pen and paper/notebook
- If you have your own laptop, you might find it useful to bring this along to use in sessions

Important Information about your Course:

- It's important we recognise and understand your needs to ensure the course meets your requirement. Therefore, before you begin your course you will meet a tutor who will discuss the courses and your suitability. This will include assessing your existing computer skills. Literacy will also be an element of the skills check and may influence the choice of course available for you
- You are expected to attend and be punctual to all sessions.
- Learners will be expected to complete study at home and will need access to mobile technology and wifi or internet access. Learners without this facility will be able to attend centres on days outside of their timetable to study.
- The coursework is modular and you will build on your skills and confidence week by week. Your tutor will give you regular feedback on your progress and what you need to do to improve on weaker areas.
- The course has a 2 hour end examination. Your tutor will inform you of the planned location, date and time at within the first term. This examination is a compulsory requirement of the course and may be scheduled at another centre.
- Examination fees are costed into the total course fees. Learners are entitled to one resit free of charge; if required.

How do I enrol?

For further information or to book on this course please contact:

Wayne or Joe on 01924 369631

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