Welcome to Bury College and congratulations on securing a place to study Level 2 IT. The IT team look forward to seeing you in September and wish you the best of luck on your chosen course.
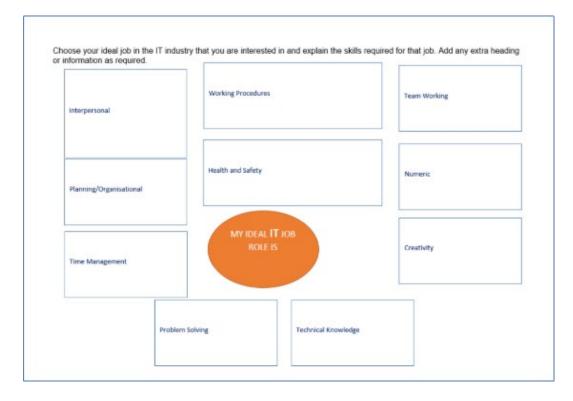
Course Overview
Level 2 IT allows you to gain an insight into the world of IT with a wide range of units that provide you with practical and project-based opportunities. They are designed to educate in the knowledge and skills required for employment and for the community as a whole; developing the behaviours and attributes needed to progress and succeed in education and in work.

Enrolment Activity
To prepare you for your upcoming course, we have a few activities for you to try over the summer. We want to see what you have done when you start in September so keep documenting anything you do in a folder on a pen drive / hard drive / cloud storage

- **Task 1 - Job Research – your ideal job in the IT industry**
  I know it sounds strange but you really need to think about what job you would like to do in the future and believe it or not, it starts here. For this task, create a Word document or PowerPoint presentation about your ideal job in the IT industry. Use the headings on the Template below and complete with as much information as possible. We recommend the following websites to help you. www.prospects.ac.uk/job-profiles and www.nationalcareers.service.gov.uk/explore-careers

Choose your ideal job in the IT industry that you are interested in and explain the skills required for that job. Add any extra heading or information as required.

Interpersonal

Working Procedures

Team Working

Planning/Organisational

Health and Safety

Numeric

Time Management

MY IDEAL IT JOB ROLE IS

Creativity

Problem Solving

Technical Knowledge

- ## Task 2 - Talking pictures

Create a mood-board about how the future of IT in education has changed whilst you have been working at home. Collect as many images as possible that show this process, consider images from your tablet or phone that you may have used. (Eg: Teams, Zoom etc.)

Create 1 A4 page, images cannot have any text or labels and you have to be prepared to explain what you have done in readiness for your presentation when you start college so be as creative as you can.

- ## Task 3 - VLOG

Create a small vlog, 1 minute maximum based on your career choice in task 1, reflect by looking at the activities in tasks 2 & 3. Are you still considering the same career choice and if so, why? If not, why not?

Recommended Websites

These will be recommended by your tutors for each unit.

Some useful websites are:

Adobe Photoshop ✔ 547K subscribers	https://www.youtube.com/user/Photoshop	The official Adobe YouTube channel. Contains lots of helpful tutorials and guides.
w3schools.com	https://www.w3schools.com/	A fantastic website that contains tutorials and practical guides for creating code on the internet.
	https://www.microsoft.com/en-gb/p/movie-maker-10-free/9mvfq4lmz6c9?activetab=pivot:overviewtab	This link will allow you to download Windows Movie Maker 10 for the enrolment activity.
PROSPECTS	https://www.prospects.ac.uk/job-profiles	A website that gives information about a job and what skills are required.
Explore careers	https://nationalcareers.service.gov.uk/explore-careers	Detailed information regarding a career path and what's involved.

Be ready to learn

- **Equipment -** Black pen, pencil, scientific calculator, compass, protractor, ruler, USB memory stick, notepad.
- **Recommended Equipment** – Windows Computer/Laptop, internet access
- **College Provision** – College will provide you with an email address, Turn-It-In account, access to Office 365 and 1TB of OneDrive space on enrolment.

Positive Futures

- **Commitment** – 95% minimum attendance across both subject and Maths and English. Meeting coursework/homework deadlines.
- **Resilience** – building resilience through continual assessment and feedback.
- **Collaboration** – working together to present information in a team.
- **Confidence** – improving interpersonal skills.

Enrolment Activity
On arrival you will be given an initial assessment activity to ensure the course is suitable for you. This activity will be online and submitted via Turn-It-In for assessment.

What I wish I had known about level 2 IT
We asked some of our current learners if they were to give advice about doing Level 2 IT what they would say. Here are the main comments:

- "Go to the library!!!!. Spend time on your homework. Do your 4.5 hours."
- "Keep up-to-date with all work – each lesson is based on previous one"
- "Never miss a lesson - there's lots you need to know to write your homework and assignments."
- "Get work experience in early"
- "Make sure you work on your study day"