A Rough Guide for Training Providers to ICT Vendor Skills Training

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www.yf-skills.org

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For all training locations, the facility requirements will be inspected, and require: projection equipment including cables and connection; adequate space for curriculum access and lab access; PCs with Intel 3 processor minimum, 256MB of RAM and 2GB of disk space per student. Tutor requires similar machine with connection to projector. For all training locations, compliance with the equipment requirements will be checked.

Adequate space for curriculum access and lab access.

All Academies will receive a Quality audit visit from the Regional Academy annually. The Centre will be required to outline the arrangements they have in place for the management of quality, to identify any strengths or areas for improvement, and to adjust the renovation, general classroom layout.

It is important that the training location has suitable facilities, including projection equipment (including cables and connection), adequate space for curriculum and lab access. The design must ensure that the content and delivery of the course can be managed in the training location and that the students are comfortable and engaged throughout.

The overall aim is to allow people to show that they have achieved a level of skill in the use of a particular Microsoft Office application. The former is a formal test using Microsoft Excel and Word in a computer-based environment. By testing to Microsoft XP and 2003 standards, training providers can also maximise their students’ future employability. A test can be delivered remotely or on-site through a partner’s arrangements.

One of the course qualifying exam(s) is Microsoft Word 97 exam and the second is a computer delivered Excel 97 exam. The Excel exam is computer delivered and multiple choice.

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Microsoft Press Step-by-Step Guides are available at very reasonable prices through the Microsoft IT Academy. The correct book for the course will be provided in classrooms, during training. Other materials need to be approved by Microsoft for MOS.

Software for training delivery: Moodle and Blackboard

Testing takes place at a Thomson Prometric Testing Centre at the learner's convenience, with online booking and payment. IBM-PCs are used in the computer-based test. The test is 3-hours long and includes multiple-choice questions and fill-in-the-blank questions.

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