

Business Resource Centre

SUPPORTED 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 BRC

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

£15.30

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SUPPORTED 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

£11

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SUPPORTED 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

£23

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SUPPORTED 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 BRC

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 BRC

Tutor support – e-mail or phone

Work Book and CD

£250 per unit

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EXTERNAL CANDIDATES: Assessment only

CLAiT (level 1)

Complete skills checklist and sample papers/data	£20
Practice assessment at SBRC	£5.50 per unit
OCR Assessment	£15.30 per unit

CLAiT PLUS

Complete skills checklist and sample papers/data	£20
Practice assessment at SBRC	£12.50 per unit
OCR Assessment	£23 per unit

ECDL

Logbook + Level 2 entry	£37
Complete skills checklist and sample papers/data	£30
Practice assessment + feedback – per module	£6
Module test	£11

TRAINING

Per hour	£4.50
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KEYBOARDING

e-type memory stick and 3 assessments (British Computer Society)	£50
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