

Certificate of Practical IT Competence

I certify that _____ has acquired and consistently demonstrated practical competence in the IT areas indicated below, through their application in the work environment in this organisation during the years _____. *(please state years)*

(Please tick the Yes or No column for each element)

Area/Element		Yes	No
1	File Management: <ul style="list-style-type: none"> a) Start, shut down and re-start the computer b) View computer's basic system information c) Format a disc (e.g. floppy, zip) d) Use the Help functions e) Name, re-name, delete and organise files, create a directory f) Search by name, date, etc. g) Launch an editing application & create a file h) Copy files to a disc i) Print from an installed printer j) Change the default printer 		
2	Word Processing: <ul style="list-style-type: none"> a) Create, edit, format, save, print documents from a word processing application b) Use application Help functions c) Create and modify tables d) Import images, spreadsheets e) Add and adapt autoshapes f) Create & merge mailing lists 		
3	Spreadsheets: <ul style="list-style-type: none"> a) Construct, edit, format, save and print spreadsheets b) Use spreadsheet for accounting applications. c) Use application Help functions d) Save document for posting to website 		
4	Databases: <ul style="list-style-type: none"> a) Design and plan a data base b) Modify attributes c) Find a record based on criteria d) Enter, modify, delete and retrieve data e) Create, use and modify forms f) Load or log on to a database. g) Create queries h) Select and sort data based on criteria. i) Produce reports 		
5	Presentation: <ul style="list-style-type: none"> a) Prepare and modify presentations b) Use a master slide c) Copy and paste images d) Set and change layout and text formats e) Create and modify charts, tables, etc. f) Import tables, text, images, etc. g) Add notes h) Print slides in various views i) Add/change preset animation effects j) Add transition effects 		

Area/Element		Yes	No
6	Internet: a) Open a URL and hyperlink b) Conduct a search c) Bookmark a page and open a bookmarked webpage d) Add web pages to a bookmark folder		
7	Email: a) Send, open, reply to and file emails. b) Send attachments c) Create new messages d) Add email addresses and compile distribution lists		
8.	Other: <i>(Please specify)</i>		

Certification by Supervisor:

Name: _____ Position: _____

Name of Organisation: _____

Signed: _____ Date: _____

Guidance Note for Students:

The purpose of this certificate is to testify that the student has attained and demonstrated adequate practical IT competence in the workplace in the areas covered by the ECDL.

The practical IT competence required has not changed, but students now have a choice in how they document it. They may do so by taking the ECDL exam, submitting this Certificate, or a combination of both.

The Certificate is an integral part of the Training Record, but has been issued as a separate document in 2004 because the change is being introduced this year. In future years, it will form part of the Training Record.

The Certificate does not necessarily need to cover three years.