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Believing in Achievement

IT Application Skills Course

The purpose of the provision is to deliver the BCS Level 2 ECDL Certificate in IT Application Skills which is approved and accounts in schools headlines measures within seven days.

Oak Training is an external provider who facilitates the whole qualification including registrations, assessment and examinations.

Flexible learning provision that can include accredited or not accredited E-Safety Training.

The Provision

- An alternative route for students to achieve and participate in a valued learning route that aids progression
- Seven day provision that covers four units assessed online
- An online integrated support system that guides and gives instant feedback to ensure everyone achieves to the best of their ability
- Up to 58 performance points for schools
- Four tier grading system that allows Pass, Merit, Distinction or Distinction *

Unit 1: **Word Processing**

- Online examination
- Use appropriate techniques to enter data text
- Combine or merge information
- Use IT tools to make connections
- Store and retrieve documents

Unit 2: **Spreadsheet Software**

- Online examination
- Store and retrieve spread sheets
- Identify techniques to format spread sheets
- Respond appropriately to any problems with spread sheets

Unit 3: **Presentation Software**

- Online examination
- Insert charts and tablets into presentation slides
- Use animation and transition effects to enhance slides
- Prepare slideshow presentation

Unit 4: **Improving Productivity Using IT**

- Online examination
- Combination of units 1-3 in a work scenario
- Instant feedback on results
- Resits available within 24 hours

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Business Course

The purpose of the provision is to deliver the Edexcel BTEC Level 2 First Award in Business which is approved and counts in schools headline measures within seven days.

Oak Training is an external provider who facilitates the whole qualification including registrations, assessment and examinations.

The Provision

- An alternative route for students to achieve and participate in a valued learning route that aids progression
- Seven day provision that covers four units which allows student to achieve a pass, merit or distinction
- An integrated support system that guides the students to make progress in all units and achieve to the best of their ability

Unit 1: **Enterprise in the Business World**

- Know how trends and current business environment may impact on a business
- Plan an idea for a new business
- Present a business model for a business start-up

Unit 2: **Finance for Business**

- Online examination
- Understand the costs involved in business and how businesses make a profit
- Understand how businesses plan for success
- Understand how businesses measure success and identify areas for improvement

Unit 3: **Promoting a Brand**

- Explore the use of branding and the promotional mix in business
- Develop and promote a brand for a business

Unit 4: **Recruitment & Employment**

- Know about job roles and functional areas in business
- Produce documentation for specific job roles
- Demonstrate interview skills and plan career development

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Art and Design Course

The purpose of Oak Training's GCSE Provision is to deliver the GCSE in Art and Design; Photography Lens and Light based media over a ten day period.

The two part provision is completed in two five day blocks which allows participants to build and develop portfolios that are designed to prepare them for the final examination.

Oak Training is an external training provider that facilitates the whole qualification including registrations, assessment, examinations and external accreditation.

The Provision

- An alternative route for students to achieve and participate in a valued learning route that supports learning
- Ten day provision that builds a portfolio and examination materials
- A fun learning environment that challenges the students to learn by integrating practical and theory based activities
- Up to 58 performance points for schools
- An integrated support system that allows student the best chance of success

Provision Part One

The first part of the provision focuses solely on developing the student portfolio.

With a variety of research and practical tasks students develop their work around areas of photography that are of interest to them, allowing them to be creative with their final portfolio pieces.

Provision Part Two

The second part of the provision is to allow the students to choose which area of photography they wish to focus on for their exam.

Completed over five days with three days preparing for the exam and two days completing their final exam pieces. The work will be graded internally and externally.