

## ECDL Information – FAQ (Frequently Asked Questions)

This guide has been developed to answer a number of frequently asked questions (FAQ) with regards to the ECDL for University of London staff.



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- **As a staff member (University of London), how do I register?**

To register for the ECDL qualification, you can drop into one of the ECDL workshops that are open to all staff anytime during 1230-1430hrs on a Wednesday in NBQ1 - IT Training Suite (North Block, Senate House – Ground Floor – please check when the workshops are available by contacting Dr. Richard Clark – [richard.clark@london.ac.uk](mailto:richard.clark@london.ac.uk)).

Each member of staff will need to present their **ID card** (as part of the internal verification process), fill out a form and the first page of their "**ECDL Log Book**".

Once these details have been recorded, the candidate will be registered with the **BCS** (British Computer Society) and an email confirmation will be sent to each staff member after at least 3-5 days.

- **Can I try out the ECDL mock tests (primers) first?**

Regardless of registration, staff can now 'try out' the ECDL primers (practice tests) in NBQ1 - IT Training Suite (North Block, Senate House – Ground Floor).

On a Wednesday (between 1230-1430hrs), a workshop/drop-in session will be available for staff to practice any of the ECDL tests (please check workshop dates by contacting Dr. Richard Clark – [richard.clark@london.ac.uk](mailto:richard.clark@london.ac.uk)). The practice tests are referred to as '**primers**' and can be helpful in identifying areas for revision/training before taking the full ECDL tests for each module.

- **As a member of staff, how much will the ECDL cost?**

For central University of London staff, there is no additional cost for undertaking the ECDL (as fees are funded by the HR Strategy). If you have any queries, please contact Dr. Richard Clark ([richard.clark@london.ac.uk](mailto:richard.clark@london.ac.uk)).

- **What is the maximum time available to complete the ECDL?**

Candidates have **up to 3 years** to complete the course testing from the date of the **first successful test**.

- **How are the modules of the ECDL structured?**

To achieve the ECDL, candidates must undertake **seven** modules concerning IT and applications. These modules are as follows:

- **Basic Concepts of Information Technology (Computers/Windows).**
- **Using the Computer and Managing Files (Windows XP, Files etc).**
- **Word Processing (i.e., Microsoft Word).**
- **Spreadsheets (i.e., Microsoft Excel).**
- **Database (i.e., Microsoft Access).**
- **Presentation (i.e., Microsoft PowerPoint).**
- **Information and Communication (Internet/Email).**

The modules can be undertaken in any order.

- **What is required during testing?**

Candidates sit a small test (up to 45 minutes) for each module using Automatic Testing Software on the PC. Each test is comprised of a series of tasks to produce documents/worksheets etc and/or answer some multiple-choice questions regarding the use of IT.

The exact times/days of the full tests will be arranged with each member of staff individually when they feel they are confident in undertaking a particular test. Testing must be conducted under examination conditions (in NBQ1, North Block - Senate House, Ground Floor). To arrange a suitable date/time for a test, contact Dr. Richard Clark ([richard.clark@london.ac.uk](mailto:richard.clark@london.ac.uk)).

- **What is the ECDL Log Book?**

When enrolling on the ECDL, staff will be issued with a log book. The log book is used to record a candidate's progress through the ECDL. When successfully completed, the log book is sent to the BCS and the certificate awarded.

Only successful tests are recorded in your log book which means that you can take each test as many times as necessary to pass (but not on the same day).

You can begin testing whenever you feel ready to do so.

- **Are there any courses available to assist with ECDL training?**

To support the ECDL, Dr. Richard Clark has developed a number of courses in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Web/Email (Microsoft Outlook and Internet Explorer) and Using a Computer/Managing Files.

A schedule of these courses is currently available at:

<http://www.london.ac.uk/staffdevelopment>

These sessions will run every Tuesday and Thursday from 10am - 5pm (or 2pm for a half day course).

You can attend only the session that you feel you require training in or you can undertake any of the ECDL full tests at your leisure.

If you have any queries with regards to IT training, contact Dr. Richard Clark for further information ([richard.clark@london.ac.uk](mailto:richard.clark@london.ac.uk)).

- **Where can I find further information with regards to the ECDL?**

If you are interested in further information regarding the ECDL programme, this can be found at <http://www.ecdl.co.uk>

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