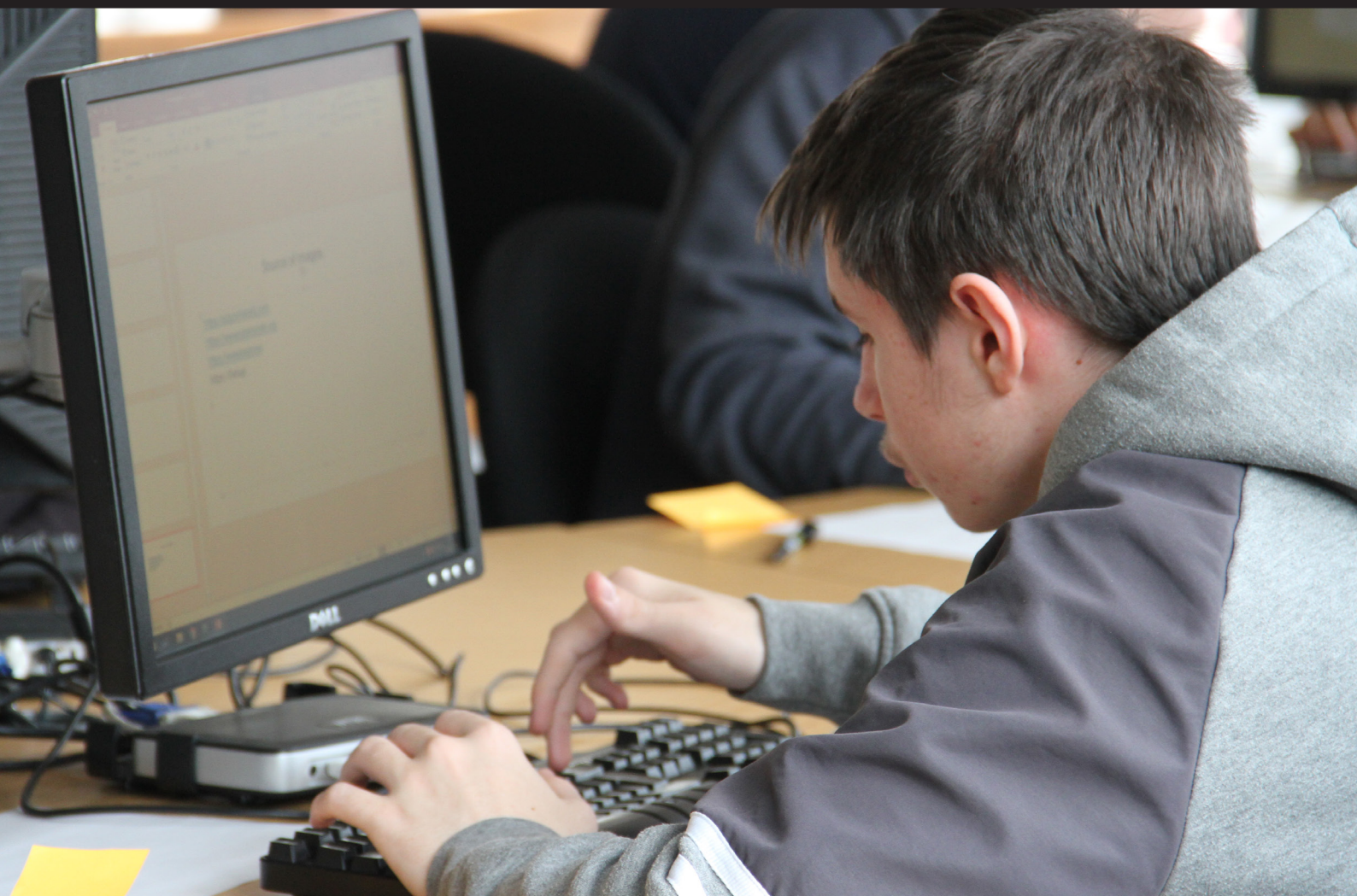


#TRANSFORMINGLIVES



SCHOOL OF PROFESSIONAL AND CREATIVE STUDIES
LEVEL 1 DIPLOMA
IN VOCATIONAL STUDIES

TRANSITION PACKAGE

WELCOME & COURSE INFORMATION

This course is designed to provide opportunities to progress onto level 2 qualifications in either ICT, Art and Design, or Business.

