



Community Education
 Witchford Village College
 Manor Road, Witchford, CB6 2JA
www.witchfordcollege.co.uk
 Tel: 01353 664468

Course Information

ECDL - Essentials & Extra

This course is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects. Essentials is a Level 1 qualification and includes IT User Fundamentals, Security for IT Users and Email and the Internet. This is followed by ECDL Extra which is a Level 2 qualification and covers Word Processing, Spreadsheets, Presentations and Improving Productivity Using IT.

Please note: We will be offering ECDL for the Autumn Term only. The course will finish in December 2010.

Target Group	For those who have had previous computer knowledge who would like to extend their practical skills and gain a qualification.	
Skills or entry qualification	As above	
Programme area	6	
Venue	Witchford Village College	
Start Date	Wednesday 13 th October	
Day of the week	7.15 - 9.45 pm	
No. of Weeks	8	
No. of Terms	1	
Learning Outcomes	You will learn from practical tasks and tests, through module information sheets and tutor guidance. You are encouraged to practice at home or at work but it is not essential.	
How will your progress and success be monitored and recorded?	Practice tests are taken before you sit your proper test paper and the tutor will give you feedback on the results.	
Course Level	Mixed Ability	
	Pre Entry	
	Level 1	

	Level 2 equivalent to 5 A-Cs GCSE or NVQ2	✓
	Level 3 equivalent GCE A Level	
Awarding Body	BCS	
External Assessment	By Exam	✓
	By Coursework or Portfolio	
Tuition Fee	£105	
Concessionary fee	£79	
Additional Costs	£25 registration fee for ECDL Essentials exam, £32 registration fee for ECDL Extra examination.*	
Requirements for first class	Pen, pencil and notebook	
Progression post achievement	Progress on to other modules of ECDL Advanced e.g. Word, Spreadsheets and Databases.	
What else will you have to do	We ask all students to complete an Enrolment form giving your details and it includes specific information for student monitoring by the Learning & Skills Council and is a requirement of entry to the course.	
How do we know if you are happy with your course	We will offer you the opportunity to complete an end of course evaluation, where you can let us have your feedback on the tuition and other elements of your course. We encourage your views as it enables us to improve the courses we offer. You may contact us at other times if you wish.	
What else do we ask of you?	We would like you to let us know if you are unable to turn up to a class or are having any long-term difficulties. We like to know if there is a problem.	
Equalities Statement	WVC operates an Equality of Opportunity policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have specific needs, which may affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so we building a learning community based on mutual respect and trust.	
Contact Us:	Email scook2@witchfordvillage.cambs.sch.uk Or telephone 01353 664468.	

* Subject to change