

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. 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.

The Full ECDL Qualification

The full ECDL is one of the most recognized and highly sort after IT qualifications available and is widely accepted to be the bench mark standard for many top companies in the UK today. Its level is considered to be an Intermediate standard qualification.

The full ECDL qualification is made up of 7 units, as described below:-

- 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 take 6 days* training to take delegates through the full ECDL i.e. 1 unit per day (*units 1 & 2 are shorter units, so can often be taught together in 1 day). Training days do not have to be consecutive, so can be arranged to suit your schedule

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 & work at a higher level
- ✓ Learn smart shortcuts & pick up valuable tips
- ✓ Add to your CV & improve career prospects