Intermediate Digital Skills – Functional Skills in ICT Level 1

Login to computers: knowledge about using ICT, finding and selecting information and developing, presenting and communicating information

Key information

Level	Level 1 Edexcel
Delivery	Hayes Campus: College Way, Hayes, UB3 3BB / Harrow on the Hill Campus: Lowlands Road, Harrow, HA1 3AQ
Duration	9 days (Mon - Fri)
Timings	9.30am - 3.00pm
Cost	Free, subject to meet entry requirements
Entry requirements	HCUC Apprenticeships and Skills has to give priority to applicants who are in receipt of the four main benefits: Job Seekers Allowance, Employment Support Allowance, Universal Credit, Income Support. Training is free for people with Right to Work in the UK, proof of ID, learners or their spouses must have been a resident in UK/EU for the last 3 years. To be eligible whilst working, those living inside the Greater London Area need to earn less than £21,547.50 **To access this course you will need:** • Basic understanding in ICT • English literacy proficiency at Entry Level 3 or above
Who is it for?	Individuals who are looking to further develop their existing IT skills
Qualifications	Edexcel Functional Skills in ICT at Level 1

Choose a Trusted Provider

Gain ICT knowledge that helps you to stand out from the crowd and dominate the competitive workforce

Become certified and skilled while being able to efficiently navigate basic software & hardware

Be confident in using technology and get faster at finishing computer-based tasks

Confidently navigate your way around a computer and solve technological issues

What you can do after completing the course?

• Progress to a Level 2 ICT course
• Pick up another training course with HCUC to further develop your skills
• Get into part time / full time employment
• Start an Apprenticeship

01895 853653 / 07956 358630
gstrachan@hcuc.ac.uk
https://apprenticeships.hcuc.ac.uk/jobseekers
@HCUCSkills

HCUC

Apprenticeships & Skills
Harrow College & Uxbridge College

Course content

Functional Skills in ICT - Skills Covered Summary

• Login to computers - knowledge about using ICT, finding and selecting information and developing, presenting and communicating information
• Each learner will be assessed in all 11 modules taken through a 2-hour assessment over the course of 5 days as evidence for the awarding body

Using ICT

• Identify the ICT requirements of a straightforward task
• Interact with and use ICT systems to meet requirements a straightforward task in a familiar context
• Manage information storage
• Follow and demonstrate understanding of the need for safety and security practices

Finding and Selecting information

• Use search techniques to locate and select relevant information
• Select information from a variety of ICT sources for a straightforward task

Developing, presenting and communicating information

• Enter, develop and refine information using appropriate software to meet the requirements of straightforward task
• Use appropriate software to meet requirements of straightforward data-handling task
• Use communications software to meet requirements of a straightforward task
• Combine information within a publication for a familiar audience and purpose
• Evaluate own use of ICT tools