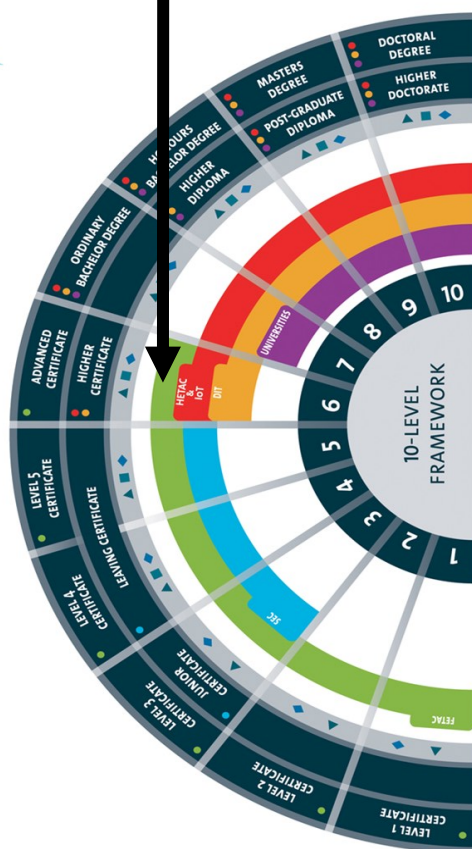


National Framework of Qualifications

Our course is Level 6 in the National Framework of Qualifications.

Údarás Náisiúnta
Cáilíochtaí na hÉireann
National Qualifications
Authority of Ireland

NATIONAL FRAMEWORK
OF QUALIFICATIONS



Adult Education Career Guidance Service

- One to one session with a guidance counsellor by appointment.
- Access to information on colleges, further education, training courses and careers.
- Information on funding opportunities.
- Access to a network of support organisations.
- Group session on job search skills, CV preparation, interview skills, study skills, and assistance with application forms.
(Subject to student demand)

Applications for the Advanced Business IT course can be obtained by contacting the school at (071) 9641085. Places on the course are limited, and are assigned on a first come basis.

Course subject to QQI validation and department approval.



***Advanced Certificate in IT
QQI Level 6 6M4985
And
Microsoft Office Specialist Certification***

Drumshanbo Vocational School,
Drumshanbo,
Co. Leitrim.

Tel: (071) 9641085
E-mail: info@dvs.ie
Web: www.dvs.ie

Who should complete a Level 6 course?

- This course is aimed at candidates who already have a good understanding of IT and who wish to extend skills and capabilities.
- On completion it is expected that the student would have extensive knowledge of applications such as wordprocessing, spreadsheets, presentations and database

Funding

- Maintenance Grants, Back To Education Allowance and VTOS are available for eligible students.
- Information regarding Maintenance Grants and VTOS can be obtained from the Leitrim Adult Education Guidance Service at (071) 9621371.
- Information regarding Back To Education Allowance can be obtained from your local social welfare office.

QQI Level 6— 6M4985 Advanced Business IT Certificate

Module Options (minimum 8)

- Communications
- Work Experience
- Word Processing
- Business Management
- Database Methods
- Spreadsheet Methods
- Desktop Publishing
- Bookkeeping
- Professional Presentations
- Web Authoring
- Payroll

Additional Qualification opportunity

Microsoft Office Specialist Certification

Entry Requirements

Sstudents should have completed QQI Level 5 certificate in IT

What is the difference between Level 5 & Level 6?

Level 6 is aimed at a higher level. Next Level after Level 6 is degree level 7.

- **All modules are completed at a higher level**
 - **More content to be completed**
 - **Greater depth and volume of assessments**
- **Increasing focus on project work as opposed to exams**
- **Willingness to engage in independent learning is assumed**

Assessment in Level 6

Projects

Report-writing

Presentations

Exams

Commitment to self evaluation