



Prospectus

For Full Time and Part Time Students

Content Page

	Title Page
National Vocational Qualification.....	2
National Vocational Qualifications	
Level 2 (Health and Social Care).....	3
Level 3 (Health and Social Care).....	5
Level 4 (Health and Social Care) Adults & CYP.....	7
Leadership and Management for Care Services.....	10
Assessors Teaching Award (A1).....	13
Internal Verifier Award (V1).....	14
Communicative English (General English).....	16
IELTS (International English Language Test) Preparatory Course.....	17
ESOL – Skills for Life.....	19
ECDL	20

Curriculum

National Vocational Qualification

An NVQ (National Vocational Qualification) is a qualification that assesses someone's competence. NVQ's are based on standards (national occupational standards). The standards describe the level and breadth of performance that is expected of anyone working in the sector which the NVQ covers. These occupational qualifications consist of single units from the standards developed by the Employment NTO, the government-approved standard setting body for the learning and development sector at the time. These qualifications have been accepted by the Qualifications and Curriculum Authority (QCA) for inclusion in the National Qualifications Framework (NQF).

NVQ programmes have evolved to reflect the changing needs of the health service and the expanding roles of health professionals. Care has been taken to ensure that the pursuit of excellence in teaching and research has not been compromised by structural changes which reflect the needs of an increasingly busy workforce, operating in highly complex clinical and managerial settings.

A&S College benefits from being accredited by OCR, which provides a supportive framework for all courses in Health and Social Care across the College and our students are encouraged to access the training opportunities available.

The learning outcomes of all modules have been mapped against the National Qualifications Framework (Agreed National Standards) in order to help students working in the Health Care Sector identify the learning required to develop their careers. The availability of portfolio modules allows students to demonstrate their advanced levels of practice.

National Vocational Qualifications

Level 2 (Health and Social Care)

Course Outline

NVQ'S are work based qualifications. This course aims to help applicants to provide the Health Professional with recognition for the day to day care delivery they provide to their client group. Enables candidates to gain the practical skills needed to be an effective health care professional.

Course Duration

NVQ Level 2 - 1 year

Mode: Full Time/ Part Time

Most NVQ'S are predominantly work based and assessment always occurs at work. The NVQ Level 2 course is a taught course requiring attendance at the college once in a week.

Description

To achieve this qualification the candidates must achieve 6 units made up of 2 Core units, 2 Optional units and the remaining 2 units can be taken from either the core group or optional group. If candidates are working in 'Social Care', it is advised by the Social Care Councils that candidates undertake the 4 core units in order to gain council recognition.

Core Units

Unit 21: Communicate with and complete records for individuals

Unit 22: Support the health and safety of yourself and individuals

Unit 23: Develop your knowledge and practice

Unit 24: Ensure your own actions support the care, protection and well-being of individuals

Optional units

There are a range of optional units to choose. .

Course format and assessment

The course begins in late September and April and is available in either full or part-time mode. Taught elements are a mixture of one day per week attendance and study blocks although students may elect to study more intensively. Student select from modules /Units. Typically students gain sufficient credits for the full certificate in a single year of study although faster progress may be possible depending on the options chosen.

All Health and Social Care NVQ'S require you to be observed at work. All of the assessments needed for these courses will be based on activities you have actually performed at work and the knowledge you require to perform safely and effectively. You can select units to achieve, which are specific to your own work area and will allow you to specialise in a particular area of Health or Social Care. Candidate will be working with an assessor or individually, completing activities and assessments for each unit. Assessor will also observe candidate carrying out practical tasks during candidate's working hours in order to ensure that they can meet the requirements of each unit.

Progression opportunities

On completion of this programme you will be able to progress on to NVQ Health and Social Care Level 3. This course prepares candidates to work confidently as care assistants in care homes, nursing homes, hospitals and residential homes.

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. In addition, please submit a CV detailing relevant professional and academic experience. Applications should be received by the end of January, April, June, and September.

