



ICT KEY SKILLS

1 day course: 9.30am – 5pm

This course provides delegates with the revision and overview required to pass the Level 2 ICT Key Skills exam. In addition to a good working knowledge of office software, this exam requires a good level of background knowledge relating to the use of office software in the workplace.

All of the practical requirements of the Key Skills ICT unit will be covered by the ITQ assessment tasks.

The majority of the knowledge requirements for this exam will have been covered in the course to date. This session focuses on revision and identifying the knowledge items not covered in training so far.

ICT KEY SKILLS INDUCTION

IDENTIFICATION OF KNOWLEDGE GAPS

REVIEW PRACTICE PAPERS

REVISION AND REVIEW AS REQUIRED

ASSUMED KNOWLEDGE:

Candidates will be expected to have completed either a Level 2 ICT or ITQ training programme prior to this course, or to have an equivalent amount of experience.