The European Computing Driving Licence

The Qualification:

The *European Computer Driver Licence,* also known as *ECDL,* is an internationally accepted certificate in computing. It certifies that the holder has knowledge of the basic concepts of Information Technology (IT) and is able to use a personal computer (PC) and common computer applications at a basic level of competence.

ECDL is underwritten by the *BCS* and is a widely recognised qualification by employers and industry. The *ECDL* is ideal for people who wish to gain a basic IT qualification, for whatever reason, such as brushing on existing skills or improving employment or career prospects. It is also an ideal platform for those wishing to progress to more advanced IT qualifications.

The Course:

The ECDL covers seven major areas including:

- **Module 2**   **IT Users Fundamentals**
- **Module 7**   **Information and Communication**   } **Level 1** *ECDL Essentials*
- **Module 1**   **Security for IT Users**

- **Module 3**   **Word Processing**
- **Module 4**   **Spreadsheets**
- **Module 6**   **Presentation**   } **Level 2** *ECDL Extra**
- **Module 5**   **Database***

    Or

    Improving Productivity Using IT*

*Where the learner undertakes and wishes to exit with a level 2 award, the database module will be swapped with Improving productivity using IT module. This may incur additional costs.

We have provided the Module listing above as a recommended path to accreditation, but the Modules can be undertaken in any order you wish. We advise that a level is completed in its entirety to ensure an exit award.

- ➤ **Module 2   IT Users Fundamentals (Contributes to Level 1 Qualification)**

The candidate will be required to familiarise themselves with the main operating features of the Windows operating system, the desktop, application windows and display settings. Also to demonstrate the ability to manage files and organise folders. To understand the importance of maintenance of IT systems and how to tackle common problems. Additionally, the candidate will develop an awareness of security issues and laws and guidance covering the use of IT.

- ➤ **Module 7   Information and Communication (Contributes to Level 1 Qualification)**

The Module is divided in two sections. The first section, Information, requires the candidate to accomplish basic Web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports. The second section, Communication, requires the candidate to demonstrate their ability to use electronic mail software to send and receive messages, to attach documents or files to a message and to organize and manage message folders or directories within electronic mail software.

- ➤ **Module 1   Security for IT Users (Contributes to Level 1 Qualification)**

Requires the candidate to demonstrate awareness in all threats to system performance and to be knowledgeable in many aspects relating to the protection of such threats. The candidate will develop an appreciation of the importance of Information security and adhering to the guidelines and procedures for the secure use of IT. The candidate will also develop an awareness of the risks to data security and know how to prevent them.

- ➤ **Module 3   Word Processing (Contributes to Level 2 Qualification)**

The candidate has to demonstrate the ability to use a word processing application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The candidate shall demonstrate competence in using some of the more advance features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.

- ➤ **Module 4   Spreadsheets (Contributes to Level 2 Qualification)**

Requires the candidate to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. The candidate shall be able to accomplish standard mathematical and logical operations using basic formulas and functions. The candidate shall demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts.

- ➢ **Module 6   Presentation (Contributes to Level 2 Qualification)**

Requires the candidate to demonstrate competence in using presentation tools on a personal computer. The candidate shall be able to accomplish basic tasks such as creating formatting and preparing presentations for distribution and display. The candidate shall demonstrate the ability to create a variety of presentations for different target audiences or situations. The candidate shall demonstrate the ability to accomplish basic operations with graphics and charts and to use various slide show effects.

- ➢ **Module 5   Database (Contributes to Level 2 Qualification)**

Requires the candidate to understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer. The module is divided in two sections; the first section tests the candidate's ability to design and plan a simple database using a standard database package; the second section requires the candidate to demonstrate that he or she can retrieve information from an existing database by using the query, select and sort tools available in the data-base. The candidate shall also be able to create and modify reports.

- ➢ **Improving productivity Using IT (Contributes to Level 2 Qualification)**

The Improving Productivity Using IT unit is a standalone unit and therefore cannot presume which of the IT User units a learner may have taken previously. Assignments/scenarios have therefore been created for each of the following common software applications: Word Processing, Spreadsheet and Presentations. This is the ability to plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve the productivity and efficiency of work activities. There are also a number of knowledge items to be covered within this unit. The approach for these will be multiple choice questioning. For assessment purposes this unit will therefore be broken down into two sections; Knowledge and Performance. Learners will be required to pass both sections of the assessment in order to achieve
this unit. Both sections must be completed during the same assessment session.

Learning Resources:

There are two learning formats that are available to you. One is via our Online Learning portal and the other is by workbook. You can indicate your preference to your Learning Advisor at the point of consultation.

