**VENUE AND DURATION OF COURSE:**

John Ruskin College, Selsdon Park Road, South Croydon, CR2 8JJ, 2 years full-time.

**ENTRY REQUIREMENTS:**

Four GCSE grade 9-1 (A*-F) including English and Maths.

**WHAT QUALIFICATIONS WILL I GET?**

ICT Level 1 BTEC Level 1 Introductory qualifications in IT.

**COURSE DESCRIPTION:**

The skills that you will develop on this course will assist you to move into a job in an office environment. This qualification introduces basic ICT practices and gives students a full breadth of essential ICT knowledge. Additionally, this course will provide the starting knowledge for entry to employment.

**UNITS/TOPICS COVERED:**

The BTEC Level 1 Introductory qualifications in IT consist of four core units and six optional units that provide a total of 360 Guided Learning Hours (GLH). You will be required to undertake GCSE retakes in English & Maths or Functional Skills Level 1, if you have not yet achieved grade 9-4 (A*-C) in these areas. Students will also participate in work experience or a work-based project during non-college days.

**Core Units:**

- Unit A1 - Being Organised (30 GLH)
- Unit A2 - Developing a Personal Progression Plan (30 GLH)
- Unit A3 - Working with Others (30 GLH)
- Unit A3 - Researching a Topic (30 GLH)

**Optional Units from the following list (6 UNITS):**

- Unit IT5 - Developing Digital Information Using IT (40 GLH)
- Unit IT6 - Using Digital Communication Technologies (40 GLH)
- Unit IT7- Solving Technical IT Problems (40 GLH)
- Unit IT8 - Creating a Spreadsheet to Solve Problems (40 GLH)
- Unit IT9 - Creating a Website (40 GLH)
- Unit IT10 - Creating a Computer Program (40 GLH)
- Unit IT11 - Developing a Digital Product (40 GLH)
- Unit IT12 - Creating a Digital Animated Graphic (40 GLH)

N.B.: Optional units are subject to change.

**TYPE OF ASSESSMENT:**
The course is continuously assessed through assignments, practical project tasks and case studies. In some subjects, there will also be written and/or verbal tests. You will develop a responsible and co-operative approach to working on your own and in groups. The course uses practical activities, presentations and involvement with local business wherever possible.

**EQUIPMENT NEEDED:**
- USB stick or OneDrive
- Folder
- Pen
- Pencil
- Notepaper

**WHERE CAN IT LEAD?**
Obtaining an overall Merit in this course will allow you to move on to IT Level 2 Extended Certificate.

**COURSE FEE:**
If you are under 19 on 31/08/2024, tuition is free. If you are 19 or over, please consult Client Services for advice and guidance on funding and eligibility.

Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

**WHAT TO DO NEXT:**
If you have any outstanding queries please contact our Client Services team on 020 8651 1131
or at clientservices@johnruskin.ac.uk.

To apply online for this course please visit www.johnruskin.ac.uk.

Disclaimer:
Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 020 8651 1131.