Entry requirements

Standard entry requirements apply. Applicants must, in general, be working in a health sector, which involves regular patient/client contact. The College will assist in practical training placements.

Candidates will usually be delivering care in support of and under the direction of a colleague who is accountable in the area of practice, although this person may not always be in the immediate vicinity while the candidate is working with services users.

Fees

Home (EU) fees: £1400.00

Fees are reviewed every year but subject to change at any time. For up to date fees information for this course please contact admissions on 02089652662

Costs of Course

There are five parts to the cost of course:

1. Tuition Fees
2. College registration
3. Awarding Body/University registration
4. Resource Fee
5. Examination Fees / Assessment Fees (Is not included in the course fee and has to be paid separately. The fee varies between £400 - £600 and is subjected to change, Depending on factors like number of assessment required, distance of travel from college to practical placement, failure in assessment etc....)

Funding

Funding may be available through employer sponsorship, charitable trusts or self-funding.

Level 3 (Health and Social Care)

Course Outline

NVQ'S are work based qualifications.

This course aims to help those experienced and who wish to advance their practice, develop their professional career and enhance their knowledge in health care. The course builds on existing skills and experience to enable the student to lead and support the development and subsequent delivery of evidence based practice in work place.

Course Duration

NVQ Level 3- 1 year

Mode: Full Time/ Part Time

Most NVQ'S are predominantly work based and assessment always occurs at work. The NVQ Level 3 course is a taught course requiring attendance at the college twice (15-20) hrs a week.

Description

Students study core modules in evidence-based practice. To achieve this qualification, candidates must achieve 8 units made up of 4 Core units (including the choice of specialist route) and 4 Optional units.

Core Units

Unit 31: Promote effective communications for and about individuals

Unit 32: Promote, monitor and maintain health, safety and security in the working environment

Unit 33: Reflect on and develop your practice

Unit 34: Promote well-being and the protection of children and young people (or)

Unit 35: Promote choice, well-being and the protection of all individuals

Optional units

There are a range of optional units to choose. .

Course format and assessment

The course begins in late September and April and is available in either full or part-time mode. Taught elements are a mixture of two day per week attendance and study blocks although students may elect to study more intensively. Student select from modules /Units. Typically students gain sufficient credits for the full certificate in a single year of study although faster progress may be possible depending on the options chosen.

All Health and Social Care NVQ'S require you to be observed at work. The NVQ level 3 course has a written internally marked assessment. All of the assessments needed for these courses will be based on activities you have actually performed at work and the knowledge you require to perform safely and effectively. You can select units to achieve, which are specific to your own work area and will allow you to specialise in a particular area of Health or Social Care.

Modules/Units studied elsewhere may be incorporated through accreditation of prior certificated learning (subject to a successful accreditation claim for which an additional fee may be payable).Modules/Units can be taken on a stand alone basis. Study can be used to meet the continuing professional development requirements of Health Care Professionals.

Candidate will be working with an assessor or individually, completing activities and assessments for each unit. Assessor will also observe candidate carrying out practical tasks during candidate's working hours in order to ensure that they can meet the requirements of each unit.

Progression opportunities

On completion of this programme you may be able to progress on to NVQ Health and Social Care Level 4, if your work role is suitable. This award prepares candidates to work confidently as a senior care assistant or team leader in care homes, residential homes, hospitals and nursing homes A Level 3 NVQ can be used to apply for senior support worker posts, to train to be an NVQ assessor or to access Diploma courses in Health and Social Care

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. In addition, please submit a CV detailing relevant professional and academic experience. Applications should be received by the end of January, April, June, and September.

