

OCR Level 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

START DATE:	Monday, 14th September 2009 Tuesday 15th September 2009 Thursday 17th September 2009 Friday 23rd April 2010
DURATION:	36 Weeks for 2.5 hours per week
CLASSES MEET:	Monday 12.15pm - 2.45pm Tuesday 9.30am - 12 noon Thursday 6.30pm - 9.00pm Friday 12 noon - 2.30pm
VENUE:	Royal Sailors' Rest, Grange Lane, Rowner, Gosport
COURSE CODE:	Monday D726 Tuesday D727 Thursday D728 Friday D729 Indicate day/time on enrolment card
COST:	£125.00 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 Plus?

CLAiT Plus is part of OCR's suite of IT qualifications. It will equip learners with a broad range of skills required in the modern work place. The qualification aims to provide a nationally recognised standard in IT assessment at Level 2 that is flexible, reliable, relevant and valid and is also fit for the needs of the learner, employer and training provider.

We are only able to offer the following units for CLAiT Plus:

Core Unit

- Unit 1 - Integrated Document Production (Word)

Optional Units

- Unit 2 - Manipulating Spreadsheets and Graphs (Excel)
- Unit 3 - Creating and Using a Database (Access)
- Unit 4 - e-Publication and Design (Publisher)
- Unit 5 - Designing an e-Presentation (PowerPoint)
- Unit 8 - Electronic 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?

The course is suitable for those who have successfully completed the CLAiT Level 1 or ECDL course and wish to further develop their ability. Students who feel they have the required level of knowledge but have not taken CLAiT Level 1 may need to speak to an IT tutor.

Recommended Course Book

(to be purchased on commencement of the course)

Pass CLAiT Plus Using Office 2003 Price £18.50

Publisher: Payne-Gallway

ISBN: 9781904467984



INVESTOR IN PEOPLE



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

