

IT LEVEL 1

This course provides an introduction to the use of computers, the knowledge and skills needed to navigate through websites, systems and improving own confidence.

ABOUT THE COURSE

Qualification: NCFE
Certificate in IT User Skills
(ITQ)

Level: Level 1

Duration: 15 days

Time: 9:30am-4:30pm

Enrolment & Induction: 1
day prior to course starting
(10am onwards)

Locations

RBLI Centres across Kent

ELIGIBILITY:

- Aged 19+
- Unemployed and in receipt of benefits and able to provide evidence*
- Can provide a Passport or Birth Certificate as ID
- Can provide proof of address

FIND OUT MORE:

✉ skills@rbli.co.uk

📞 01634 568786

🌐 rbli.co.uk/employment

💻 @RBLISkillsandTraining

UNITS UNDERTAKEN:

Units undertaken:

1. Improving productivity using IT
2. IT communications fundamentals
3. Using email
4. IT security for users
5. Personal information management software
6. Word processing software

Assignments will need to be completed to achieve the full qualification

In order to achieve the Level 1 Certificate qualification learners must pass all units.

Progression: After achieving this course the learner may progress onto our IT User Skills Level 1 qualification.



Royal British Legion Industries. Hall Road, Aylesford, Kent ME20 7NL.
Registered Charity No. 210063