Entry requirements

Standard entry requirements apply. For NVQs at Level 3 in Health and Social Care you must be a Health Care Professional with extended skills and be responsible for the support of other workers. Applicants must, in general, be working in a health sector, which involves regular patient/client contact. The College will assist in practical training placements. Applicants will have a degree of responsibility and autonomy, and will be required to make decisions within boundaries and limits agreed with their team. Applicants with other backgrounds or qualifications, including those without a

first degree or diploma may sometimes be considered. Those who do not meet the normal entry requirements and those with only the minimum academic standard should pay particular attention when preparing their supporting statement and CV. IELTS 6.0 or equivalent is required for overseas candidates whose first language is not English.

Fees

Home (EU) fees: £1,950.00

International students: £2,950.00

Fees are reviewed every year but subject to change at any time. For up to date fees information for this course please contact admissions on 02089652662

Costs of Course

There are five parts to the cost of course:

1. Tuition Fees

2. College registration

3. Awarding Body/University registration

4. Resource Fee

5. Examination Fees / Assessment Fees (Is not included in the course fee and has to be paid separately. The fee varies between £400 - £600 and is subjected to change, Depending on factors like number of assessment required, distance of travel from college to practical placement, failure in assessment etc....)

Funding

Funding may be available through employer sponsorship, charitable trusts or self-funding.

Level 4 (Health and Social Care) Adults & CYP

Course Outline

NVQ'S are work based qualifications.

This course is intended for experienced health care professionals who are seeking to advance their practice, enhance their knowledge and evidence based health care and develops their roles. It is suitable for nurses, social workers, educators and managers from many health care disciplines who are developing autonomous practice, supporting educational and practice development or exercising leadership.

Course Duration

NVQ Level 4- 1 year

Mode: Full Time/ Part Time

Most NVQ'S are predominantly work based and assessment always occurs at work. The NVQ Level 4 course is a taught course requiring attendance at the college twice (15-20) hrs a week.

Description

Students study core modules in evidence-based practice. They will devise a programme of study by choosing options to meet their own needs and interests in tandem with compulsory core modules.

We offer NVQs which support workers in both Health and Health and Social Care settings. The awarding body for these NVQs is OCR and all course materials and course content are based on the agreed national standards.

To achieve this qualification, candidates must achieve 8 units made up of 4 Core units (including the choice of specialist route) and 4 Optional units.

Core Units

Unit 41: Use and develop methods and systems to communicate, record and report

Unit 42: Contribute to the development and maintenance of healthy and safe practices in the working environment

Unit 43: Take responsibility for the continuing professional development of self and others

Unit 44: Develop practice which promotes the involvement, well-being and protection of children and young people

(or)

Unit 45: Develop practices which promote choice, well-being and protection of all individuals

Optional units

There are a range of optional units to choose.

Course format and assessment

The course begins in late September and April and is available in either full or part-time mode. Taught elements are a mixture of two day per week attendance and study blocks although students may elect to study more intensively. Student select from modules /Units. Typically students gain sufficient credits for the full certificate in a single year of study although faster progress may be possible depending on the options chosen.

All Health and Social Care NVQ'S require you to be observed at work. The NVQ level 4 course has a written internally marked assessment. All of the assessments needed for these courses will be based on activities you have actually performed at work and the knowledge you require to perform safely and effectively. You can select units to achieve, which are specific to your own work area and will allow you to specialise in a particular area of Health or Social Care.

Modules/Units studied elsewhere may be incorporated through accreditation of prior certificated learning (subject to a successful accreditation claim for which an additional fee may be payable). Modules/Units can be taken on a stand alone basis. Study can be used to meet the continuing professional development requirements of Health Care Professionals.

Candidate will be working with an assessor or individually, completing activities and assessments for each unit. Assessor will also observe candidate carrying out practical tasks during candidate's working hours in order to ensure that they can meet the requirements of each unit.

Progression opportunities

Level 4 NVQs can be used to enhance promotion prospects, to access degree level courses and to meet the requirements of registration and inspection bodies. This award prepares students to work as a supervisor/manager in care homes, residential homes, hospitals and nursing homes. Or can join onto courses like Foundation Degree in Health and Social Care or Childcare and Early Years, Registered Manager Award (Adults) NVQ L4

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. In addition, please submit a CV detailing relevant professional and academic experience 4 intakes.

