



Upper School Woodlands Drive, Scarborough, North Yorkshire, YO12 6QW
Lower School Lady Edith's Drive, Scarborough, North Yorkshire, YO12 5RL
Web <http://www.grahamschool.co.uk> @grahamschool

Headteacher Mrs H McEvoy
Tel. (01723) 366451
Fax. (01723) 380985
Email admin@grahamschool.co.uk

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Dear Parent/Carer and students

I would like to inform you of an opportunity we have embraced to support your son/daughter further in their GCSE studies. Graham School has now registered as a centre for ECDL. This is a Level 2 Certificate in IT Application Skills and is an IT qualification with a full GCSE value.

The qualification consists of 4 units

- Word Processing
- Presentation
- Spreadsheets
- Improving Productivity

As all students use IT so frequently these days, we are keen for our students to achieve this qualification and earn themselves another GCSE in applications they are already familiar with. The arrangements for this to be delivered and completed; is that students will complete some online tutorials for each unit and then when we believe they are ready students will complete an online test in each unit. Students do have the opportunity to re-sit a unit if they do not reach the threshold. Students have to achieve the threshold in all 4 units to gain the full GCSE.

See recommendations below:

It is what employers want - Employers need people who can contribute to achieving goals in the most efficient and productive way. ECDL gives you the computer skills to do this. That is why it is recognised and valued by companies around the world as the benchmark in IT user competence. Over 2 million people have taken ECDL in the UK alone.

What learners say about ECDL - "I've worked with computers virtually all my working life, but I've had no formal training, so that's what I was looking for with the ECDL. It's a qualification that's well recognised by employers and that's what I wanted; it's important to me that it's recognised." "If I had to use three words to describe the ECDL they'd be confidence, knowledge and understanding; I've got a much deeper understanding of computers now."

ECDL in Schools - The computing curriculum requires that every child leaves school digitally literate. ECDL has become an important building block, equipping students with the IT skills they need to thrive in the digital world, whether they're pursuing further education or employment. BCS have created an ECDL Qualification to meet the criteria set out by the Department of Education, which is graded and gains school performance points.

It is proof of digital literacy - ECDL is a vocational qualification that teaches young people how to use IT software applications confidently and effectively. Its hands-on delivery engages with students at all levels - encouraging productivity, creativity and soft skills like communication and problem-solving across the curriculum.

I hope you and your child will view this as an exciting opportunity to be credited for skills which they have established during their time at Graham School.

Students will work on these units at various times throughout the year until they complete the qualification.

Yours faithfully

Kerry Millar
Deputy Headteacher