What the ECDL?

ECDL is the European Computer Driving Licence, it is an accredited IT Qualification run by BCS (the British Computer Society). It started in 1995 and to date, the ECDL qualification has been taken by more than 2 million people in the UK alone. It is also recognised in over 100 different countries worldwide. ECDL is the international standard in IT office skills, it's widely recognised by employers as proof of competence for their employees when working with IT.

Individual Units

For people who don't need the full comprehensive ECDL qualification, there is also the option chose any of the 7 units in the full ECDL syllabus and just take training and testing for that individual unit. On successful completion, delegates will receive a BCS certificate for each unit passed.

You can choose from any of the following units:-

- Security for IT Users
- IT User Fundamentals
- Using the Internet and email
- **Microsoft Word** - Creating documents
- **Microsoft Excel** - Creating spreadsheets
- **Microsoft Access** - Creating databases
- **Microsoft PowerPoint** - Creating presentations

For a full syllabus detailing topics covered in each unit, please visit: *www.clicktips.co.uk/ecdl*

Training: Structured, hands-on, tutor-led sessions, using practical examples and exercises

Time scale: We typically need 1 day's* training to take delegates through each of the ECDL units i.e. 1 unit per day
*units 1 & 2 are shorter units, so can often be taught together in 1 day

Times: Typically 9am-4.30pm - We can be flexible if required

Testing: There is a 45 minute test required for each of the above units.

Each tests typically consists of 32 or 36 questions, a pass mark of 75% is required per test. Tests can be taken at any time and re-sits are allowed if required

Benefits to the organisation
- ✔ Competent staff with the key skills they need
- ✔ Get the job done quickly and efficiently
- ✔ Avoid time wasting and costly mistakes

Benefits to the individual
- ✔ Improve your IT skills and build confidence
- ✔ Learn smart shortcuts & pick up valuable tips
- ✔ Add to your CV & improve career prospects