Entry requirements

Standard entry requirements apply. For NVQs at Level 4 in Health and Social Care you must be a Health Care Professional with extended skills and be responsible for the support of other workers. Applicants must, in general, be working in a health sector, which involves regular patient/client contact. The College will assist in practical training placements. The normal entry requirement for NVQ level 4 is degree or diploma in health sector. Applicants with other backgrounds or qualifications, including those without a first degree may sometimes be considered. Those who do not meet the normal entry requirements and those with only the minimum academic standard should pay particular attention when preparing their supporting statement and CV. IELTS 6.0 or equivalent is required for overseas candidates whose first language is not English.

Fees

Home (EU) fees: £2,200.00

International students: 3,500.00 (excluding registration and examination fees).

Fees are reviewed every year but subject to change at any time. For up to date fees information for this course please contact admissions on 02089652662

Costs of Course

There are five parts to the cost of course:

1. Tuition Fees
2. College registration
3. Awarding Body/University registration
4. Resource Fee
5. Examination Fees / Assessment Fees (Is not included in the course fee and has to be paid separately. The fee varies between £400 - £600 and is subjected to change, Depending on factors like number of assessment required, distance of travel from college to practical placement, failure in assessment etc....)

Funding

Funding may be available through employer sponsorship, charitable trusts or self-funding.

Leadership and Management for Care Services

Course outline

This course is aimed at candidates who are leaders and managers of care services (adults and children and young people). It is suitable for candidates who:

- Develop, lead and manage a diverse provision and workforce in the context of continual change
- Lead, manage and develop good practice and continuous improvement in service provision that promotes the well being of people and enables them to reach their full potential
- Lead and manage provision which is healthy, safe, manages risks and safeguards and protects people from all forms of abuse
- Promote collaborative, joint working and decision making that achieves successful outcomes for people
- Manage the strategy, policy, finances and operations of the provision

This course aims to help those working in management or leadership roles in healthcare organisations to become familiar with the origins, mechanisms and implications of the health and social care modernisation programme and assess future policy-making processes. In addition, students will learn theories of leadership in a range of contexts and develop an enhanced personal repertoire of leadership styles and skills. A distinctive feature of the course is the range of learning techniques used including individual group work, and experiential learning and Practical Training.

Course Duration

NVQ Leadership and Management for Care Services- 1 year

Mode: Full Time/ Part Time

Most NVQ'S are predominantly work based and assessment always occurs at work. The NVQ Level 4 course is a taught course requiring attendance at the college twice (15-20) hrs a week.

Description

Students study core modules in evidence-based practice. Candidates must complete 8 units, 4 mandatory and 4 optional units

Core Units

Unit A1: Manage and develop yourself and your workforce within care services

Unit B1: Lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people

Unit C1: Develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements

Unit E1: Lead and Manage effective communication that promotes positive outcomes for people within care services

Optional units

There are a range of optional units to choose.

Course format and assessment

The course begins in late September and April and is available in either full or part-time mode. Taught elements are a mixture of two day per week attendance and study blocks although students may elect to study more intensively. Student select from modules /Units. Typically students gain sufficient credits for the full certificate in a single year of study although faster progress may be possible depending on the options chosen.

All Health and Social Care NVQ'S require you to be observed at work. The NVQ L&M course has a written internally marked assessment. All of the assessments needed for these courses will be based on activities you have actually performed at work and the knowledge you require to perform safely and effectively. You can select units to achieve, which are specific to your own work area and will allow you to specialise in a particular area of Health or Social Care.

Modules/Units studied elsewhere may be incorporated through accreditation of prior certificated learning (subject to a successful accreditation claim for which an additional fee may be payable).

Modules/Units can be taken on a stand alone basis. Study can be used to meet the continuing professional development requirements of Health Care Professionals.

