

New CLAiT (Computer Literacy And Information Technology)

This flexible qualification is the UK's most popular IT qualification and very valuable for office work. It is suitable if you are taking your first steps in IT.

Entry Requirements

Some IT knowledge or experience would be beneficial.

Funding Eligibility

You can access the qualification if you:

- are over 19 years old and
- have lived in the UK for 3 years or more or come from an EU member country or are a British Citizen.

The cost for each module is £80.

For further information call the course enquiries team on **0115 9599 544**.

Units / Topics Covered

There is 1 mandatory unit plus at least 2 optional units.

Mandatory Unit

Using Your Computer

Optional Units

These include:

- Word Processing
- Spreadsheets
- Databases

Duration / Assessment

- 20 hours per unit
- The qualification is awarded by the OCR exam board (Oxford Cambridge and RSA Examinations)

Career Opportunities

Nearly any job these days requires you to have IT skills. However, jobs who specifically require these skills include:

- Office Assistant
- Administrator
- Adviser

Further Study

Candidates can progress to CLAiT Plus.

More Information

Call **0115 9599 544**, email info@ctem.uk.com or visit www.CTEM.uk.com.

CLAiT Plus

This is a flexible qualification that is nationally recognised. It is suitable if you already have basic IT skills.

Entry Requirements

New CLAiT would be beneficial.

Funding Eligibility

You can access the qualification if you:

- are over 19 years old and
- have lived in the UK for 3 years or more or come from an EU member country or are a British Citizen.

The cost for each module is £90.

For further information call the course enquiries team on **0115 9599 544**.

Units / Topics Covered

There is 1 mandatory unit plus at least 4 optional units.

Mandatory Unit

Create, Manage & Integrate Files

Optional Units

These include:

- Word Processing
- Spreadsheets
- Databases
- Electronic Communications
- Presentations

Duration / Assessment

- 20 hours per unit
- The qualification is awarded by the OCR exam board (Oxford Cambridge and RSA Examinations)

Career Opportunities

Includes:

- Office Assistant
- Administrator
- Adviser

Further Study

Candidates can progress to the ITQ (an NVQ in IT).

More Information

Call **0115 9599 544**, email info@ctem.uk.com or visit www.CTEM.uk.com.

