

ICT

Entry Level 3

Qualifications

Gateway Entry Level 3 **CERTIFICATE** in Progression

Course Information

With technology becoming ever more prominent in both work and personal life, it is more important than ever that candidates have the ICT skills that employers are looking for. Not only this, but with Universal Credit and other services moving almost entirely to the online space, basic ICT skills are fast becoming an essential requirement.

This course is suitable for clients who have basic ICT knowledge or have completed ICT Functional skills E1 and E2 and are ready to progress.

The course includes the following modules: 9 Units

Core units – must be achieved to gain the full qualification

Exercise as part of a Healthy Lifestyle – This unit gives you the opportunity to learn how exercise can improve your health alongside working in software programs which will build on ICT skills.

Working Safely – Understand how to identify risks, conduct yourself and follow procedures in the workplace, as well as achieving this qualification you use a selection of software programs to produce the evidence required.

Software Units

Digital Skills for Everyday Life – To equip learners with the opportunity to look at how digital devices from phone, laptop, tablet etc can be used to improve communication, find information, create documents as well as being safe and responsible.

Word Processing - This unit gives you the opportunity to develop skills that will help you create your CV, type letters, format documents, save work to either a computer, tablet or OneDrive.

Creating Spreadsheets and Graphs – This unit will help you keep on track with your spending by learning how to manage your own finances. Use basic formulas to calculate your outgoing and incoming bills to encourage you to be SMART with spending.

Using the Internet – Understand how to navigate the web for specific information, complete online forms, open hyperlinks, upload and download documents. Work with Microsoft Edge using Office 365, which can be accessed from home through college email account. Register with employment agencies such as Indeed. Use social media for example Facebook for job searching, know how to like or join job advertisement sites, to receive news feeds.

Know how to maintain the UC journal, troubleshooting discussions to share information.

Emails – Logging in and out correctly and securely using student college outlook account. Check personal email address is fit for purpose, learn how to compose and send new emails, reply to emails and attach documents to a new email. This will help when CVs are requested from potential employers.

Desktop Publisher – Use specific templates to produce different types of documents such as business cards and advertisement flyers which are especially useful if you are self-employed and want to promote your business with limited funds and if you are not confident creating a document from the beginning.

PowerPoint – Understand the purpose of PowerPoint and how it can be useful when applying for work specially if the application requires a presentation. This unit continues to build on ICT skills and the cross over link between different software programs.

All students will have access to our **Job Brokering service and SAPCO Support**. Pastoral support is offered to students with personal issues to help overcome barriers which would otherwise impede their ability to learn.

Opportunities to progress on higher ICT levels as well as English, Maths and Employability.

Our classes are tutor led within a traditional classroom setting allowing us to support students closely throughout their course.

Start Date: Ongoing throughout the year

Days/Times: Monday to Friday, 9.30 – 2.30 – 5 x weeks

Location: 2nd Floor, Mill Lane House, Mill Lane, Margate, CT9 1LB

To find out more or to book please call us on 01843 230876.

Email marie.fowles@eastkent.ac.uk ICT Lecturer

All potential learners are called by the ICT Lecturer to establish their ICT level to ensure they are allocated the correct course