Candidate will be working with an assessor or individually, completing activities and assessments for each unit. Assessor will also observe candidate carrying out practical tasks during candidate's working hours in order to ensure that they can meet the requirements of each unit.

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. In addition, please submit a CV detailing relevant professional and academic experience. Applications should be received by the end of January, April, June, and September.

Entry requirements

Standard entry requirements apply. For NVQ L&M course in Health and Social Care you must be a Health Care Professional with extended skills and who are leaders and managers in health sector. The College will assist in practical training placements. The normal entry requirement for NVQ L&M is degree or diploma in health sector. Applicants with other backgrounds or qualifications, including those without a first degree may sometimes be considered. Those who do not meet the normal entry requirements and those with only the minimum academic standard should pay particular attention when preparing their supporting statement and CV. IELTS 6.0 or equivalent is required for overseas candidates whose first language is not English.

Fees

Home (EU) fees: £2,200.00

International students: £3,200.00

Fees are reviewed every year but subject to change at any time. For up to date fees information for this course please contact admissions on 02089652662

Costs of Course

There are five parts to the cost of course:

1. Tuition Fees
2. College registration
3. Awarding Body/University registration
4. Resource Fee
5. Examination Fees / Assessment Fees (Is not included in the course fee and has to be paid separately. The fee varies between £400 - £600 and is subjected to change, Depending on factors like number of assessment required, distance of travel from college to practical placement, failure in assessment etc....)

Funding

Funding may be available through employer sponsorship, charitable trusts or self-funding.

Assessors Teaching Award (A1)

A1 Assessors Teaching award in assessing candidates using a range of methods is suitable for those who assess NVQ candidates using a wide range of assessment methods.

They will be:

- Developing plans for assessing competence with NVQ candidates
 - Judging evidence against NVQ criteria to make assessment decisions
 - Providing feedback and support to NVQ candidates on assessment decisions
 - Contributing to the internal quality assurance process within NVQ Centres
- A1 Assessors Teaching Award in Assessing candidates' performance Through Observation is suitable for those who assess NVQ candidates using observation. They will be:
- Agreeing and reviewing plans for assessing NVQ candidates' performance
 - Assessing candidates' performance against the agreed standards
 - Assessing candidates' knowledge against the agreed standards
 - Making assessment decisions and providing feedback

Applicant's must be:

1. Occupationally Competent
2. Occupationally Qualified
3. Actively working in their occupational sector

Course Outline

OCR Level 3 Award in Assessing Candidates Using a Range of Methods (comprising unit A1)

To achieve this qualification, candidates must achieve unit A1 from the Learning and Development National Occupational Standards 'Assess Candidates Using a Range of Methods'

OCR Level 3 Award in Assessing Candidates' Performance through observation (comprising unit A2)

To achieve this qualification, candidates must achieve unit A2 from the Learning and Development National Occupational Standards 'Assess Candidates Performance through Observation'

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. Applications should be received by the end of January, April, June, and September.

Fees

For up to date fees information for this course please contact admissions on 02089652662 or admissions@ascollege.org

Fees are reviewed every year but subject to change at any time.

Internal Verifier Award (V1)

Internal Verifier (V1) Award in Conducting Internal Quality Assurance of the Assessment Process (comprising unit V1)

Applicant's must be:

1. Occupationally Competent
2. Occupationally Qualified
3. Actively working in their occupational sector
4. Hold either D32/D33 or A1 award

To achieve this qualification, candidates must achieve unit V1 from the Learning and Development National Occupational Standards 'Conduct Internal Quality Assurance of the Assessment Process'

Course Outline

Units of Competence

A1 Assess Candidates Using a Range of Methods

- A1.1 Develop plans for assessing competence with candidates
- A1.2 Judge evidence against criteria to make assessment decisions
- A1.3 Provide feedback and support to candidates on assessment decisions
- A1.4 Contribute to internal quality assurance process

