

Gain a Free Qualification in a click!

Norfolk County Council Adult Education Services would like to offer your staff the opportunity to gain a free ITQ Level 1 Award. This on-line course offers learners a convenient way to gain a qualification and is suitable for anyone who does not already hold a Level 1 or above IT qualification.

This IT training has been proved to help organisations with:

- Improved efficiency
- Increased productivity
- Improved customer relations
- Improved internal communication
- Increased staff confidence
- Reduction of errors and wastage

Course Content

To achieve the Level 1 ITQ Award as a distance learner you will be required to undertake 3 units of study within 10 weeks of enrolling. These will be 'Word Processing', 'Improving Productivity using ICT' and either 'Powerpoint', 'Spreadsheets' or 'Using the Internet' as your third unit.

How long is the course?

Most people will take around 20 hours but you may want to allow 30 hours depending on previous experience.

Training couldn't be easier!

Learners will complete an on-line student work-book and they will be allocated their own tutor who will be available to support them throughout the course. Tutors will assess and mark work and provide guidance via email and telephone contact to ensure successful achievement of the award.

Are there any entry requirements?

This Level 1 course is not for complete beginners, as learners will need a basic knowledge of using a computer, keyboard and mouse to be able to do basic IT related tasks.

To find out more visit us at:

www.norfolk.gov.uk/adulteducation and click on the Improve your IT skills and job prospects for FREE link.