

Computing

Subject Area	Digital, Preparing for Learning & Work – Foundation Learning
Course Type	Entry Level
Study Level	Entry Level 3
Delivery Mode	Full-time
Location	Advanced Technology Centre
Duration	1 Academic Yea
Start Date	September 2024
Course Code	PA000010

Course Summary

This introductory qualification is designed for learners who may be ready to progress quickly to further study, the Award offers a basic introduction to ICT and the Business sector.

This course is designed to build on the basic computer skills that people have picked up in school and helps understand how these skills can be utilised in employment and the business sector.

The course provides the opportunity to develop generic, transferable and sector-specific skills related to the study of Business and ICT in order for them to progress to further learning at level 1 and 2.

What You Will Learn

The course is based on a Programme of Study, which consists of:

- The Vocational Qualification itself
- A City & Guilds Employability and Personal Development Award
- English and Maths
- A Tutorial programme
- Work Experience

Learners will study 3 core Employability units and 3 sector specific units over the duration of the course.

Modules

Entry 3 ICT and Business:

- Basic Business Principles
- ICT Purposes in Business
- Types of Ownerships

PSD (Personal self-development):

Unit 314:

- Safe Learning in the Workplace

Unit 307:

- Interview Skills

Unit 305:

- Introduction to ICT

Entry Requirements

There are no entry requirements for this level apart from an interest in the specified subject and the ability to commit to positive behaviours and attendance.

Work Experience

30 hours of relevant experience of work are included in the course. Our students work in partnership with the National Citizens Service (NCS) programme which helps to develop key employment skills and behaviours needed for progression to work.

Progression

Successful completion of the BTEC ICT and Business can help you embark on a career in a ICT and Computing or Business related area. You will be able to progress to further learning, an apprenticeship or employment.

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