



SHARECommunity

Self Help Association for Rehabilitation
and Employment for People with Disabilities

Focus on ability

Information Technology Course

OPPORTUNITY TO GAIN

O.C.R. (R.S.A.) NVQ Information Technology - Level 1

C.L.A.I.T. (Computer Literacy and Information Technology) Level I, II and III

L.O.C.N. London Open College Network Information Technology Units

The I.T project offers practical computer training using the latest equipment in a friendly and supportive environment. Trainees work towards qualifications that can lead to a variety of employment opportunities.

The C.L.A.I.T. course covers both essential office I.T skills and other areas such as email, web design and presentations. Trainees can select units they would like to complete so that the qualification is specific to their chosen area of interest.

Trainees can also work towards NVQ Level 1 which is based on real work assignments and includes practical tasks such as letter and report writing, data input, merging data, presentation graphics and systems management.

SHARE has the latest I.T facilities with up to date computers, training software, broadband internet access, and specialised adapted hardware and software for people with a range of disabilities.

We make sure that every trainee has a personal development plan that is tailored to their individual needs. Trainees are encouraged to work at their own pace and to work within the group to help develop knowledge and increase confidence.

KEY COMPONENTS

- **Communication Skills development**
Understanding tasks and instructions used in an office environment.
- **Design work**
Trainees learn how to design presentations, business cards, posters, certificates, invitations and web pages.
- **Problem solving**
Learning how to use On-Line help facilities, handling system problems like disk errors; printer problems and internet connections are all important skills that trainees develop.
- **Task management**
Learning how to prioritise workloads, organise, store and retrieve work.
- **Overall computer system management**
Trainees gain the skills to install, de-install and service the computer.
- **Acquisition of transferable skills across computer systems -**
Trainees develop the knowledge to be able to transfer the skills from one system to another e.g. Microsoft Office to Corel Office.

POTENTIAL EMPLOYMENT OPPORTUNITIES

The above skills can lead to career opportunities in:

Administration positions requiring use of a Computer - Data Entry, Office Clerical, Secretarial, Hospitals, Travel Agency etc

