

More about CoVEs

i-CoVE is supported by the Learning and Skills Council as recognition of Suffolk College's excellence in IT. i-CoVE aims to bring to the employer a fresh look at developing skills for IT professionals. We are part of a network of IT CoVEs in the East Anglia region - working together to promote excellence in IT training and education. More information on the CoVEs can be found at: www.lsneducation.org.uk



More about e-skills UK

e-skills uk is the sector skills council for the IT, Telecoms and Contact Centre industries. It is charged by government with the national IT training strategy. More information can be found on www.e-skills.com

We aim to deliver courses to meet the needs of your staff at a time and place that is convenient to you. This flexibility is underpinned by our partnership agreement with The Software Practice to provide some of our specialist training services.

www.softwarepractice.co.uk

Contact details

Suffolk College information centre

tel 01473 296606
 fax 01473 230054
 email info@suffolk.ac.uk



or i-CoVE direct

tel 01473 343626
 fax 01473 343696
 email i-cove@suffolk.ac.uk

www.suffolk.ac.uk/i-cove

01473 343626

suffolk college ipswich IP4 1LT

Suffolk College
i-CoVE
 Centre of Vocational Excellence



useIT

IT skills + development courses for IT users



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www.wolsey.volkswagen.co.uk

welcome_

www.suffolk.ac.uk/i-cove

**Welcome to i-CoVE: Suffolk College's
developing Centre of Vocational Excellence in
Information and Communications Technology.**

This is our fresh approach to IT skills development:
a range of part-time and short courses that are highly
practical, focused and relevant to business today.

We are keen to design training to meet your specific
needs, so contact us if you cannot see what you want.

Please call us on **01473 343626** or email
i-cove@suffolk.ac.uk with your needs.

If you are looking for IT Professional Skills then
ask for our IT Professionals' brochure.

Melvin Millard
i-CoVE Manager

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we can help_

We know that cost and time are crucial in considering any training plan; we can help in three ways

1. Identifying skills

Our no obligation initial consultancy will help you identify IT skills needs within your organisation. We have at our disposal a range of tools including the e-skills Passport: an online tool enabling the production of bespoke individual IT Training plans. Furthermore, we will advise you on how you can best meet these training needs and arrange the training for you. Find out more about e-skills Passports at www.e-skilspassport.com

2. Grant funding

If you are a small to medium sized company you may qualify for grants towards the cost of training. If you do, we will help you obtain maximum benefit from any funding available.

3. One-stop shop

Entrust i-CoVE with your training needs and we will use our network of partners and other providers to tailor a solution to meet your needs.

Development & progression

We know your staff will benefit from a structured approach to their skills development. We can plan a training programme for an individual which is progressive and challenging, but is also meeting the corporate and department objectives. All learning activity will be reviewed with the learner and longer periods of study will have regular reviews to make sure the individual's needs are met.

Developing skills, enhancing careers

Recent research into the labour market for users of IT has indicated a growing demand for IT "Super Users". Our courses are designed to develop competent users to meet the challenges of the IT focused workplace.

study on an
i-CoVE course
and give your
career a new
direction



broad range of relevant courses_

i-CoVE offers short courses aimed at addressing specific skills using popular software. By linking various courses individuals will gain all the skills required to gain recognised qualifications such as Microsoft MOS or OCR CLAIT even the BCS International Computer Driving Licence. Each of these courses will also provide credits towards the new national computer user qualification ITQ. Please ask for more information.

– **MICROSOFT WORD:**

- Foundation
- Short business documents
- Professional reports
- Creating and using templates
- Mail merge

– **MICROSOFT EXCEL:**

- Foundation
- Formulae and functions

- Using as a database
- Using automation and complex functions

– **MICROSOFT ACCESS:**

- Foundation
- Table design
- Working with queries
- Working with data entry tables and forms

– **MICROSOFT PROJECT:**

- Fundamentals of Project Management
- Timelines
- Resources
- Taking Project further

– **MICROSOFT POWERPOINT:**

- Presentations from scratch
- Power user

– **MICROSOFT FRONTPAGE**

– **MICROSOFT PUBLISHER**

select the
course which
is right for
you and see
the benefits

We also offer a range of longer courses covering many other topics. These do require a period of extended study generally between 10 and 20 weeks at 3 hours per week:

- **ITQ** levels 2 and 3 – the new nationally recognised IT user qualification
- **OCR CLAIT** levels 2 & 3
- **BCS International Computer Driving Licence (ICDL)**
- **AutoCAD** levels 2 & 3
- **Geographic Information Systems**
- **Sage Line 50 Bookkeeping**
- **3D Studio Max** (3D animation)
- **2D CTP** (2D animation)
- **Flash Animation**

Can't see what you are looking for?

With our network we can cover a vast range of skills needs. Please ask if you have a specific need not included in this brochure. We also run a range of course specifically for IT Professionals. Please ask for the Skills Development for IT Professionals brochure.