What is ECDL?

The European Computer Driving Licence (ECDL), also known as the International Computer Driving Licence (ICDL) outside the UK, is an internationally recognised IT qualification. ECDL is regarded by employers across the globe as a benchmark for IT competence and undertaking this qualification can improve your speed, efficiency and productivity in the workplace.

ECDL equips learners with the skills to use a computer confidently and effectively, building on existing knowledge and motivating further learning. Tried, tested and trusted, ECDL programmes have been delivered to over 11 million people, in 41 languages across 148 countries. Over 2 million people have taken ECDL in the UK since 1997.

ECDL Qualification Structure

ECDL Core- the qualification comprises of seven units. All units must be successfully completed within 3 years from registration to gain the ECDL qualification. Visit our LearningSpace page to find out more:

IT Security for Users	Module 1
IT User Fundamentals	Module 2
Word Processing	Module 3
Spreadsheets	Module 4
Database	Module 5
Presentations	Module 6
Email & Internet	Module 7

Qualification Name: ECDL Core/BCS Level 2 Certificate in IT User Skills' qualification

Awarding Body: British Computer Society (BCS)

Qualification Level: 2, equivalent to a GCSE grade A-C

How is the ECDL delivered?

You can study the ECDL course by:

- **Attend online taught sessions each week** – Online sessions via Teams will begin in October (starting with the Word Processing module)

- **Study in your own time** - Accessing the 24-hour online courseware

- **Complete 'tasks'** – These are allocated for each module on the **Digital Skills Training** page on LearningSpace and then only go over the areas that you find problematic to complete.

- **Take a diagnostic test** - The test will highlight the areas that you need to brush up on before taking the examination (we would advise you to check the syllabus first).

Or combining ALL the above as blended learning. Each module can have a different approach.

Online taught ECDL sessions will be advertised on the Hub (student newsletter) and you can book for these sessions using the online booking system on LearningSpace.

Please note that we will advertise these sessions on the student Hub a week or two in advance to avoid cluttering the newsletter; however, all sessions are available to book on our LS page.

Course Information

- Each week we will be covering a portion of the syllabus and aim to finish each module within 6 weeks. We will start with the Word Processing module and have allocated 5 weeks for the teaching and an additional week for revision, diagnostics and the exam.

- It would be beneficial if you could follow the online taught session on one screen and use another screen to work and practice on the actual software alongside the session.

- Each advertised session will list the content. If you are familiar with all the contents of a session, there is no need to attend that session. We do however request that you email us the completed related task sheet, so we can check your work and provide feedback.

- If you can do most of the questions on a task sheet but have a few gaps; book an online one-to-one session and we can go over them with you.

- You can join the course at the beginning of any module, at any point during the year. Modules are taught in rotation, if you have missed a module the first time round, we will come back to it again.

- You can use the task sheets as a revision tool and go straight into taking the diagnostic tests.

Exam Information

If you wish to receive certification you will need to complete/pass the ECDL exams.

- You take an online exam at the end of each module

- The exam duration is 45 minutes with a pass rate of 75%

- Exams are online via Teams – with the candidate sharing their screen. We may be able to arrange face-to-face exams on campus, but this will have to be in line with the current Covid-19 procedures

- All exams must be taken under exam conditions

Please note: we use Office 2016 for training and testing. You don't have to take an exam if you just wish to update your skills. You can still attend training sessions.

How do I apply and what is the cost?

Your Line Manager must approve any staff development activity whether there is a cost incurred or not. Attending taught sessions in work time must be discussed with and approved by your Line Manager.

Email us to enrol on the modules or you can book sessions by using the online booking system on Learning Space when it is advertised on the Community News Hub.

Training for all staff is free; however, if you wish to take exams and receive certification you will need to complete an SD1 form (signed and approved by your line manager) and send to Human Resources for approval.

The cost for ECDL is £246.00 which covers 7 exams, diagnostic tests, qualification registration and certification. Individual units can be completed at a cost of £40.00 per module, which will result in a single unit certification. Fees include BCS exam registration, certification and one exam attempt per module. However, if you fail the exam there is a re-sit charge of £10.00 per exam.

The link below will take you to the Staff Development section on the Intranet where you can find the SD1 form: http://staffnews.marjon.ac.uk/course/view.php?id=16

An SD1 form is not required if you are not taking exams and are attending just to update your IT skills. A record of your attendance will be sent to HR to be added onto your CPD record. Staff are encouraged to attend the taught sessions even if they are not intending to take exams.

Staff who have already received SD1 approval; if you have not already done so, please contact us to book a brief induction session (this is a BCS process).

Do not hesitate to contact us if you have any queries regarding this course or wish to speak about help and support – Digital Skills Tel: 01752 636700 ext: 5673 digitalinnovation@marjon.ac.uk