# OPEN DOOR ADULT LEARNING CENTRE

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**Opening doors to new skills, confidence and opportunities.**

## BACKGROUND

Open Door has been delivering adult education since 1992. Our aims are charitable and, where possible, our courses are subsidised and costs kept to a minimum. Our ethos is to remove the barriers that prevent people returning to learning.

## WHAT WE AIM TO OFFER

- A friendly learning environment
- Learning at a pace to suit everyone
- Nationally recognised qualifications
- Skills, improved confidence and qualifications to help improve career/job prospects
- A safe, healthy and stimulating learning environment
- Constant support throughout the course

## ABOUT OUR COURSES

All our courses are held in small, friendly classes. Learners work at their own pace towards widely recognised and up-to-date qualifications   All learners pay a £10 reservation/administration fee however, some of our courses are **FREE** - please ask for details or look on our website to see if you are eligible for reduced cost or free courses. We also offer Social IT (computer) courses ideal for anyone not wanting to gain a qualification - the cost of these courses is £50 per term.

## ACCREDITED QUALIFICATIONS AVAILABLE:

**European Computer Driving Licence (ECDL)  - Distance Learning also available for this qualification**
ECDL is regarded by employers as a benchmark for IT competence and will: improve your employment prospects; allows you to prove your IT skills which can help you find a job or progress your career ;  builds your confidence in using computers
**ECDL Essentials**  provides learners  with the fundamental skills needed to use a computer along with using the internet and email, and importantly security for users.
**ECDL Extra** provides learners with the skills required to use computer applications. The Improving Productivity unit ensures learners are aware of the most effective and efficient ways to use software. ECDL qualifications require

ECDL Essential units (Level 1 ITQ Award)

- Security for IT Users
- IT User Fundamentals
- Using Email and the Internet

ECDL Extra units (Full level 2 ITQ Certificate)

- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Improving Productivity Using IT

learners to sit timed exams.

- Basic Computers (IT User fundamental)
- Email & Internet Software
- Spreadsheets Software
- Word Processing Software
- Presentation Software
- Desktop Publishing Software

- Personal Digital Photograph Processing
- Responsible work practice
- Interview Skills
- Improving own learning and performance
- CV writing
- Business Administration

**Certa Entry level Certificate in progression and  Award/Certificate in work preparation.**
These are basic courses ideal for learners who have no or very limited computer skills and/or would like to gain skills in order to find work or improve career prospects. The qualifications are unit based and offer learners the opportunity to gain a nationally recognised qualifications without the need to sit exams.  Listed below are some of the units available:

**Due to the flexibility of the following IT qualifications, credits from different levels may be used towards full Awards/Certificates.  However, rules of combination apply - please ask for further details.**

## NOCN Level 1 Award and Certificate in  IT User Skills (ITQ)

There are no formal entry requirements for this course, but if you have never used a computer before, you may want to first enrol on to a Entry level course. For the Award, learners need to complete 9 credits from any of the units listed below. For the full  Certificate learners need 13 credits including the Mandatory unit* – Improving Productivity Using IT (3 credits):

- Database Software (3 credits)
- Desktop publishing software (3 credits)
- Using email (2 credits)
- Imaging Software (3 credits)

- Using the Internet (3 credits)
- Presentation software (3 credits)
- Spreadsheets software (3 credits)
- Word Processing software (3 credits)
- Improving Productivity Using IT *(3 credits)

## NOCN Level 2 Certificate in IT User Skills (ITQ)

Learners who register for this level 2 course should possess a level 1 ITQ Award/Certificate or have good computer skills. The full Certificate requires learners to complete 16 credits including the Mandatory unit* - Improving Productivity (4 credits) plus a further 12 credits from any of the following units:

- Database software (4 credits)
- Desktop publishing software (4 credits)
- Using email (3 credits)
- Imaging software (4 credits)

- Using the Internet (4 credits)
- Presentation software (4 credits)
- Spreadsheets software (4 credits)
- Word Processing software (4 credits)
- Improving Productivity Using IT *(4 credits)

## OCR Functional Skills qualifications

We offer OCR Functional Skills qualifications in English and Mathematics from Entry 3 level to Level 2.  Functional skills qualifications are made up of components: mathematics has a single component;  English has three components: reading; writing; and speaking, listening and communication.   Once learners have reached the required standard they will sit  written /practical assessment, which is taken under controlled conditions. Functional skills qualifications are an excellent way to improve skills and confidence and are widely recognised by employers.

## NCFE Level 1 Award in Photography

This qualification is designed for learners to gain a basic understanding of photography.  Practical photographic and written work are required to provide evidence for this qualification.  To achieve this level 1 qualification learners need to achieve 6 credits by completing the following 2 mandatory units:
- Use a camera to capture creative images (3 credits)
- Digital image manipulation (3 credits)

## NCFE Level 1 and level 2 Award in Creative Crafts

Practical and written work together with the final craft item(s) provide the evidence required for these qualifications. Study at level 1 does not require any prior creative craft and/or sewing experience.  To study at level 2 it is expected you will have already completed the Level 1 Creative Crafts qualification or have a  good sound knowledge of creative crafts and/or good range of sewing skills.

To complete the level 1 Awards qualification learners need to achieve 9 credits by completing the following 3 mandatory units:
- Explore craft resources (3 credits)
- Explore craft ideas (4 credits)
- Create, present and review final craft item (2 credits).

To complete the level 2 Award qualification learners need to achieve 10 credits by completing the following 3 mandatory units:
- Use materials, tool and equipment to develop craft techniques (3 credits)
- Develop craft ideas (4 credits)
- Create, present and evaluate final craft item (3 credits)

# Distance Learning Courses

## NCFE Level 2 Certificates in: Mental Health Awareness and  Equality and Diversity

Learners who register on these level 2 courses must have sufficient English skills to complete the assessment books accurately.  Distance learning is ideal for learners who do not have time to attend classes and want to study to home, at times to suit them. Learners are given workbooks to read and assessment work to complete either electronically or hand written.  Realistic goals are set and constant support is provided by the allocated tutor/ assessor throughout the course.  These qualifications are much sought after by employers and ideal to show on CV's. Learners can attend classes on an ad-hoc basis if the prefer to study in a classroom environment.

**FOR FURTHER DETAILS ABOUT ANY OF OUR COURSES PLEASE DO NOT HESITATE TO CONTACT US OR LOOK ON OUR WEBSITE!**