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COLLEGE

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Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
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College  
Training

# Use of ICT Skills - Basic

Basic Use of ICT is aimed at participants who may be using computers in their work, study, or home. The qualification is ideal for those in employment, whether they are using IT as a significant part of their role or need to develop new skills to meet the demands of a changing workplace. The qualification is intended to provide a significant amount of the relevant knowledge,

## WHAT WILL I NEED?

Please be prepared to provide your residency documents such as a passport, EU citizen ID card, UK Birth Certificate or Biometric Card. If you have been in the UK for less than 3 years or have entered the UK with a visa you will need to provide evidence that you are eligible to study in the UK - your visa, your biometric card that covers the duration of your course or any relevant home office documents to support your residency should all be provided. If you're an EU, EEA or Swiss citizen we will need to see evidence of 'Pre-Settled' or 'Settled-status' documents. Also for funding purposes we would need to see evidence of payslips if working (within the last 3 months). If you are receiving benefits (e.g JSA, ESA, Universal Credit (UC), Housing benefits etc. please provide evidence of this).

## WHAT CAN I DO AFTER?

Upon successful completion of the course you can progress into further study in this area.

Start Date: 22 April 2024

Day: Monday

Time: 9:30-15:00

Duration: 10 Weeks

Venue: Tottenham Centre



Capital City  
College Group

[www.capitalccg.ac.uk](http://www.capitalccg.ac.uk)