

Course Specification

Foundation Learning Options

Information Technology

Entry Requirements

There are no formal entry requirements but candidates must be 16, 17 or 18 years of age. Candidates should be prepared to work towards improving motivation, communication and other soft skills to prepare them for employment or further learning.

Awarding Body

City and Guilds, EDEXCEL.

About the course

These qualifications recognise the generic employability and personal development skills that help when seeking, obtaining and retaining employment. In particular, you develop the 'soft skills' required by employers across all vocational sectors. This programme is delivered in stages 1-3; you will be expected to complete a selection of qualifications in each stage.

Duration and Format

This programme will be delivered in three stages. To complete all three stages will take between 40 – 42 weeks.

Programme Content

The programme can include:

- EDEXCEL BTEC Award for IT Users (Entry 3/ Level 1)
- EDEXCEL BTEC Diploma for IT Users (Level 1)
- C&G Award in Employability and Personal Development (E3/L1)
- C&G Award in Personal and Social Development (E3/L1)
- Functional Skills English
- Functional Skills Maths
- Functional Skills ICT

Assessment Guidelines

Learning is tailored to your preferred learning style and interests. Assessment can take place:

- In a classroom
- Outdoors
- With one to one coaching
- At work placements
- In group activities
- During volunteer placements

Progression

These qualifications provide a solid grounding in generic employability and personal development skills, which will enable progression to further learning, including qualifications such as key skills/functional skills/essential skills, vocational qualifications at levels 1 and 2, Apprenticeships, work and employment.

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