

**Course Title**            **NEW CLAiT 2006 - OCR Level 1 Certificate/Diploma for IT Users**

**Duration**                **30 weeks for 2 hours per week**

**Starts**                    **11 January 2007**

**Classes Meet**        **Thursday 9.30 am – 11.30 am**                    **Course Code  
D715**

**Venue**                    **Royal Sailors' Rest, Grange Lane, Rowner, Gosport**

**Cost**                      **£85.00 Full Payment**  
**£63.75 Students & 60+**  
**£30.00 Means Tested Benefits (deducted from assessment fees)**

**Additional Costs**    **An additional fee of approximately £11.75 will be payable for each module prior to assessment**

## **SUPPORT WITH CHILDCARE COSTS**

### **• HOW TO ENROL**

Enrolment is easy:

- 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
- in person at the NVQ Office, Royal Sailors' Rest, Grange Lane, Rowner
- by post (no cash) to NVQ Office, Royal Sailors' Rest, Grange Lane, Rowner, Gosport, PO13 9RX.

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 refer to the St Vincent College brochure.

**TO RESERVE A PLACE PLEASE TELEPHONE**  
**☎ 023 9242 1024**

\* Further details available overleaf



INVESTOR IN PEOPLE

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### ***What is CLAiT 2006?***

CLAiT 2006 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.

The Units for CLAiT 2006 are as follows:

#### **Core Unit**

Unit 1 - File Management & e-Document Production (Word)

#### **Optional Units**

Unit 2 - Creating Spreadsheets & 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 (FrontPage)

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 assignment 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 2006 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 at Level 1.

#### ***Progression***

OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus 2006)

European Computer Driving Licence (ECDL)

#### **Recommended Course Book**

(To be purchased on commencement of the course)

Pass New CLAiT Using Office 2003

Price £14.99

Publisher: Payne-Gallway

ISBN 1904467954

*If you would like help choosing your next step in work, learning and leisure  
please contact Claire on 023 9242 1024*

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