



# SEVENOAKS SCHOOL

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Dear Parent

## Ref: ECDL ICT Training Programme – 2011/12

I am writing to you regarding the IT course which is undertaken by the Computing Dept as part of the Yr 9 Scheme of Work.

### Overview

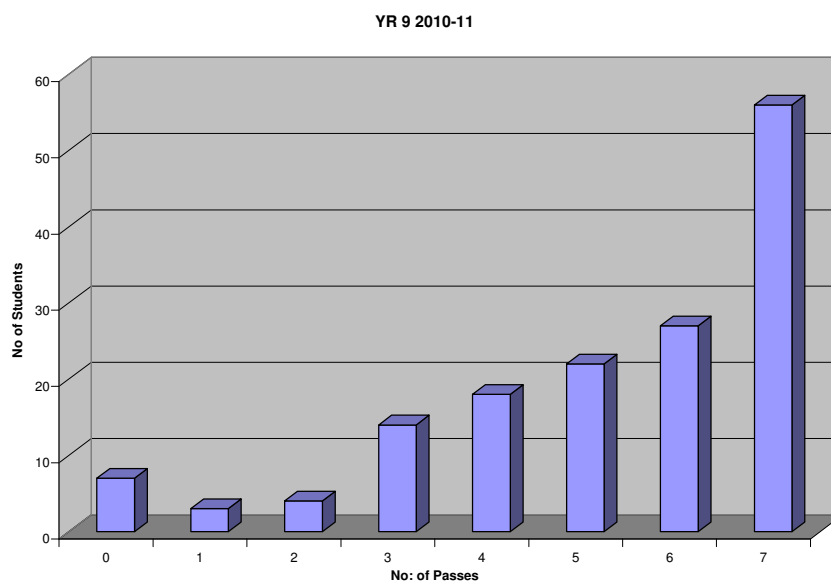
Sevenoaks School has been accredited by the British Computer Society (BCS) to deliver the European and International Computer Driving License (ECDL/ICDL) examination which has, over the last few years, gained popularity and credibility as a certificate of competency in ICT by educational establishments; universities and business organizations alike, within the European Union and internationally. This year alone the ECDL will be undertaken in over 148 countries and studied in 42 languages with an estimated enrollment in excess of 2 million people.

The Computing Department delivers this course to Year 9 pupils as part of the ICT training/teaching undertaken throughout the academic year. Initially pupils will be encouraged to sit a minimum of 2 of the 7 modules associated with the course at appropriate times in the academic year, however most pupils will wish to complete the full certificate by the end of the academic year. Pupils will need to be entered for this public examination and the cost of this will be submitted on the end of term bill.

### Year 9

The cost for the initial year of training will be £45 if only 2 of the 7 modules are undertaken; each additional examination will cost £7.50

As can be seen from the chart below over 55% of last years' Yr 9 candidates completed 6 or more modules within the academic year.



It is important to note that ECDL examinations have a shelf-life; candidates must complete all 7 sections of the course within 3 years of taking the first examination in order to qualify for the ECDL award. It is expected therefore that all pupils will undertake to complete the course by the end of the GCSE years. Re-sits of examinations can be undertaken but this would incur a further cost of £7.50 for each resit.

As is the case with all public examinations, the cost of the completion of the first two modules will be placed on the school bill. If your son/daughter wishes to undertake any of the remaining modules the charge will be entered onto the end of term bill in which the examination is taken.

If you have any queries or concerns regarding this matter, please do not hesitate to contact me and if I do not hear from you I will assume that you are happy with your son/daughter undertaking the ECDL course.

You can find further information regarding the course on the internet and the links below will take you to the ECDL foundation for further details.

Best wishes

Peter Ford (Head of Academic IT)

Ref:- <http://www.ecdl.com>

[www.bcs.org/ecdl/](http://www.bcs.org/ecdl/)