



STW IT Learning Centre

www.stwitle.com / www.iTQ2009.co.uk

Enrolment Form - If you are a TUTOR please call us on 020 8866 1419 and do NOT complete the enrolment.

If you are a student please complete and return this form

General

Title _____	Surname _____	First Name _____
Address _____		
Town _____	Post Code _____	
Daytime Phone No _____	D.O.B. _____	
Email _____	NI Number _____	

Course Details

Access Type	Price	Course Code
iTQ 2009 - 12 months with NO tutor support	£45.00	iTQ
e-Quals - 12 months with NO tutor support, level 1/2/3	£35.00	e-Quals1/2/3
CLAIT (2006) - 12 months with NO tutor support, 3 modules	£25.00	CLAIT3
CLAIT (2006) - 12 months with NO tutor support, 5 modules	£35.00	CLAIT5
MOS/MCAS - 12 months with NO tutor support	£45.00	MOS
Any one of the above courses plus full Tutor Support	£185.00	Tutor#####

Title _____	Course Code _____
I am using Microsoft Office ___2000/XP/ 2003/2007___ Start Date _____	
Modules _____	

Payment Method

My fees will be paid by	<input type="checkbox"/> Myself	<input type="checkbox"/> My employer	<input type="checkbox"/> Training scheme
<input type="checkbox"/> Cheque payable to Software Training Workbooks (incl. name/address on back)			

Personal Details

Have you always lived in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently enrolled at another institution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes please supply name of College _____		



STW IT Learning Centre

www.stwitle.com / www.iTQ2009.co.uk

Previous Qualifications

Exam Board	Subject	Result	Year

Ethnic Origin

I would describe myself as: (Please tick one box)

- | | | | |
|--|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> White British | <input type="checkbox"/> White & Black African | <input type="checkbox"/> Pakistani | <input type="checkbox"/> African |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> White Other | <input type="checkbox"/> White & Asian | <input type="checkbox"/> Indian | <input type="checkbox"/> Black Other |
| <input type="checkbox"/> Any Other | <input type="checkbox"/> Other Mixed Background | <input type="checkbox"/> Asian Other | <input type="checkbox"/> Chinese |

Student Learning Agreement Statement

I confirm that I have received relevant advice and information about this course and that:

- I know what it involves and the entry requirements.
- I understand the nature of the support offered by way of Chat/Forums/email.
- I understand that the course leads to a national recognised qualification provided I take the required assessments at a designated centre.

I agree to be bound by the rules of the STW IT Learning Centre. I understand that it is down to me to undertake the necessary study within the STW IT Learning Centre online environment.

Signed _____ Date _____

Unless instructed otherwise please return this form to STW at:

STW IT Learning Centre,
16 Nursery Road,
Pinner,
Middlesex,
HA5 2AP.

Disclaimer

Every care has been taken to ensure that the information provided about the course and the content of the courses offered are for the purpose intended. However the course programme is subject to constant monitoring and continuing development and alterations to the programme can take place at any time. The STW IT Learning Centre reserves the right to make necessary changes as and when appropriate. The contract between the learner and the STW IT Learning Centre is such that the STW IT Learning Centre shall not incur any liability whatsoever in respect of any such changes.



OCR CLAIT 2006

Level 1 - New CLAIT 2006

2000/2002/2003/2007

Unit 1 File Management and e-Document Production (Word)	<input type="checkbox"/>
Unit 2 Creating Spreadsheets and Graphs (Excel)	<input type="checkbox"/>
Unit 3 Database Manipulation (Access)	<input type="checkbox"/>
Unit 4 E-Publication Creation (Publisher)	<input type="checkbox"/>
Unit 5 Create an e-Presentation (PowerPoint)	<input type="checkbox"/>
Unit 6 E-Image Creation (Paint/Publisher)	<input type="checkbox"/>
Unit 7 Web Page Creation (FrontPage)	<input type="checkbox"/>
Unit 8 On-line Communication (Internet Explorer)	<input type="checkbox"/>
Level 2 - CLAIT Plus 2006	
Unit 1 Integrated e-Document Production (Word)	<input type="checkbox"/>
Unit 2 Manipulating Spreadsheets and Graphs (Excel)	<input type="checkbox"/>
Unit 3 Creating and Using a Database (Access)	<input type="checkbox"/>
Unit 4 E-Publication Design (Publisher)	<input type="checkbox"/>
Unit 5 Design an E-Presentation (PowerPoint)	<input type="checkbox"/>
Unit 7 Web Site Creation (FrontPage)	<input type="checkbox"/>

MCAS/MOS Core

2000/2002/2003/2007

Word Processing	<input type="checkbox"/>
Spreadsheets	<input type="checkbox"/>
Databases	<input type="checkbox"/>
Presentation Graphics	<input type="checkbox"/>



C&G e-Quals		Choose 3 modules
Level 1 - Certificate for IT Users	2000/2002/2003/2007	
7266-01-001 IT Principles (Core)	<input type="checkbox"/>	
002 Word Processing (Word)	<input type="checkbox"/>	
003 Spreadsheets (Excel)	<input type="checkbox"/>	
004 Database (Access)	<input type="checkbox"/>	
005 Using the Internet	<input type="checkbox"/>	
006 Presentation Graphics (PowerPoint)	<input type="checkbox"/>	
008 Desktop Publishing (Publisher)	<input type="checkbox"/>	
Level 2 - Diploma for IT Users		
7266-02-021 IT Principles (Core)	<input type="checkbox"/>	
022 Word Processing (Word)	<input type="checkbox"/>	
023 Spreadsheets (Excel)	<input type="checkbox"/>	
024 Database (Access)	<input type="checkbox"/>	
025 Using the Internet	<input type="checkbox"/>	
026 Presentation Graphics (PowerPoint)	<input type="checkbox"/>	
028 Desktop Publishing (Publisher)	<input type="checkbox"/>	
208 Web Site Design (FrontPage\Expression)	<input type="checkbox"/>	
Level 3 - Advanced Diploma for IT Users		
7266-03-041 IT Principles (Core)	<input type="checkbox"/>	
042 Word Processing (Word)	<input type="checkbox"/>	
043 Spreadsheets (Excel)	<input type="checkbox"/>	
045 Integrated Applications (Office)	<input type="checkbox"/>	
311 Relational Databases (Access)	<input type="checkbox"/>	



iTQ	
Choose Level 1 or Level 2 or Level 3	2000/2002/2003/2007
<p style="text-align: center;"><u>iTQ Level 1</u></p> <p>Improving Productivity Using IT IT User Fundamentals Security for IT Users Using the Internet Word Processing Software Spreadsheet Software Database Software Presentation Software Desktop Publishing Software Website Software Imaging Software</p>	<input type="checkbox"/>
<p style="text-align: center;"><u>iTQ Level 2</u></p> <p>Improving Productivity Using IT IT User Fundamentals Security for IT Users Using the Internet Word Processing Software Spreadsheet Software Database Software Presentation Software Desktop Publishing Software Website Software</p>	<input type="checkbox"/>
<p style="text-align: center;"><u>iTQ Level 3</u></p> <p>Word Processing Software Spreadsheet Software Database Software</p>	<input type="checkbox"/>