

ICT Principles

Summary

This course has been designed to develop candidate skills from entry level to level 1 and gain an externally accredited qualification:

Certificate in ICT Principles.

This course also provides an opportunity for candidates to gain an accredited English and/or Maths Functional Skills qualification.

Course Content

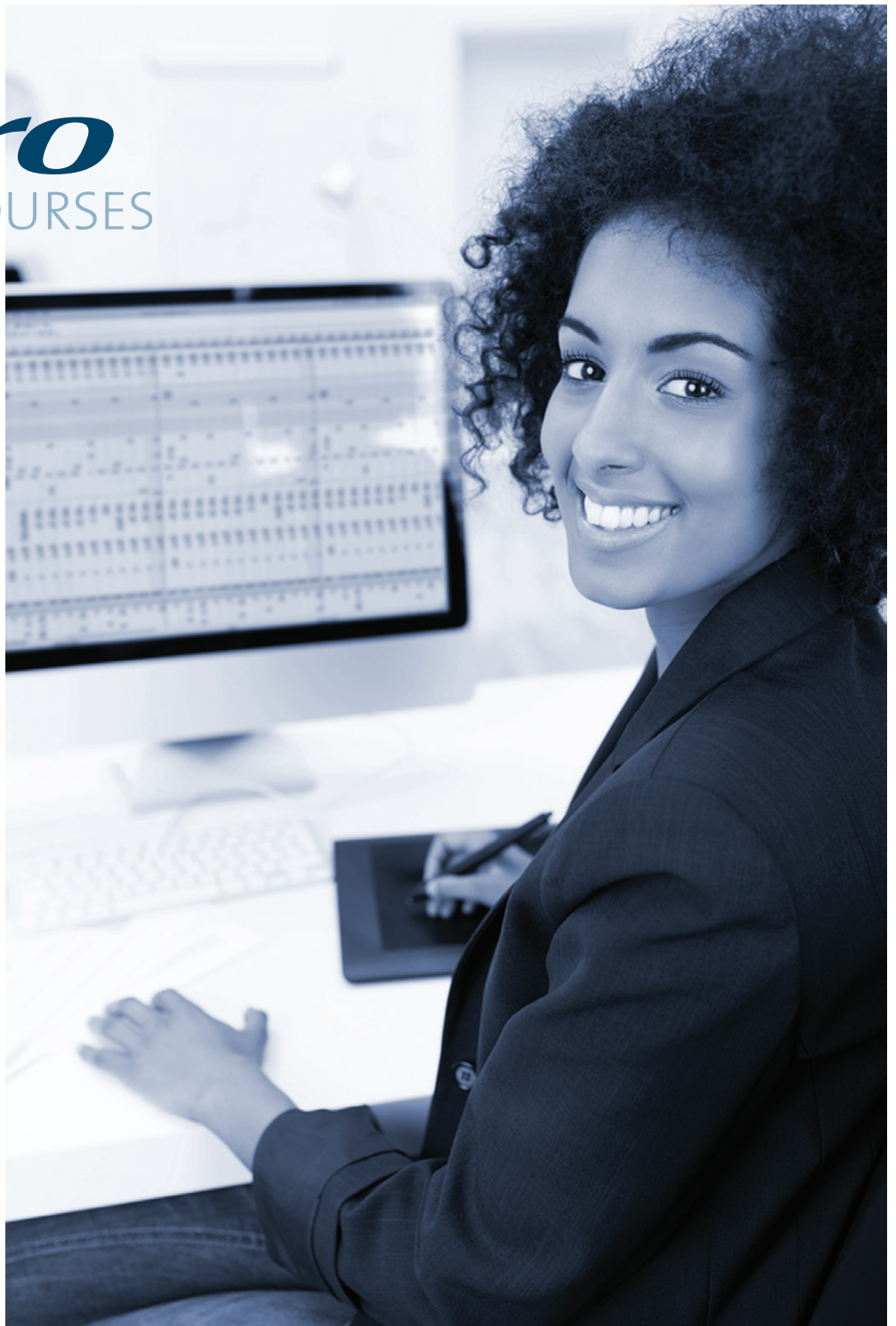
Mandatory Elements:

These sessions enable you to:

- Recognise device types and purpose of devices.
- Understand basic operations and settings.
- Use Smart devices such as iPad, iPhone.
- Access and use the internet.
- Access and complete online learning.
- Transfer files/data using cloud sharing applications.
- Use email functions.
- Use features of applications: Word Processors, Spreadsheets, Presentations.
- Use basic multi-media functions, such as built in camera for photo and video use.
- Develop your business communication skills.

Optional Elements:

- Update your English reading, writing, speaking and listening skills and work toward an English qualification.
- Refresh your maths skills and work toward a maths qualification.
- Work through our 'Career Toolkit', update your CV and practice your interview skills.



Entry requirements

- This qualification is open to all.

Format

- 4 x 8 hour sessions (depending on optional elements chosen).
- Group format min. 6 and max. 10 per session.
- Task based assessments during session.

Course booking checklist

- Share course information with potential candidates.
- Collect candidate information; Name, Job Role, Location, Tel, Email.
- Ensure that you have identified a suitable training location with desks, chairs, power and WIFI access.
- iPads will be provided for use during the training sessions.
- Candidates may bring their own/work issued iPads.
- Agree a course date with a TSP Learn representative. This will be tentatively booked and confirmed upon receipt of a Purchase Order.
- Confirm the booking value and raise a Purchase Order.
- Your assigned TSP Learn tutor will confirm their attendance with you and will attend the training venue to deliver the session.

Rates Table

- Prices shown are excluding VAT.
 - Please note: minimum booking requirements are based on 6 candidate bookings per course.
- Cancellations and date alterations may be agreed in writing up to 7 days ahead of a booked session.

- Bookings must be paid for before the training session takes place.
- Full terms and conditions will be made available when the Purchase Order is received.
- Payments can be made directly to TSP Learn:

Jeanette Rosato,
Finance Director,
TSP Learn,
Howarth Lodge, 9 Reading Road, Pangbourne, RG8 7LR
jrosato@tsplearn.co.uk

Description	Price
Full qualification price per candidate based on a group booking of min.6 and max.10 candidates per group.	£ 675

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Apprenticeships

