

## Is this course for me?

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

## 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 programmes including computerized accounting.

## 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 up to 10 weeks. You are required to achieve 9 credits from the 4 units, as follows:

- IT User Fundamentals
- IT Security for Users
- Spreadsheet Software
- Computerised Accounting Software

## 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 C&G Level 1 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.