



Focus4 Training

ECDL Courses

Centre Study & Onsite Options

ECDL | ECDL Extra | ECDL Advanced

ECDL/ECDL Extra/ECDL Advanced

You can choose to study any of the ECDL courses by attending classes at our training centre in Lutterworth, Leicestershire or for companies with a number of people to train we can offer classes at your site to suit your schedule. These can be as half day courses or full days.

Free online assessments are available to determine the current level of ability for each delegate in each subject.

As well as classroom learning we offer online support materials and each person has a unique learning page where they can access practice exam papers and additional resources.

You can also choose to study ECDL as a [Distance Learning Course](#).



Studying at Focus4 Training Centre

ECDL

The European Computer Driving Licence® (ECDL) is the internationally recognised qualification designed specifically for those who wish to gain a benchmark qualification in computing which will enable you to develop your IT skills and enhance your career prospects.

ECDL is available as a single qualification comprising of seven modules. This qualification is Ideal for any candidates that have no or very little prior knowledge but still wish to gain a qualification. The seven ECDL modules are:

The seven ECDL modules

- Module 1 - Security for IT Users
- Module 2 - IT User Fundamentals
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 5 - Database Software
- Module 6 - Presentation Software
- Module 7 - Using Email and The Internet

Cost per person | £325+VAT | Exam fees | £10 per exam

Price will include:

- Online assessments for each subject and customised workbooks to suit the individual learner based on results
- 7 days training at Lutterworth training centre
- 2 days exam practice or 4 ½ day sessions at Focus4 Training Ltd
- Workbooks and notes for each subject
- Trainer support by email or telephone between lessons
- Marking and distribution of practice papers
- Online courses to compliment the learning manuals. They contain assessments which can be monitored for scores through our learner management system.

Studying at Focus4 Training Centre

ECDL Extra

ECDL Extra is a Level 2 ITQ Certificate and consists of 4 modules. Once a learner has completed the four modules they will hold a level 2 qualification. The modules that comprise ECDL Extra (Full ITQ Level 2 qualification) are:

- Word processing (Level 2)
- Spreadsheet Software (Level 2)
- Presentation Software (Level 2)
- Improving Productivity Using IT (Level 2)

Cost per person | £299+VAT | [Email for details](#)

Exam fees | £10 per exam

Price will include:

- Online assessments for each subject and customised workbooks to suit the individual learner based on results
- 5 days training at our centre in Lutterworth
- 2 days exam practice or 4 ½ day sessions at Focus4 Training Ltd
- Workbooks and notes for each subject
- Trainer support by email or telephone between lessons
- Marking and distribution of practice papers
- Online courses to compliment the workbooks. They contain assessments which can be monitored for scores through our learner management system.

Studying at Focus4 Training Centre

ECDL Advanced

If you have already completed your ECDL and want to progress your skills, or if you are an IT Advanced User, ECDL Advanced may be the best qualification for you.

ECDL Advanced allows you to demonstrate your higher level computer skills, showing employers that you are confident, competent and efficient. Modules are available in:

- Word Processing
- Spreadsheets
- Databases
- Presentations

Certificates in each application are awarded individually; should you choose to complete all the modules you will be awarded with an additional 'ECDL Expert ' certificate.

Cost per person | [Email for details](#) | Prices will depend on previous experience and amount of training required and number of exams you wish to take.

Exam fees | £50 per exam

ECDL Expert – Information

Are you an expert in computing? If you are, perhaps you should consider ECDL Expert. You will receive a free ECDL Expert certificate if you complete all of the ECDL Advanced modules.

Show your expert status

As an ECDL Expert you will not only receive a certificate which shows that you are a specialist in a wide range of applications, but also you will be eligible to become an Associate member of BCS and be able to put the letters AMBCS after your name.

Becoming a BCS member

When you become a member of BCS, you become a member of the UK's leading body for IT professionals and become eligible for a range of benefits such as career development and support, access to a network of IT professionals and groups and a wealth of IT industry information.

Special Discount

Not only will you receive the ECDL Expert certification for free, you will also be eligible to apply for Associate membership of the BCS with 20% discount off your first year (upon agreement to the BCS Code of Conduct).

ECDL Extra | Onsite Training

ECDL Extra is a Level 2 ITQ Certificate and consists of 4 modules. Once a learner has completed the four modules they will hold a level 2 qualification. The modules that comprise ECDL Extra (Full ITQ Level 2 qualification) are:

- Word processing (Level 2)
- Spreadsheet Software (Level 2)
- Presentation Software (Level 2)
- Improving Productivity Using IT (Level 2)

Cost per person | £299+VAT | Minimum of 8 people required
Exam fees | £7 per person, per exam

Cost for 6 people | £1794+VAT
Exams fees | £168

Price will include:

- Online assessments for each subject and customised workbooks to suit the individual learner based on results
- 10 * 3 hours workshops to be held at your training centre over an agreed period of time
- Workbooks and notes for each subject
- Trainer support by email or telephone between lessons
- Unique learning page to access additional resources and practice exam papers

ECDL | Onsite Training

ECDL is also available as a single qualification comprising of seven modules. Ideal for any candidates that have no or very little prior knowledge but still wish to gain a full level 2 qualification.

The seven ECDL modules are:

- Module 1 - Security for IT Users
- Module 2 - IT User Fundamentals
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 5 - Database Software
- Module 6 - Presentation Software
- Module 7 - Using Email and The Internet

Cost per person | £325+VAT | Minimum of 8 people required

Exam fees | £7 per person, per exam

Cost for 6 people | £1950+VAT

Exams if all exams completed | £294

Price will include:

- Online assessments for each subject and customised workbooks to suit the individual learner based on results
- 13 * 3 hours workshops to be held at your training centre over an agreed period of time
- Workbooks and notes for each subject
- Trainer support by email or telephone between lessons
- Marking and distribution of practice papers
- Unique learning page to access additional resources and practice exam papers

ECDL Advanced | Onsite Training

For employees who require a more advanced course ECDL Advanced offers the opportunity to study 4 subjects as individual exams.

ECDL Advanced allows you to demonstrate your higher level computer skills, showing that you confident, competent and efficient. Modules are available in:

- Word Processing
- Spreadsheets
- Databases
- Presentations

Certificates in each application are awarded individually; should you choose to complete all the modules you will be awarded with an additional 'ECDL Expert' certificate.

Cost per person | [Email for details](#) | Prices will depend on previous experience and amount of training required and number of exams you wish to take.



Minimum number of delegates required 6.

Exam fees | £50 per exam

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