

English and Maths (inc. ESOL)

ICT Functional Skills Level 1 Part-time

In Brief

Start Date / Duration

This programme can be started at any time. This course will run for approximately 6-10 weeks. You will attend classes and workshops

Entry Requirements

There are no specific entry requirements for this qualification, however an interest in developing your ICT skills is desirable.

You will achieve

Functional Skills ICT Level 1

Course Overview

This qualification is suitable for individuals seeking personal and professional development in ICT. The course helps candidates develop their ICT skills and gain a recognised qualification equivalent to a grade D or 3 at GCSE. You'll develop your ICT skills and learn how to use them in real-life situations.

Course Content

The following skill sets will be studied;

- Interact with and use ICT systems to meet requirements of a straightforward task in a familiar context
- Manage information storage
- Follow and demonstrate understanding of the need for safety and security practices
- Use search techniques to locate and select relevant information
- Select information from a variety of ICT sources for a straightforward task
- Enter, develop and refine information using appropriate software to meet requirements of straightforward tasks
- Use appropriate software to meet requirements of straightforward data-handling task
- Use communications software to meet requirements of a straightforward task
- Combine information within a publication for a familiar audience and purpose
- Evaluate own use of ICT tools

You can view the course specifications for level 1 via the link below

https://www.cityandguilds.com/-/media/productdocuments/skills_for_work_and_life/english_mathematics_and_ict_skills/3748/centre_documents/3748_functional_skills_ict_specification_v4-1-pdf.ashx [https://www.cityandguilds.com/-/media/productdocuments/skills_for_work_and_life/english_mathematics_and_ict_skills/3748/centre_documents/3748_functional_skills_ict_specification_v4-1-pdf.ashx]

How will I be assessed?

At the end of the course learners will complete an online/paper –based ICT test.

What Equipment Will I Need?

All you need is access to a computer and an internet connection.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

Learners can continue to develop their ICT skills by progressing onto Functional Skills ICT Level 2

How much does the course cost?

The course is FREE

Extra information

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [<mailto:info@barnsley.ac.uk>]

Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/our-departments/sport/sports-academy/>].

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 8th January 2020

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**