

**Is this course for me?**

This intermediate level qualification is suitable for you, if you aim to work in an environment requiring IT skills and have either completed Level 1 or have already used computers in previous job roles.

**What will I learn?**

This qualification will build on your existing IT knowledge by progressing to more complex tasks necessary for the intermediate level of word processing, spreadsheet and presentation software.

**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 80 guided learning hours over a 10-week period. You are required to achieve 10 credits made up of the following:

- A minimum of 7 credits must be achieved at Level 2
- There is no mandatory unit
- The remaining credits can be at Level 1, 2 or 3

**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.