

START DATE: Monday, 14th September 2009
Tuesday 15th September 2009
Thursday 17th September 2009
Friday 23rd April 2010

DURATION: 30 Weeks for 2 hours per week

CLASSES MEET: Monday 12.30pm - 2.30pm
Tuesday 9.30am - 11.30am
Thursday 6.30pm - 8.30pm
Friday 12.30pm - 2.30pm

VENUE: Royal Sailors' Rest, Grange Lane,
Rowner, Gosport

COURSE CODE: Monday D715
Tuesday D716
Thursday D717
Friday D718
Indicate day/time on enrolment card

COST: £99.00 full cost
£30.00 Means Tested Benefit
(deducted from exam fees)

ADDITIONAL COSTS: Assessment fees for three units to be paid on commencement of course. Remaining unit fees to be paid prior to assessment. Assessment fees TBC.

What is CLAiT?

CLAiT is part of OCR's suite of IT qualifications. It has been designed to be flexible, modern, relevant and progressive and to enable people both at work and at home to use their equipment more fully and efficiently.

OCR Level 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAiT)

The units for CLAiT are as follows:

Core Unit

- Unit 1 - File management and e-Document Production (Word)

Optional Units

- Unit 2 - Creating Spreadsheets and Graphs (Excel)
- Unit 3 - Database Manipulation (Access)
- Unit 4 - e-Publication (Publisher)
- Unit 5 - Creating an e-Presentation (PowerPoint)
- Unit 6 - e-Image Creation
- Unit 7 - Web Page Creation
- Unit 8 - On-line Communication (Internet Explorer)

There are no time limits - students decide their own pace of work and take assignment tests when they are ready to do so. All achievement is recognised.

Method of Assessment

There is no formal examination - at the end of each unit you will take the assignments set by OCR. The units will be marked by your tutor then sent off to OCR (the awarding body) for verification and certification.

Students are able to achieve individual unit certificates; a **Certificate** for successfully completing three units (Unit 1 plus two optional units); or a **Diploma** for completing five units (Unit 1 plus four optional units)

Who is it for?

CLAiT is suitable for anyone who possesses a basic understanding of computers and Information Technology and who are keen to develop this further. This course will allow students to develop practical skills, become familiar with the most widely used software packages and gain a nationally recognised qualification.

Progression

OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus)
European Computer Driving Licence (ECDL)

Recommended Course Book

(to be purchased on commencement of the course)
Pass New CLAiT Using Office 2003 Price £15.50
Publisher: Payne-Gallway
ISBN: 978190447953

HOW TO ENROL

Enrolment is easy:

- in person at the St Vincent Outreach Office, Royal Sailors' Rest, Grange Lane, Rowner
- by post (no cash) to St Vincent Outreach Office, Royal Sailors' Rest Grange Lane, Rowner, Gosport PO13 9RX
- Payment by cash, credit/debit card or cheque (made payable to St Vincent College)
- if you are claiming a fee remission for unemployment or Means Tested Benefit, please bring/send proof for our records.

If after two weeks you are unhappy with your course we will **transfer** you to another that is more suitable to your needs if available. A full refund will be given for all classes cancelled by the centre. For details of our Refund Policy, please telephone the number below or refer to our brochure.

Address

St Vincent Outreach Office, Royal Sailors' Rest Grange Lane, Rowner, Gosport PO13 9RX

Office hours

Monday - Thursday 9.15am - 2.45pm

Phone number

023 9242 1024

or

e-mail

rst@stvincent.ac.uk

Please note: All information is correct at the time of publication but may be subject to change.

If you would like further information, advice and guidance on choosing your next step in work and learning, please telephone Claire Simpson on 023 9242 1024

