



This course is a requirement as part of the Apprenticeship scheme unless you provide a Maths and English GCSE certificate from within the last 5 years, or a Key Skills certificate at level 2, at registration.

Day:	Tuesdays 7-930pm
Course Title and Level :	Key Skills in ICT
Course Fee:	FREE
Tutor:	Sheila Austin

### Who is the Course for?

**Do I need any prior experience?** No

**Will I need an Interview?** No

**What could I do next?** Progress on to English or Maths GCSE

### What are the aims of the course?

**Course aim:** Most employers require you to have a good level of ICT. As the apprenticeship is sponsored by the Department for Business apprentices are required to prove competence in ICT.

**What topics will I cover?** You will cover use of research, website use, word, excel and powerpoint.

### What will the sessions consist of?

There will be taught sessions and one online tests. You will complete 4 or 5 IT based projects. If you have IT within the last 3 years and they are graded A-C then you are not required to attend this course.

Some learners who have a good knowledge if IT but may not have a current certificate prepare the portfolio themselves and then present themselves for the short assessment. Please discuss this option at interview.

### How is the course assessed?

Your portfolio of evidence is assessed by your assessor and then by one of our Internal Verification team.

### How can I prepare for the course?

### Key Facts

**Awarding organisation:** OCR

See [www.ocr.org.uk](http://www.ocr.org.uk) for more information.

**What Next?  
Contact us**

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