

Southwater Business Resource Centre

DISTANCE LEARNING

CLAiT Certificate (Level 1)

3 units including Word Processing/File Management

The other 2 units may be selected from:

Databases (Access)
Spreadsheet (Excel)
Presentation (PowerPoint)
Internet/e-mail (Outlook or Outlook Express)
Web Design (FrontPage)

The Distance Learning Package includes:

Exam Fees

Initial Meeting to agree learning contract, time scales etc

Practice Assessment for each unit at SBRC

Tutor support – e-mail or phone

Work Books and CD

2 sample assessments for each unit

£124

CLAiT Diploma (Level 1)

5 units including Word Processing/File Management

£200

A single Unit:

£45

Repeat Assessment

£14.50

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DISTANCE LEARNING

European Computer Driving Licence (ECDL)

8 compulsory units for a Level 2 ECDL qualification

Basic Concepts of IT
Using the Computer and Managing Files
Word processing
Spreadsheet
Database
Presentation
Information and communication
Using IT

The Distance Learning Package includes:

ECDL Logbook

Initial Meeting to agree learning contract, time scales etc

Practice Assessment for each unit at SBRC

Tutor support – e-mail or phone

Work Books and CD

2 sample assessments for each unit

1 assessment per unit

£190

Repeat Assessment

£10

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DISTANCE LEARNING

CLAIT PLUS Certificate (Level 2)

3 units including Word Processing/File Management

The other 2 units may be selected from:

Databases (Access)
Spreadsheet (Excel)
Presentation (PowerPoint)
Internet/e-mail (Outlook)
Web Design (FrontPage)

The Distance Learning Package includes:

Exam Fees

Initial Meeting to agree learning contract , time scales etc

Practice Assessment for each unit at SBRC

Tutor support – e-mail or phone

Work Books and CD

2 sample assessments for each unit

£150

CLAIT PLUS Diploma (Level 2)

5 units including Word Processing/File Management

£250

A single Unit:

£50

Repeat Assessment

£22

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DISTANCE LEARNING

Microsoft Office Specialist: Essential

(intermediate level)

Individual Units selected from:

Word 2003
Excel 2003
Access 2003
Powerpoint 2003
Outlook 2003
FrontPage

The Distance Learning Package includes:

Exam Fee

Initial Meeting to agree learning contract, time scales etc

2 Practice Assessments for a unit at SBRC

Tutor support – e-mail or phone

Work Book and CD

£175 per unit

Microsoft Office Specialist: Expert

(Advanced level)

Individual Units selected from:

Word 2003
Excel 2003

The Distance Learning Package includes:

Exam Fee

Initial Meeting to agree learning contract, time scales etc

2 Practice Assessments for a unit at SBRC

Tutor support – e-mail or phone

Work Book and CD

£250 per unit

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EXTERNAL CANDIDATES: Assessment only

CLAIT

Complete skills checklist and sample papers/data	£20
Practice assessment at SBRC	£5 per unit (£5.50 from Sept 07)
OCR Assessment	£13.50 per unit (£14.50 from Sept 07)

CLAIT PLUS

Complete skills checklist and sample papers/data	£20
Practice assessment at SBRC	£12 per unit (£12.50 from Sept 07)
OCR Assessment	£22 per unit (£23 from Sept 07)

ECDL

Logbook + Level 2 entry	£37
Complete skills checklist and sample papers/data	£30
Practice assessment + feedback – per module	£6
Module test	£10

TRAINING

Per hour	£4 (£4.50 from Sept 07)
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KEYBOARDING

Workbook (touchtyping)	£5
Assessment (Speed/accuracy)	£11 (OCR certificate)