A2 Assess Candidates' Performance Through Observation

- A2.1 Develop plans for assessing candidates' performance
- A2.2 Assess candidates' performance against the agreed standards
- A2.3 Assess candidates' knowledge against the agreed standards
- A2.4 Make an assessment decision and provide feedback

V1 Conduct Internal Quality Assurance of the Assessment Process

- V1.1 Carry out and evaluate internal assessment and quality assurance
- V1.2 Support assessors
- V1.3 Monitor the quality of assessors' performance
- V1.4 Meet external quality assurance requirements

Application procedure

Apply using the College application form online at www.ascollege.org. It can also be downloaded as a PDF /word document. Applications should be received by the end of January, April, June, and September.

Fees

For up to date fees information for this course please contact admissions on 02089652662 or admissions@ascollege.org

Fees are reviewed every year but subject to change at any time.

Communicative English (General English)

Students must have a high level of competence in English in order to understand lectures, take part in discussions and pass written examinations and assessments. A passive knowledge of English is not enough and a high degree of participation by students is normally expected.

The principal aims of the course are to:

- provide practice in seminar skills and academic discussion so as to help students express opinions and arguments clearly and concisely
- improve students' expertise in writing and extended writing (essays, reports etc)
- make students quick and effective readers
- provide opportunities for listening to native speakers, lectures, etc. and for practising notetaking
- develop students' grammatical competence
- expand vocabulary, idiomatic and social language skills
- familiarise students with London, the British way of life and the academic environment

Course Outline

All students will receive a Handbook when they arrive. This will give full details of the course, teaching methods, methods of assessment etc. Although all students will follow a common syllabus, details of each group's programme will vary depending on individual needs. Each stage of the course will include the following:

Course Format and Assessment

Students' levels of English will be assessed on arrival for the course, and they will be assigned to an appropriate class. Their work will be monitored throughout the course and they will have individual weekly tutorials at which to discuss their progress. End of course assessment will be based on a written project, an oral presentation of the project and a brief written test.

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. Applications should be received by the end of January, April, June, and September.

Entry requirements

6 Months course- 5.5 with no skill below 5.0(Min level IELTS)

3 Months Course-6.0 with no skill below 5.5(Min level IELTS)

Fees

For up to date fees information for this course please contact admissions on 02089652662 or admissions@ascollege.org.

Fees are reviewed every year but subject to change at any time.

IELTS (International English Language Test) Preparatory Course

IELTS Exam Preparation Course

The International English Language Testing System (IELTS) is an examination jointly assessed and run by Cambridge ESOL, the British Council & IELTS Australia: IDP Australia. Candidates are tested in Listening, Reading, and Writing & Speaking. At A&S we offer 3 months and 6 months course that fully prepares students for this exam.

IELTS is the International English Language Testing System. It measures ability to communicate in English across all four language skills – listening, reading, writing and speaking – for people who intend to study or work where English is the language of communication

Course Outline

- become familiar with the format of the IELTS exam
- improve their exam technique
- practise the kind of questions they will have to answer in the exams
- take practice exam papers
- receive constructive feedback to increase their chances of success

Course Format and Assessment

The course books chosen for this course are always focused on the IELTS exam.

There is regular exam practice. This may take the form of one whole paper from the exam or a sample of questions.

Supplementary materials are also used to add variety and consolidate the course book-based work. Teachers often set homework for this course. Students are expected to complete all homework assignments. The IELTS exam are challenging and students must be prepared to devote plenty of time to private study if they wish to achieve their target score.

Listening – Students are tested on a variety of skills including the ability to listen for specific detail, listen for gist & tell the difference between different accents

Reading – Question types include multiple choice, sentence completion, short-answer questions, matching phrases and identifying a writer's attitudes

Writing - Students look at a diagram, table or data and must describe the information it presents in their own words.

Speaking - The Speaking Module consists of an oral interview between the candidate and an tutor, lasting approximately 14 minutes

Students can take the IELTS exam in London any month. Applications must usually be made one month in advance a A&S college can help students book a place at an exam centre. Results usually arrive approximately two weeks after the exam is taken.