Mode of Study

The program is offered on an Open/Flexi/Distance Learning basis. You can work through workbook based learning materials, or our Online courseware at home, your workplace, local library or Logintolearn centre. You can book a pc using our live booking service. This feature will be available in your LogintoLearn online account.

Dedicated support is available at the main Logintolearn centres only. Details of which are available in the contacts section at the end of this document.

Attendance is mandatory for the exams only. Your advisor may provide you with a learning plan based upon the order of preference of the modules you wish to undertake. These are set in milestones and are generally 6 weeks apart.

Learning Support:

Whilst undertaking the course at the centre, Logintolearn staff will support you through your studies and advise you on all aspects of the course. If you are undertaking the course out with the centre, you can contact us *in person,* by *phone* or by *e-mail* or by using our instant chat feature. Your Learning Advisors details are at the end of this document.

Costs:

The cost of the qualification is £200.00. This includes registration with the awarding body, The BCS, Study materials, examination Fees and Certification.

The costs are made up in the following way:

Course Registration costs   **£39.00**

Seven Module Assessments priced at **£23.00** per module.

Funding through Individual Learning Accounts – ILA's

The course can be funded 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, income is classed as: Earnings/Pensions. Do not hold a degree and is not currently on training for work program or undertaking a course with a higher education institute, e.g. college, university. If you meet the above criteria, you may be entitled to £200 towards the costs of a course. Visit http://www.myworldofwork.co.uk/section/funding or telephone them on 0808 100 1090 for an application pack. Once you complete and return your pack 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 and advise any further action required by you. (Please see flow diagram at the back of this document)

Funding by Third Party Sponsorship

If another party, such as an employer is paying for you course then you will have to provide details of this. An invoice for the full amount will be sent directly to them.

Self Funding

If you are self funding the program, the registration fee must be paid at the point of induction. You can choose to pay for your Assessments on the day of each assessment or beforehand. Alternatively, the course can be paid in full in advance. We regret that we are unable to accept payment by card. Cash or Cheques welcome.

NB… An Important note about costs: Regardless of the payment method used, you will be required to fund the course on an annual basis until completion therefore it is best to complete the course in one learner year. Costs of the programme may rise on a yearly basis.

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 the whole course in eight to ten months. We recommend that you undertake one module at a time.

Registration

Before you complete your first assessment, your *assigned Officer* will register you with the BCS. Your unique identification number will be visible on your online account.

As you complete each Module, the details will be recorded in your online account profile. When you have completed the qualification through successfully passing all the required modules, you will be awarded the ECDL Qualification.

Software Versions

Our computers and online virtual learning material currently support Office platforms 2003, 2007 and 2010. Our standard windows platform within our centres is Microsoft Windows 7. Online virtual learning and text based materials are available for Microsoft Vista and XP. Our standard browsers are MS Internet Explorer and Google Chrome.

Sample Tests:

To ensure you are fully prepared for your assessment, we recommend you complete the sample assessments. These will be included in your pack which will be supplied at the point of induction. Other samples are available to download from your online LogintoLearn account or available from the centre on request. We suggest that you aim to complete all questions within the prescribed timescale, using no help (unless directed). We like to see a sample of your work prior to booking the actual exam for you. This enables us to provide any feedback, help and advice.

Assessments:

The assessments are designed to test your knowledge and competence in using the computer and applications. Arrangements to undertake your assessment *must* be made in advance with *Logintolearn centre staff*. There is one assessment for each module, you can complete them in any order and can sit more than one assessment at a time if you wish. We suggest that you undertake the modules in the order mentioned earlier or your chosen route or order of priority and or aligned to your experience. For example, you may be applying for a job that requires you to have knowledge of Word Processing, spreadsheets and email. If that's the case, these modules would be your priority. Or, it maybe the case that you have existing working knowledge with Databases, Presentations or indeed IT Security. These modules would then surely be your first choice of undertaking. For further assistance, please discuss with your Learning Advisor.

All modules are assessed by examination. **Modules 2 - 7** are of a practical nature. i.e. Your paper will consist of approximately 30 questions that will require you to carry out actions/tasks within the test files stored on removable media (Memory stick) using that application. **Module 1** is purely multiple choice. Your paper will consist of 36 questions. Pass mark for all modules is 75% and all Exams last for 45 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.

What to Expect at the Examination:

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 45 minutes to complete you assessment.

Your assessment will be marked internally and you will be informed of the result, normally within two weeks. Results are posted on your online logintolearn account.

