



MEDIA AND OFFICE TECHNOLOGIES

This Department offers three pathways:-

- Pathway 1 - Administration and Customer Service
- Pathway 2 - Office ICT
- Pathway 3 - Media

Each offers a range of skills and qualifications to give the best opportunity for learners to achieve their long term goal, be it further education or a career.

Foundation Learning

ICT Functional Skills

Entry 1 – 3

A qualification designed to build learners basic ICT skills to confidently work with computers.

Foundation & beyond...

ICT Functional Skills

Levels 1 & 2

A qualification designed to build on a learners basic ICT skills and to develop them further in order to work with computers confidently and independently.

Pathway 1

Administration & Customer Service

The Administration and Customer Services pathway is designed to give learners the skills to work in any administrative role or face to face with members of the public. It is a competence-based programme, intended to enable learners to develop the basic knowledge and self-discipline needed to providing a good background in administration. Internal and external work placements are an integral part of the qualification where skills and knowledge are developed in a real working environment.

Customer Services

Levels 1 & 2

Customer Services is truly generic and can be used across all industries, organisations and

job-roles, in the private, public and voluntary sectors. Its popularity reflects a demand from employers to take a professional approach when working with customers both inside and outside the organisation.

Business & Administration

Levels 1 – 3

This is a competence-based programme, designed to enable learners to develop the basic knowledge and self-discipline needed to provide a good background in administration. This qualification enables learners to develop their skills and meet the needs of today's employment market. No formal entry qualifications are necessary at Level 1.

Customer Services

Learners undertake training to provide the essential services to the whole college. The Training Office is situated alongside main reception, so it's at the centre of college life. Post, reception, parcel handling and other vital office duties are included.

Sage Computerised Accounts

Levels 1 & 2

This qualification is not part of the normal timetable, but is offered to suitable learners as an enrichment activity, or as an introduction to accountancy if this is where their interests lie.

Pathway 2

Office ICT

Levels 1 & 2

This qualification is made up of the standard office-based applications including Word Processing, Spreadsheets, Databases and PowerPoint Presentations. All of which are enhanced with accounting and communication software, designed to broaden employment opportunities.

Pathway 3

Media

Levels 1 & 2

Media focuses on multi-media applications such as Web Design, Graphics, Audio, Video and Animation. Learners who choose this pathway will develop skills to build a variety of multi-media products using industry standard software including Adobe, Photoshop, Macromedia, Dreamweaver and mobile technologies.

iTQ in User Skills

Levels 1 – 3 (only offered through Office ICT & Media)

The iTQ suite comprises nine separate qualifications with Awards, Certificates and Diplomas at Levels 1 – 3. It is designed for those who want to work with office and media applications. It is a nationally recognised programme designed to meet today's technology focused work environment. By achieving the iTQ learners will acquire the skills to enable them to work more productively and effectively. Learners will be taught to use a variety of mobile technologies to support their learning and develop the skills which are essential to living and working in today's rapidly changing IT User environment.