

**CERTIFY YOUR
COMPUTER
SKILLS WITH**

ICDL



INTRODUCING ICDL

SUCCEED

ADVANCE

BUILD

GROW

START

Computers are part of everyday life. Whether you're shopping or studying, blogging or banking – technology is bound to be part of the process.

Knowing how to use technology properly lets you work faster and more efficiently – and you're less likely to make mistakes.

Being able to prove you have these skills – to employers and teachers – is just as important. This is where ICDL comes in.

ICDL stands for **International Computer Driving Licence**: it's the international standard in digital skills certification.

More than **13 million people** around the world have chosen ICDL. You can use ICDL to boost your skillset at any stage and at any age. This booklet will show you how.



ICDL PROFILE DO IT YOUR WAY

WE KNOW EVERYONE USES TECHNOLOGY FOR DIFFERENT REASONS, WHICH IS WHY WE DEVELOPED ICDL PROFILE.

Everyone uses technology for different reasons – which is why everyone has their own ICDL Profile.

ICDL Profile is flexible – you can get certified in the skills your job or study requires. Just pick the modules best suited to you, take the test, and these will represent your ICDL Profile.

An ICDL Profile is for life. You can build on it over time, as you update your skills, as technology evolves or when new modules are developed.

Your ICDL Profile grows with you: it never expires, and will always be proof of your skills and lifelong learning.

MODULES TO CHOOSE FROM

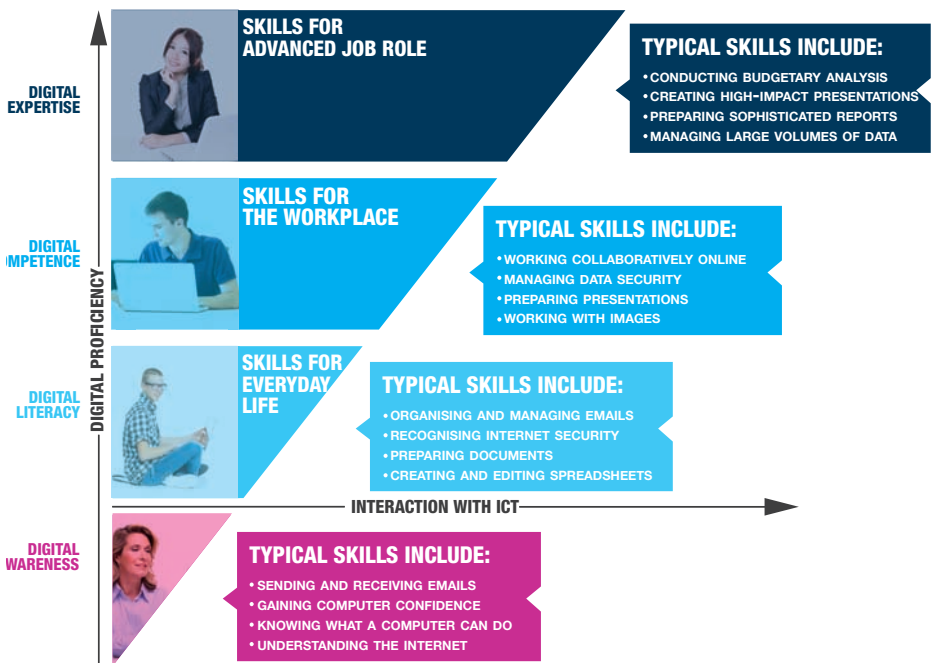
BASE MODULES	STANDARD MODULES	ADVANCED MODULES
Computer Essentials	Presentation	Advanced Word Processing
Online Essentials	Using Databases	Advanced Spreadsheets
Word Processing	Web Editing	Advanced Databases
Spreadsheets	Image Editing	Advanced Presentation
	Online Collaboration	
	IT Security	
	Project Planning	
	2D CAD	

ICDL MODULES

The programme offers a varied range of modules – from computer essentials to computer aided design. A single module covers the background, usage and best practices for that skill, which is then assessed in by a test.

Each module fits into one of three categories depending on skill level: **Base**, **Standard**, and **Advanced**. These categories also represent the different stages of digital proficiency, and form the basis of our recommended profiles.

THE PATH OF DIGITAL PROFICIENCY



As your skill levels increase, you progress on a pathway – from digital literacy, right through to digital expertise. We call this skills pathway, the path of digital proficiency.

Wherever you start on the path, iCDL can take you further.

RECOMMENDED ICDL PROFILES

THE PROFILES RECOMMENDED BY ICDL REPRESENT THE DIFFERENT LEVELS ON THE PATH OF DIGITAL PROFICIENCY.

Below are three examples of recommended ICDL Profiles.



ICDL BASE PROFILE

Matthew started using computers early. To ensure he used technology properly and safely, his parents asked him to do ICDL Base. He learned essential skills for using his computer, the internet and word processing. Now he gets his homework done much quicker.



ICDL STANDARD PROFILE

Shane started ICDL in school. Now he's studying marketing in university, so he returned to ICDL to add modules and earn a Standard Profile. His presentations look much more professional now, and web editing helped him build a website for a project.



ICDL EXPERT PROFILE

Diane is an accounts assistant, and is eyeing a promotion to trainee auditor. She knew that proving her expertise with ICDL Expert would look great on her CV. Her boss has already noticed how much quicker she is performing advanced functions in spreadsheet and database applications.



5 REASONS TO GET CERTIFIED WITH ICDL

ICDL HAS BEEN UPDATED

1

CHOOSE YOUR PROFILE

Pick modules to suit your needs

2

PROVE YOUR SKILLS

Make your CV stand out with ICDL

3

BE MORE PRODUCTIVE

Watch your efficiency soar as you work better and faster

4

STAY RELEVANT

Update your skills as technology changes

5

MEET THE GLOBAL STANDARD

Join the 13 million people worldwide who haven chosen ICDL



By 2015 90% of jobs will need at least basic ICT skills

Source: European Commission



Visit icdl.org