Undertaking Module 7 – You will find that the online and workbook based study material for the second part of this module (Email) is based on Microsoft Outlook. The centres do not have outlook installed on the systems you will be using for your assessment therefore it will be necessary for the purposes of assessment to use a web-based e-mail account. This can be an account with Yahoo, Gmail, hotmail etc. If you do not have an account, you can sign up at www.hotmail.co.uk, www.yahoo.com, www.gmail.com Please consult with your Learning Advisor if you require further assistance. Some centres may offer automated in-application exams for this module. You're learning advisor will inform as to the available format.

Right of Appeal:

Our markers and Invigilators are trained to the highest of standards required. We guarantee that your examination paper will be marked with the utmost integrity and in the strictest of confidence. We have a policy whereby should your exam mark be within 2 marks of the pass mark, we will treat as borderline. All borderline results are double marked. By this very approach, we are ensuring that results are accurate and without bias.

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 will be included in your guide book 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.

Further information regarding the act is available at your centre.

So what's next? If you wish to progress, we recommend that you:

1. Book a consultation for your preferred centre. This can be done simply by contacting the centre by telephone, email or in person. Contacts are provided near the end of this document.

2. Determine how you are funding the course. The funding section earlier in this document and the following diagram will help in this process. Inform your learning advisor of your choice.

3. Once your funding has been approved and you are in receipt of the necessary paperwork (Learning token if funding through an ILA) an induction session will be booked for you. The induction session generally takes 90 minutes and is fully facilitated. The content includes logging into your learning account and accessing the courseware and all related features.

Contacts

Central Area

Claire Kirkwood
Open Learning Officer
Logintolearn Centre
Coatbridge Library
01236 856443
kirkwoodc@culturenl.co.uk

Further Centre Details
http://www.logintolearn.com/Learning-Zones/coatbridge.php

North Area

Phyllis Canavan
Open Learning Officer
Logintolearn Centre
Cumbernauld Library
01236 618087
canavanp@culturenl.co.uk

Further Centre Details
http://www.logintolearn.com/Learning-Zones/cumbernauld.php

SOUTH AREA

Paul Blackburn
Open Learning Officer
Logintolearn Centre
Motherwell Library
01698 332600
blackburnp@culturenl.co.uk

Hilary Petrie
Open Learning Officer
Logintolearn Centre
Motherwell Library
01698 332600
petrieh@culturenl.co.uk

Further Centre Details
http://www.logintolearn.com/Learning-Zones/motherwell.php

Liz Sharp
Open Learning Officer
Logintolearn Centre
Wishaw Library
01698 524960
sharpl@culturenl.co.uk

Further Centre Details
http://www.logintolearn.com/Learning-Zones/wishaw.php

Route to registration and induction

STEP 1 - Select your course(s)

| DIGITAL SKILLS (CERTIFICATE) | DIGITAL SKILLS (AWARD) | ECDL ESSENTIALS | ECDL EXTRA | FULL ECDL | ADVANCED ECDL |

STEP 2 - Book a consultation session at one of our 4 locations . Contact details are available in the contact us section

STEP 3 - Decide how are you funding your Course.

I Don't know. What are my options?

Individual Learning Account

Or

3rd party Sponsor E.G. Employer

Or

Self funding

Can you say **yes** to the following?
- Your annual income is **less** than £22,000 per year (excluding benefits)
- Do not possess a degree level qualification
- Not currently on a prescribed training for work course
- Not attending another higher education establishment, e.g. College/university

Yes

No

You may qualify for funding through an ILA (Individual learning account). Contact Skills development Scotland (SDS) on 0808 100 1090 or
www.Myworldofwork.Co.Uk/section/funding
For an application pack.

Complete, sign and return the application pack to SDS asap. If your benefits agency is required to stamp the form
We recommend taking the form to them in person as this will save time.

When you receive your award letter, contact us and provide your ILA account number and arrange an induction. Contact details are in the course handouts.

Unfortunately, you don't qualify for funding. The course can be paid for by a 3rd party sponsor. E.G. Your employer or self-funded.

Your learning advisor will process the course through ILA. You will receive a learning token in the post. This token needs to be presented to us on the day or before your formal induction

We will require contact details Of your 3rd party sponsor so we can send them an invoice

Should you not receive your token in time for your scheduled induction please contact us to re-arrange an alternative date. You may wish to inform SDS that you have not received your token.

Fees are payable before course commencement. Instalments are available. Please discuss this With your learning advisor

Your course Commences When we receive Payment from You or your Sponsor or on the Presentation of An ILA Token.