

ECDL



ECDL
European Computer
Driving Licence

www.ics-skills.ie

The ECDL establishes a standard for everyone who uses a computer at home or at work. It is a certificate that verifies competence in computer use, making the holder readily mobile within Ireland and internationally. Employers and job seekers all agree on the importance of this standard definition of practical ability in computer skills. ECDL is awarded in Ireland by ICS SKILLS.

Computer SKILLS for Life

World's MOST
RECOGNISED end-user IT skills
CERTIFICATE

Over **4million**
PEOPLE PARTICIPATING
in **ECDL** worldwide

- ▶ Caters for learners from all walks of life
- ▶ Raises IT skills, enhancing productivity
- ▶ Offers choice in testing and training
- ▶ Provides internationally recognised certification
- ▶ Gives a competitive advantage to ECDL holders and employers

ICS SKILLS is the skills & certification body of the Irish Computer Society. Its role is to promote, develop and certify computer skills and IT knowledge in Ireland.

The **Irish Computer Society** is the national body for Information and Communication Technology (ICT) Professionals in Ireland. ICS is a not for profit organisation which promotes the continuous development of professional ICT knowledge and skills and acts as an independent representative voice for the technology industry.

IRISHCOMPUTERSOCIETY

Driving Professionalism in IT

ICSSKILLS

IT Certification for All



WHAT IS ECDL?

The ECDL covers basic computer skills and the use of common applications in the workplace, the home and in society in general. When all seven modules are completed, the European Computer Driving Licence (ECDL) is awarded by ICS SKILLS.

The 7 ECDL modules are as follows:

- Module 1: Concepts of Information Technology
- Module 2: Using a Computer and Managing Files
- Module 3: Word Processing
- Module 4: Spreadsheets
- Module 5: Databases
- Module 6: Presentation
- Module 7: Information and Communication

ECDL training is delivered through a variety of media, including traditional classroom-based, instructor-led methods, and self-directed, multimedia training (CBT).

Testing can be manual or automated. With manual testing, candidates receive a test paper and work files which they edit and modify as required. Automated testing enables candidates to undertake tests on a computer, which then automatically assesses the candidate's performance, and provides an immediate result to the candidate.

ECDL IN EDUCATION

Graduates and school leavers need sufficient basic computer skills to operate comfortably within an IT work environment, and to participate fully in third level education.

More than 500 second level schools now provide this valuable training by offering ECDL to their junior cycle, transition year and senior cycle students. The modular structure of ECDL enables it to be easily integrated into the school curriculum over a three year period.

Participation in the ECDL demonstrates the school's commitment to ensuring that its students are fully prepared to enter third level education or the work-force.

ECDL also forms a significant part of the adult education programme offered by many schools in local communities.

By offering ECDL, the third level education sector ensures that all graduates have a recognised standard in end-user computer skills, to facilitate employment or further study. The well-structured nature of ECDL makes it particularly easy to run and administer in an educational setting.

BENEFITS OF ECDL

ECDL provides:

- ▶ An IT skills qualification for everyone
- ▶ An internationally recognised qualification for holders
- ▶ An innovative and tangible method of skills measurement and validation
- ▶ A flexible and accessible qualification that offers increased mobility to holders
- ▶ An excellent benchmark of employee skills
- ▶ Improved confidence for computer users
- ▶ A positive return on investment in IT training for an organisation
- ▶ Enhanced career opportunities for holders

ECDL IN ORGANISATIONS

ECDL is the skills standard in many different organizations, from corporates and community groups to private training companies.

Many large companies have adopted the ECDL as the IT skills standard required for their employees. This standard matches the needs of both employees and employers in its clear definition of essential computer skills.

Companies that take ECDL on board report improved efficiency and enhanced confidence among their workers. They experience fewer PC-related problems, and thus require less IT support. For small and large organisations alike, there is evidence of significant return on investment in training.

Community and voluntary groups provide essential skills of a recognised standard for members of their local communities through the clearly defined and practical modules of ECDL. The confidence built up by ECDL often provides a first step back into education.

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