

New CLAiT

THE AIM

- Develop candidates' knowledge of IT hardware and software and their ability to operate equipment correctly and safely
- Develop candidates' knowledge of a range of different software applications and their ability to use different applications effectively to complete tasks
- Develop candidates' ability to manage documents and data in a variety of applications
- Develop candidates' ability to enter data accurately
- Develop candidates' skills and knowledge in contexts that are directly relevant to employment situations
- Encourage progression by assisting in the development of skills and knowledge that learners will need to undertake further study

WHO IS IT FOR?

Those who have a basic knowledge of the use of IT whether in school, college, FE or employment who wish to gain accreditation at level 1.

WHAT CAN I DO?

Mandatory unit Unit 1: File Management and e-Document Production

Optional units

Unit 2: Creating Spreadsheets and Graphs
Unit 3: Database Manipulation
Unit 4: e-Publication Creation
Unit 5: Create an e-Presentation
Unit 6: e-Image Creation
Unit 7: Web Page Creation
Unit 8: Online Communication
Unit 9: Computing Fundamentals (IC₃)
Unit 10: Key Applications (IC₃)
Unit 11: Living Online (IC₃)

In order to achieve the OCR Level 1 Certificate for IT Users (New CLAiT), candidates must achieve the mandatory unit plus two optional units

In order to achieve the OCR Level 1 Diploma for IT Users (New CLAiT), candidates must achieve the mandatory unit plus four optional units

HOW LONG WILL IT TAKE?

It is suggested that an average candidate should take around 20 guided learning hours per unit to acquire the knowledge, understanding and skills necessary to demonstrate each assessment objective successfully. However this figure is for guidance only and will vary depending on individual candidates.

WHAT ABOUT PROGRESSION?

OCR Level 2 Certificate/Diploma
Different optional units
NVQ
IT Key Skills at Level 1
IT Key Skills at Level 2

WHERE CAN I STUDY THIS?

Radstock Learning Centre
2 Wells Hill
Radstock
BA3 3RN

Tel: 01761 420786

Keynsham Learning Centre
2 – 4 High Street
Keynsham
Bristol
BS31 1DQ

Tel: 01179 869768