

ECDL Advanced



APPROVED

The Qualification:

ECDL Advanced is an internationally accepted certificate in computing which demonstrates advanced skills in the use of the most common software applications

ECDL Advanced level 3 requires a greater level of skill and knowledge than ECDL level 1 and 2. As the name implies, this qualification is pitched at a much higher level, allowing you to acquire in-depth software application skills in the individual modules

A certificate is awarded for each ECDL Advanced module that you pass (unlike ECDL where one certificate is awarded after passing a group of modules). You can choose to undertake a single module if you wish.

It is not necessary to have completed the ECDL qualification before attempting the Advanced level. However, you do need relevant ICT skills as the course builds upon the knowledge and skills gained from the foundation ECDL qualification,

The Course:

ECDL Advanced level consists of five Modules at level 3:

- Word Processing
- Spreadsheets
- Databases
- Presentations

AM3 Word Processing

The Advanced Word Processing module requires the candidate to use the word processing application to produce what are deemed to be advanced word processing document outputs. The candidate shall be able to produce advanced word processing outputs, illustrating sophisticated formatting and layout presentations, including tables, forms or graphics. The candidate shall be able to use tools such as macros and to carry out more advanced mail merge operations within the word processing application

- **AM4 Spreadsheets**

This module requires the candidate to use the spreadsheet application to operate effectively at more than a basic level of competence and be able to edit and enhance numeric, text and graphical data and to sort, query and link data. The candidate shall be able to carry out advanced formatting and presentation operations on charts and graphs. The candidate shall be able to use functions such as those associated with logical, statistical or mathematical operations. The candidate shall be able to use available analysis and audit tools and to run and record simple macros

- **AM5 Database**

The Database module requires the candidate to be able to realise much of the potential of the database application. The candidate shall be able to use the database to organise, extract, view and report on data using advanced data management skills. The candidate shall understand the variety of ways that data can be related and organised. In addition the candidate shall be able to run and record simple macros and to import, export and link data.

- **AM6 Presentations**

This module requires the candidate to understand some of the principle areas to consider when planning and designing presentations. The candidate shall be able to use the presentation application to produce advanced presentation outputs and to realise much of the potential of the presentation tool. The candidate shall produce outputs using advanced formatting and layout techniques and the use of multimedia effects, create advanced charts / graphs and be able to enhance the presentation by using drawing and image tools to modify drawn objects and images. The candidate shall also be able to create and use macros within the presentation application.

Learning Resources:

There is a range of learning materials available from your *Logintolearn Centre* to support the ECDL qualification.

You can also download learning materials from our Website www.logintolearn.com. This is only available for those registered with the ECDL training program.

Mode of Study

The program is offered on an Open/Distance Learning basis. You can work through learning materials at home, your workplace, local library or Logintolearn centre.

Dedicated support is available at the main Logintolearn centres only. Details are available in the contacts section. We have a range of specially designed approved text based materials that are also available for loan. Please consult with your advisor for further details.

Learning Support:

Open leaning staff will support you through your studies and advise you on all aspects of the course. You can contact us *in person*, by *phone*, *e-mail* or use the *live help* facility available on the Logintolearn website. The live help facility is available during opening hours only.

Costs:

The cost of each module is £100.00. This includes registration with the awarding body, The BCS, study materials, examination Fees and Certification.

Please note, in the event of you failing an assessment, you will be charged £10.00 per re-sit.

The course can also be paid through ILA Scotland, depending on the amount of funding you qualify for. Currently, anyone who has an income of £22,000 (£423 per week) or less per annum, does not hold a degree and is not currently on a training for work program or undertaking a course with a higher education institute, e.g. college, university, is entitled to £200

towards the costs of a course. Visit <http://www.ilascotland.org.uk> or telephone them on **0808 100 1090** for an application pack.

Once you complete and send your pack back to ILA Scotland, you will be sent notification of award. You should advise your Learning advisor as soon as you receive this, they will take care of the rest.

If another party, such as an employer, is paying for your course an invoice for the full amount will be sent directly to them.

Timescales

Many people ask "*How long does the course take to complete*". This is difficult for us to define as we all learn in differing ways, i.e. some people are able to pick up new skills quicker than others, or it may be the case that you have a lot of knowledge in the chosen application. On average, an individual studying four hours per week may complete a module in 6 months.

Software Versions

Our computers, workbooks and online material currently support Office platforms 2003, 2007 and 2010. Our standard windows platform is MS Windows 7. Our standard browser is MS Internet Explorer.

Sample Tests:

To ensure you are fully prepared for your assessment, we recommend you complete the sample assessments. These are enclosed in your learning pack which is provided at the induction. Other samples may be available from the centre on request. We suggest that you aim to complete all questions within sixty minutes, using no help. Should you wish feedback, you can submit your completed paper and work files to your advisor for marking. Work can also be checked using the help and support section of your learning account where videos of worked samples are available* (* currently under construction)

Assessments:

The assessments are designed to test your knowledge and competence in using the computer and applications as outlined on the following page. Arrangements to sit your assessment *must* be made in advance with *Open Learning Staff*.

There is one assessment for each advanced module.

All Advanced modules are assessed by a practical examination. i.e. Your paper will consist of 20 questions that will require you to carry out actions/tasks within the test files stored on removable media (Memory stick) Pass mark for all modules is 75% and all exams last for 60 minutes

Many people worry about exams, more so if it's been a long time since formal education!! **Don't worry** about this, when you undergo some sample tests prior to the real test, you will quickly get a flavour of what's expected. A bit like doing your driving test, your instructor will normally take you on the "test route" a few times and have you carry out manoeuvres that may be asked in the real test.

Candidate Identification – *please note* it is essential you bring Identification with you on the day of your assessment; this could be your

Library Card, Driving Licence.

At the start of the assessment, you will be given a pack that contains the candidate instructions, test paper comprising of the questions/instructions and a removable disk containing the required files. You will be allocated 60 minutes to complete your assessment. You cannot use any type of help during the test.

Your assessment will be marked externally and can take around 4 weeks to be received by the centre. You will then be informed of the result, normally by email.

Right of Appeal:

If you are not satisfied with the decision made by the marker you are entitled to appeal. The appeal can be made, either verbally or in writing to your assessor within 7 days. A right of appeal form is included in your Student pack.

The Data Protection Act 1998:

As ECDL is a National qualification, we are required to keep candidate assessment records for administrative and audit purposes. CultureNL does comply with the above stated act, and agrees to:

- Always to process data fairly and lawfully.
- Always request and process data only for specified purposes relating to the delivery of our service.
- Always store data relating to candidates that is accurate, relevant and not excessive.
- Data held will not be shared with any other agency or organisation out with CultureNL unless you grant authorisation.

Should you wish further information regarding the act, please contact your *Open Learning Advisor*.

Contacts

SOUTH AREA

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Further Centre Details
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Further Centre Details
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NORTH AREA

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