

ICDL Program & Benefits

1. Background

The International Computer Driving License (ICDL) is an International certificate, which demonstrates a person's competence in computing knowledge and skills in accordance with international standards. It is owned and managed by the ECDL Foundation, a non-profit organization based in Dublin, Ireland.

The ICDL syllabus, designed and regularly updated by a panel of experts to ensure relevance to the working world and advances in technology, covers the key concepts of computing, their practical applications and use in the workplace and society. The complete syllabus currently endorsed by the Foundation may be found at www.ecdl.com. It consists of seven modules, each of which must be passed before the ICDL certificate is awarded. The modules are:

Base Modules: Computer Essentials

Base Modules: Online Essentials

Base Modules: Word-processing

Base Modules: Spreadsheets

Standard Modules: Database

Standard Modules: Presentation

Standard Modules: IT Security

ICDL is open to anyone regardless of age, education, experience or background. When a candidate registers to start the certification process, he/she receives an ICDL Skills Card on which the progress through the seven tests is recorded. As each module is passed, the accredited testing body will sign the Skills Card for that module. The modules may be taken in any order, four at most in the same day, thus offering maximum flexibility. When all modules have been successfully completed within a maximum duration of 3 years, the Skills Card is exchanged for the ICDL certificate.

The Foundation has produced a set of standards and quality guidelines to ensure that the ICDL concept is operated in a consistent fashion in all member countries through adherence to these common quality standards. There is also a regular audit process.

2. What are the benefits?

The ICDL is an internationally accepted certification of basic computer skills for all citizens. It has countless benefits for its holders, organizations, and the community at large.

Benefits for the Individual:

- Provides a springboard to improved job & study prospects and job mobility.
- Provides an internationally-recognized qualification.
- Increases essential IT skills levels.
- Increases confidence in computer use and reduces stress.

- Provides a platform from which to move on to higher-level IT education.
- Enables and facilitates flexible learning – formal training not a pre-requisite for ECDL / ICDL certification.

Benefits for Employers:

- Provides a demonstrable standard for computer skills.
- Saves time and money through increased staff performance.
- Increases quality of output.
- Increases job satisfaction, staff motivation and retention of staff.
- Improves company communications.
- Makes better use of IT resources and provides a greater return on IT investment.
- Flexibility of learning allows tailoring to specific requirements.
- Modularity of certification allows ongoing monitoring of training progress.
- Incentive for staff to successfully complete training.
- Vendor independent.

Benefits for Society:

- Increases national productivity and competitiveness – more competitive workforce.
- Increases access for citizens to the Information Society.
- Increases return on investment in IT infrastructure.
- Fosters inward investment.
- Increases the uptake of online services.
- Improves access to and uptake of e-Government services.
- Supports e-Europe Action Plan for knowledge-based economy.
- Adds value to the training and testing products and services sectors.

Benefits FOR TEACHERS & STUDENTS

- Facilitate better communication: enable teachers and staff to communicate better with students, colleagues, and managers
- Share best practices online and increase collaboration within and between schools
- Communicate with students using email, instant messaging or blogs
- Share curriculum plans with colleagues and staff
- Enhance professional development and job satisfaction through professional
- Save time, relieving teachers and staff from time-consuming administrative burdens
- Increase productivity
- Access multimedia and interactive content to support learning
- Accommodate different learning styles and abilities by varying content
- Better equip students for life and for the workforce