ILA Accounts

SDS Individual Learning Accounts (ILA)

You may be eligible to get an ILA award of up to £200 towards the costs of learning or training with an SDS Individual Learning Account (ILA), depending on individual student circumstances.

Details can be found on:
https://www.myworldofwork.co.uk/learn-and-train/funding

Application Process

You can be referred through:

- agencies or partner organisations

or

- you can self-refer onto the programme.

Contact:

- **Halbeath Campus**
- **Leven Campus**
- **St Brycedale Campus**

Colin Bell
Tel: 0344 248 0115
Email: colinbell@fife.ac.uk

What are you waiting for?

To find out more, and to apply online, visit www.fife.ac.uk

**Alternatively, call Colin Bell on 0344 248 0115
or email colinbell@fife.ac.uk**

Awarding Body: BCS
British Computer Society

Fife College

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ECDL
(European Computer Driving Licence)

The world's number one IT user qualification

- **This is a flexible learning course.**
- **Available at various locations throughout Fife.**
- **Enrol at any time in the year.**
- **Sessions and times will vary for each Campus.**

Fife COUNCIL

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Prepare for Future Employment

- Employers need people who can contribute to achieving goals in the most efficient and productive way.
- ECDL gives you the computer skills to do this.
- That's why it is recognised and valued by companies around the world as the benchmark in IT user competence.

Qualifications you can study:

- **ECDL Essentials**
  - Security for IT Users
  - IT User Fundamentals
  - Using Email and the Internet
- **ECDL Extra**
  - Word Processing
  - Spreadsheet Software
  - Presentation Software
  - Improving Productivity Using IT

Software used: Microsoft Office 2010, Windows 7 and Internet Explorer

"The ECDL course has been great, I have really enjoyed myself and it has helped me improve immensely on the skills I already had prior to joining. I had discovered this qualification by accident while searching for a job in the Administration and ICT fields and decided to pursue it, not only to better myself but to open up a whole new pool of job prospects that I felt I was lacking. I'm glad I joined the course because it has also given me my confidence back and made me want to further my studies by applying for an Administration Course."

Nicole, Leven Campus

"I found the course material very straight forward. The handouts for each section were easy to follow and the revision sections at the end of each chapter were useful in cementing in the course work.

I have learnt a lot in a short space of time and do find it useful to help manage my accounts on excel. I also now use word to maintain a list of articles downloaded for 'continued professional development', required by my professional body. I would have struggled to do this before the course but now it's straight forward, saving me time and effort. I'm sure I'll continue to find more uses for it in the future.

The tutors are friendly and knowledgeable and I enjoyed attending the classes due to the informal nature of the course. I would recommend the ECDL course to anyone who wants to improve their knowledge of a useful computing tool that can be used in many areas of your life."

Mark, Halbeath Campus

"I was out of education for a while, and was a little bit apprehensive about getting back into it. But Colin and his staff were great, and gave me the confidence and belief to get back into it. Can't speak highly enough of them. Really enjoyed ECDL and the whole experience."

Chris, St. Brycedale Campus