ITQ
Level 2

What is this course about?

If you have some basic computer experience, this course will help you develop a range of skills and knowledge relevant to the workplace and gain a Level 2 qualification.

What will I learn?

The course will extend your skills in core software applications. We will be using the latest version of Windows 10 and Microsoft Office 2010:

Topics include:

- Word Processing
- Spreadsheets
- Database
- Presentations (PowerPoint)
- Desktop Publishing

How will I learn?

You will learn by practical hands-on experience, with the guidance and support of the tutor. There will be demonstrations, hand outs, group activities and discussion. A range of resources is available to support your learning, including written resources and materials online that you can access from home or elsewhere.

Do I need any knowledge, skills or qualifications?

Entry requirements:

- Successful completion of an ICT assessment, demonstrating Entry 3/Level 1 computing skills as minimum
- Completion of an informal interview

If you would like advice regarding this course, please contact us for an informal discussion.

Will I need to study between sessions?

Yes, you will be provided with tasks to do at home to support your classroom work and further develop your skills.

What qualification will I get?

OCR ITQ Level 2 Certificate

See page 2 for more information

Course costs

For further information regarding fees, concessions and refunds, please see our website:

www.warwickshire.gov.uk/adultlearning

Alternatively, contact your local area office for further advice.

We are not funded to work with learners living in the West Midlands Combined Authority area. If you pay your council tax to Coventry, Birmingham, Solihull, Walsall, Sandwell, Dudley or Wolverhampton we may not be able to enrol you, or different fee rates may apply. Please contact us for more information.

Payment methods

We can accept payments by cash, cheque or credit/debit card.

In order to claim any fee concessions, please bring in proof of eligibility.

Attendance

In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

Do you have an additional support need?

There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

Follow-up contact

As part of our contract with the Education and Skills Funding Agency, we are required to contact you after the end of your course: for example, to find out if you have gone on to further learning or into employment.

For further information please contact:

01926 738978 (Leamington Spa) aclsouth@warwickshire.gov.uk

02476 353065 (Nuneaton) aclnorth@warwickshire.gov.uk

01788 552933 (Rugby) rugbyacl@warwickshire.gov.uk

In line with Government and Warwickshire County Council Policy, Adult and Community Learning have a responsibility to raise awareness regarding safeguarding, the Prevent Strategy and Fundamental British Values. This information will be provided at your first session.

Education & Skills Funding Agency

European Union European Social Fund

matrix

Ofsted Good Provider

www.warwickshire.gov.uk/adultlearning

Warwickshire County Council

Working for Warwickshire