

Is this course for me?

This qualification is suitable for you, if you aim to work in an environment requiring the knowledge and ability to use a computer. It will provide a useful introduction to the role of IT in business.

What will I learn?

This qualification will help you to gain confidence in the use of a computer and build your IT knowledge and understanding of the range of most commonly used programmes.

How much does it cost?

There is no cost to the learner for courses provided under the Job Centre Plus programme where the learner is in receipt of JSA/ESA (WRAG).

How do I achieve this qualification?

This qualification requires attendance at Harrow College (Harrow-on-the-Hill campus) for a 10-week period. You are required to achieve 9 credits from the 4 units, as follows:

- Improve IT knowledge by using email
- User fundamentals, such as setting up and logging on using the Windows interface, being aware of health and safety and security, accessing the internet, organizing and storing information and, simple problem-solving
- Spreadsheets, including saving and opening files, inputting and editing data, formatting data/cells, copying data, using simple formulae and common functions, preparing charts and graphs and sorting and displaying
- Word processing, including inputting and editing text, saving and opening files, copying, pasting and deleting, formatting and printing images and tables.

How long will I study?

Up to 10 weeks.

What do I need to get onto the course?

- You must be in receipt of JSA/ESA (WRAG) and be referred to Harrow College by your Job Centre Plus Adviser.
- UK or EU passport holder, or ability to demonstrate 3 years of unbroken residency within the UK.
- Score at least Entry Level 3 or above on the Initial Assessment basic skills test.

How will I benefit from this qualification?

- You will have greater opportunities to develop new skills.
- You will receive recognition for your existing skills.
- You will improve your career progression opportunities by also addressing the units of the Level 1 C&G Award in Employability and Personal Development (QCF) and achieving this additional qualification.

How do I enrol?

To enrol on this course, your JSA Adviser should call a member of the Business Base team on 0208 909 6011 and arrange for you to attend an Induction at Harrow College, Harrow-on-the-Hill campus, Lowlands Road, Harrow, HA1 3AQ.