Who is the IELTS course for?

Foreign students who wish to study at a British university usually need to attain an IELTS score before they are accepted onto the course. Some professional organisations in the UK also require foreign practitioners whose first language is not English to achieve an IELTS score.

Application procedure

Apply using the College application form online at www.ascollege.org . It can also be downloaded as a PDF /word document. Applications should be received by the end of January, April, June, and September.

Fees

For up to date fees information for this course please contact admissions on 02089652662 or admissions@ascollege.org.

Fees are reviewed every year but subject to change at any time.

ESOL – Skills for Life

Entry Level- 1

Entry Level -2

Course outline

The purpose of the ESOL courses are to meet the English Language needs of people who have come to the UK to live or to work and who intend to settle in the UK. The content of the courses is set out with the focus being to meet the individual requirements and concentrate on developing the English skills you need to be successful at work, home and as a UK citizen.

Attendance

ESOL Entry 1 & 2: minimum of 36 weeks

Description

The content of the class will be centered on written assignments, project work, class assessments and various forms of multimedia such as DVDs of an educational benefit.

Course Assessment

An assessment before the start of the course will take place in order to assess the right course level.

There are a large variety of activities which will take place to make sure the necessary standard is met; these are as follows:

To recognise a request for personal info and respond correctly,

- To ask questions to obtain specific info
- listen and respond to request for personal info
- identify alphabet and digits
- spell correctly some key personal words and familiar words

Say where they are from and other students

- use capitals correctly
- use word stress correctly
- ask for country of origin and nationality
- deal with misunderstanding

ask for clarification

ECDL

The ECDL is an internationally recognised qualification. The ECDL course will help you to develop your computer skills, fill any knowledge gaps or simply gain accreditation for your current skills. The ECDL is split into two parts.

Level -1

Level- 2

The ECDL syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society.

It is broken down into seven modules, each of which must be passed before an ECDL certificate is awarded.

Once a candidate is registered at college, a logbook listing all 7 modules is issued.

The modules may be taken in any order and over any period of time up to three years, even all at once offering maximum flexibility.

When all 7 modules have been successfully passed, a certificate will be produced.

The seven modules that make up the ECDL are:

1. Basic concepts of IT
2. Using the computer and managing files
3. Word processing
4. Spreadsheets
5. Database
6. Presentation
7. Information and Communication

Testing

Candidates are provided with a logbook which serves as the formal ECDL registration. The logbook lists all the modules and as each one is successfully completed, the logbook is duly signed by the accredited testing body.

The modules may be taken in any order and over any period of time - even all at once - up to a maximum of 2 years, offering maximum flexibility. When all the modules are successfully completed, the logbook is forwarded to the British Computer Society (BCS) who will award the ECDL certificate. Each test will last 45 minutes with 15 minutes beforehand for familiarisation with the testing software

Advanced ECDL Overview

Advanced ECDL is the logical progression for applicants who have achieved their core ECDL certification and wish to further enhance their skills and knowledge and to demonstrate their competence.

The syllabus for the advanced suite of modules is over and above the skill sets and core knowledge contained within the respective core ECDL syllabus modules. Each advanced module is independent of the others and is regarded as a qualification in its own right.

The four Advanced ECDL modules in alphabetical order:

1. Database
2. Presentation
3. Spreadsheets
4. Word Processing

You can take any of the modules individually to receive an ECDL Advanced certificate in that application or, if you complete all of the modules, you will receive an additional ECDL Expert certificate showing that you are truly expert in computer use!

Advanced ECDL testing

A&S College is an authorised Advanced ECDL testing centre. Advanced ECDL tests take place at the computer; the candidate has a test paper and performs tasks on pre-prepared files. Mock tests are available and it is recommended that candidates take at least one of these before moving on to a live test.

Advanced ECDL test papers are marked by the British Computer Society and results are returned in four to six weeks.