The L1 Diploma in Vocational Studies will help you develop a range of skills and techniques, personal skills and attributes, which are essential for successful performance in working life. It also provides opportunities to progress in other vocational areas across the college for those who have not yet decided on a specific sector to follow. The L1 Diploma in Vocational Studies is validated by Pearson Edexcel.

WHO WILL TEACH ME?

Christine Deane will be your course tutor and your main point of contact for help, guidance and general information. She will help you become familiar with college routines, facilities and also teach units on your course.

Dave Goodwin will teach the Website Software unit where you will learn how to use a software application designed for planning, designing and building websites.

TUTORS



Christine Deane



Dave Goodwin

ENTRY CRITERIA

Students enrolling to this course must attend an informal interview. For learners who have recently been in education, the profile is likely to include one of the following:

- an entry 3 qualification
- a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grades 1-3
- other related qualifications
- related work experience

Applicants must be aware that if you do not have a GCSE grade '4' or above in Maths and/or English, you will have to undertake further study in these subjects as part of your programme of study, in addition to the main 'core' qualification.

You will study a range of units, which are:

Website Software	Safe Learning in the Workplace
Self Assessment	Word Processing Software
Using a Computer in Business Administration	Using Email
Using the Internet	Presentation Software
Creating Business Documents	Improving Productivity Using IT
Career Progression	Working in a Team
IT User Fundamentals	IT Communication Fundamentals
IT Software Fundamentals	

WHAT WILL I STUDY?

You will also gain transferable skills, take responsibility for your own work and become self-reliant. There is an expectation that you will work in your own time to complete the necessary reading, homework and assessment tasks. You will also take part in a taught tutorial and skills enrichment programme.

Assessment consists of written and practical assignments, which are marked by the unit tutor. All assessment is marked against Edexcel Pearson's assessment criteria. To achieve a 'pass' a learner must have successfully passed all the assessment criteria.

HOW WILL I BE ASSESSED?

You should have a notepad and a pen as you will be required to take notes. You are not permitted to bring in a laptop, Chromebook, or tablet, as all PC equipment is readily available. It is important that you commit to your course, attend every session on time, work hard, listen carefully and ask questions.

At Hartlepool College, we have high expectations of our students through HARTS, which means:

-  • **Hardworking**
-  • **Ambitious**
-  • **Resilient**
-  • **Thankful and Respectful**
-  • **Self Aware and Regulating**

As a student on this course, you will also have the opportunity to participate in competitions, cross college activities and career planning.

ADDITIONAL INFORMATION

TRANSITION ACTIVITY 1: ONLINE SAFETY

We use the internet in many ways such as through a computer, laptop, game's console and phone, and it is important that we keep ourselves safe. It is also important that we keep our personal information secure and know what to do if we need help.

Your task is to create a leaflet to identify what each of the following online threats are and put down some advice on how to prevent, or stop the threats.

- Cyberbullying
- Identity theft
- Phishing
- Radicalisation
- Scams
- Viruses

TRANSITION ACTIVITY 2: FILE TYPES

Website software skills are increasingly important as the internet grows and web documents are becoming one of the most popular forms of information sharing. Webpages come in a variety of file types, which you will need to understand. You will also need to understand the different types of files that can be included in a webpage, such as text and image files.

Your task is to identify what the following file types are and how suitable these files are for website use.

Text

- RTF
- DOC
- PDF

Image

- JPEG
- TIFF
- PSD

TRANSITION ACTIVITY 3: IT TERMINOLOGY

Throughout the course, there are a lot of key words that you will learn to spell and know their meaning.

For this task, you have been given a list of words used in IT and you need to write down the meaning of them.

- Home page
- Refresh
- Browser
- Internet service provider (ISP)
- Hard disk drive
- Search engine
- Uniform resource locator (URL)
- Address bar
- Computer network

KEY CONTACTS:

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