ICDL Advanced Qualification

This ICDL (previously ECDL) Qualification consists of an Advanced Distance Learning Course that will enable you to learn when and where you want. You will develop your knowledge, skills and expertise in ways that enhance your competence in using the most popular Microsoft Applications to expert level.

You will enhance proficiency in the following five course units:

- Word Processing software
- Excel software
- PowerPoint software
- Database Software
- Improve productivity using IT

The distance learning course is interactive and packed with exercises, enabling you to apply your skills and expertise at work and effectively prepare for the ICDL Advanced exam.

Regulated by Ofqual, the aim of this qualification is to recognize the application of a range of IT skills and knowledge at advanced level in the workplace, thus meeting employer workforce demands.

ICDL Advanced: 5 Mandatory Units	
Word processing	This ICDL Advanced Word Processing unit enables learners to develop their knowledge and skills in using the advanced features of word processing software whilst enhancing their work, improve productivity and save time.
Spreadsheet software	This ICDL Advanced Spreadsheet unit, helps learners develop their spreadsheet skills to expert level and realise the full potential of the spreadsheet application to produce higher-quality management information.
Presentation software	This ICDL Advanced Presentation unit is vital for learners who want to use advanced features to create high impact presentations and demonstrate expert presentation skills.
Database Software	This ICDL Advanced Database Software unit helps learners to get more from database applications, by using the many advanced tools available to better organise and manage information.
Improving productivity using IT	This ICDL Advanced Improving productivity using IT unit enables learners to work more effectively with IT by using time saving tools and effort when producing a combination of software packages such as word-processed documents, presentations and spreadsheets.

Type	Details	Price
Online Course and Exams	ICDL Advanced Distance Learning Course, Registration, 5 x Exams and Certification	£700.00*
Course Only	Advanced Distance Learning Course consists of eBooks packed with learning experiences that are consistent with the course syllabus.	£250.00
Test Only	ICDL Advanced Registration, 5 Examinations and Certification	£450.00
Qualification	Upon successful completion of this course, learners will achieve a Level 3 Certificate in IT User Skills (ICDL Advanced) and able to attain 24 UCAS points.	
Entry Requirements	ICDL/ECDL Level 2 Qualification or equivalent or knowledge and experience of working with MS applications in Microsoft Word, Excel, Access and PowerPoint at Intermediate level.	
Course Type	eBooks that allow learners to complete tasks and activities. Plus sample examinations or diagnostic tests in preparation for their exams.	
Progression	The natural progression is a Level 4 Apprenticeship or Level 4 Higher Education Qualification.	
Start Date	Learners will receive their learning materials within 48 hours. There is no set start date for this distance learning course - learners can start whenever they wish.	
Course Duration	Guided Learning Hours: 220. Total Qualification Time 290 Hours. As a distance learning course, we recommend learners complete the course in a maximum of 12 months	
Learning Venue	Learners generally access their course at home, work or wherever is convenient.	
Exam Venue	All exams are online, enabling learners to access their tests at home or work for example, that meet the awarding body requirements.	
Software Requirements	ICDL Advanced Distance Learning requires learners to have access to the following:	

Operating System	Software
Windows 10/11	Microsoft Office 2013, 2016, 2019 or 365