



™ ECDL



™ ICDL

ECDL / ICDL

The European Computer Driving Licence (ECDL), which is known as the International Computer Driving Licence (ICDL) outside of Europe, is the global standard in user computer skills, offering Candidates an internationally-recognised certification that is supported by governments, computer societies, international organisations and commercial corporations alike.

Fast Facts:

- The global standard in 'user' computer skills.
- Endorsed by computer societies, governments, international organisations, academia and the corporate sector.
- World's largest computer-user skills certification (6+ million Candidates).
- Vendor-independent.
- Uniquely-validated and quality-assured syllabus.
- Recognised in 146 countries.
- Translated into 38 languages.
- Part of a life-long learning pathway.
- Demonstrates achievement of a broad range of skills.
- Flexible learning available through the largest global network of approved training and testing centres.

What is the ECDL / ICDL?

The ECDL is a test of practical skills and competencies and consists of seven separate modules covering computer theory and practice.

ECDL / ICDL Module 1 is a theoretical test of computing knowledge at a general level and Modules 2-7 are practical skills tests.

Module 1. Concepts of Information Technology (IT)

Module 2. Using the Computer and Managing Files

Module 3. Word Processing

Module 4. Spreadsheets

Module 5. Database

Module 6. Presentation

Module 7. Information and Communication

Who is the ECDL / ICDL for?

The ECDL programmes are for anyone who needs to demonstrate to an international audience that they are fully competent in the use of a personal computer and common computer application and know the essential concepts of Information Technology.



Benefits for the Individual:

- Provides a springboard to improved job & study prospects and job mobility.
- Provides an internationally-recognised qualification.
- Increases essential IT skills levels.
- Increases confidence in computer use and reduces stress.
- Provides a platform from which to move on to higher-level IT education.
- Enables and facilitates flexible learning – formal training not a pre-requisite for ECDL / ICDL certification.

Benefits for Employers:

- Provides a demonstrable standard for computer skills.
- Saves time and money through increased staff performance.
- Increases quality of output.
- Increases job satisfaction, staff motivation and retention of staff.
- Improves company communications.
- Makes better use of IT resources and provides a greater return on IT investment.
- Flexibility of learning allows tailoring to specific requirements.
- Modularity of certification allows ongoing monitoring of training progress.
- Incentive for staff to successfully complete training.
- Vendor independent.

Benefits for Society:

- Increases national productivity and competitiveness – more competitive workforce.
- Increases access for citizens to the Information Society.
- Increases return on investment in IT infrastructure.
- Fosters inward investment.
- Increases the uptake of online services.
- Improves access to and uptake of e-Government services.
- Supports e-Europe Action Plan for knowledge-based economy.
- Adds value to the training and testing products and services sectors.

To find out more about the ECDL Foundation range of Certification programmes, or about how to take ECDL / ICDL in your country please visit

www.ecdl.com

