



Welcome to Bury College and congratulations on securing a place to study Level 1 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 1 is a stepping-stone for future study and to your career in the IT industry. This course will allow you to maximise opportunities to progress by focusing on the development of transferable and sector-related skills. You will complete a range of units, be organised and take assessments that will demonstrate the skills learnt.

## 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**

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. Use the [Prospects](#) and [Explore Careers](#) links below for help and information.

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	<b>MY IDEAL IT JOB ROLE IS</b>	Creativity
	Problem Solving	Technical Knowledge




- **Task 2 - Movie**

Create a small movie about something you are passionate about such as a hobby or interest. Use your phone and any free editing software available to put clips together and add sound (if possible). There are lots of ideas on YouTube to help you. Use the link below to download a free copy of [Microsoft Movie Maker 10](#).



## Recommended Websites

Some useful websites are:

	<a href="https://www.prospects.ac.uk/job-profiles">https://www.prospects.ac.uk/job-profiles</a>	A website that gives information about a job and what skills are required.
	<a href="https://nationalcareers.service.gov.uk/explore-careers">https://nationalcareers.service.gov.uk/explore-careers</a>	Detailed information regarding a career path and what's involved.
	<a href="https://www.microsoft.com/en-gb/p/movie-maker-10-free/9mvmf4lmz6c9?activetab=pivot:overviewtab">https://www.microsoft.com/en-gb/p/movie-maker-10-free/9mvmf4lmz6c9?activetab=pivot:overviewtab</a>	This link will allow you to download Windows Movie Maker 10 for the enrolment activity.

## 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.

## What I wish I had known about Level 1 IT

We asked some of our current learners if they were to give advice about doing Level 1 & 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”