

# IT Skills Development E-bulletin



## Full complement of Level One elearning now available

We are very pleased to announce that the Excel 2010 Level One elearning is now available on the tracking system.

This means that there is now a full complement of Level One Microsoft Office elearning, in both 2007 and 2010.

The Level One elearning includes pre and post learning assessments and the ability to customise these and the learning materials into whatever size course or assessment your organisation needs.

We are now focussing our efforts on getting the Level Two elearning produced, tested and onto the tracking system.

## Certiport exam testing software updates

### Attention all MOST Test Centres!

Certiport have scheduled a required update to the IQ System software for 04 October. If you are planning to test on or soon after this date, please make sure you run this update before candidates sit their exams.

## Help us test Level Two and Three materials

As we produce the elearning materials for Level's Two and Three we continue to need your help in testing them.

Thank you to those who have already come forward and are helping us to test. If however, you have not come forward yet but are interested in testing our materials then get in touch by emailing us at [it.skills@nhs.net](mailto:it.skills@nhs.net) and we will add you to our list.

The next application to be released for testing will be Level Two Outlook 2007. This will be sent out on 15 October after which testers will have two weeks to review and submit their comments. As with all of this testing, testers will be allocated one section to test (so that it

doesn't become too unwieldy) but are free to test more if they have time.

If you are interested in helping us with the Outlook testing then let us know by Friday 5 October by emailing [it.skills@nhs.net](mailto:it.skills@nhs.net), you can also email us if you want to test future applications.

IT SKILLS PATHWAY

LEVEL THREE  
LEVEL TWO  
LEVEL ONE  
ENTRY

## Excel Level Two 2007 released

Earlier in the bulletin we told you that the Excel Level One materials are now available on the tracking system, well we have been having an Excel focused time of late as the 2007 Level Two materials are also now available for you on the tracking system.

As the Level Two and Three materials are quite high level we felt that your learners might benefit from a little extra assistance. With this in mind we will be creating videos within each section of learning for the Level Two and Three elearning materials. If you have been using the newly available Level Two Word materials you may have already seen these videos but if you

haven't then why not go onto the tracking system and take a look at the Word and/or Excel videos?



Department of Health

Level 2 MOST - Microsoft Excel 2007 - Core - Testing

- + Viewing workbooks
- + Manipulating worksheets
- + Manipulating information
- + Using formulas
- + Using functions

### Stuck with an IT Training Problem?

Do the sensible thing.....



Maude gets a call from an NHS Trust



"Hello, this is Maude, can I help you?"



"Hi Maude, this is Roger. I keep getting loads of queries from people in the Trust that want small chunks of learning in Word and Excel"



"Things like how to do tables in Word or basic formulas in Excel. Can you help?"



"Hi Roger, yes I think we can help."



"As well as the full courses we offer, you can create small customised courses for just this kind of thing!"



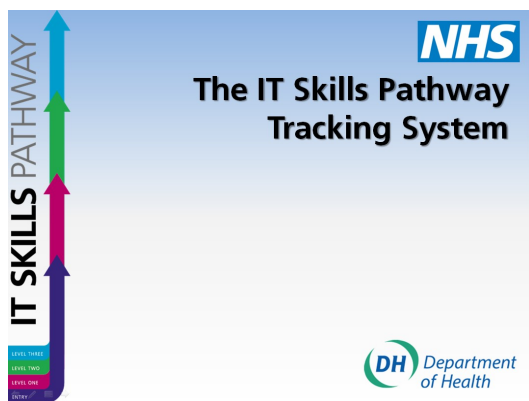
"That sounds great. Thanks Maude"



"You're welcome Roger. You can get more information by using the 'Support' tab in the tracking system"

More from Maude next month

## Hourly tracking system webinar drop-in sessions coming soon



We receive regular requests from centres asking for little recaps about how to use different elements within the tracking system.

With this in mind we have decided to start running hourly tracking system drop-in webinar sessions where centres can get specific questions answered without having to attend the two hour webinars.

We plan to hold these weekly initially but frequency will depend upon demand so look out for these sessions coming soon and don't forget to book your place so you don't miss out.

## e-Type update

In November 2010 we informed our distribution list of a three year agreement for the NHS to access free touch typing learning materials using E-Type.

The e-type online learning materials teach touch typing skills in 10 lessons which take 10 – 20 hours to complete over a period of a few weeks of self study.

There are further lessons in the programme which will help staff to increase their speed and accuracy when typing. As the learning materials are accessed via the internet, staff can use them at home as well as at work by logging on with their own unique user name and password.

As part of this package we agreed a “two for the price of one” reduced rate for the formal tests with the BCS, which are undertaken on the BCS testing system.

We currently have 142 centres who have taken up the free learning materials with some of these also having taken up the offer of reduced price tests.

This learning is available until 31 October 2013 so if your centre is interested in taking it up then please contact BCS using the following details:  
[nhs@typeandtest.com](mailto:nhs@typeandtest.com) or call 01480 861867.



### NHS MOST:

No. of exams completed in August

407

No. of exams completed since 1st July 2012

818

### Top Pathway centres:

- 1 Teesside University
- 2 South Staffordshire HIS
- 3 University of Liverpool
- 4 University of Portsmouth
- 5 Lewisham NHS Trust
- 6 Norfolk Community Health & Care NHS Trust
- 7 Calderstones Partnership NHS FT
- 8 Ridgewood Centre, Surrey & Borders Partnership
- 9 Oxford Health NHS FT
- 10 Birmingham Community Healthcare Trust

## Nottinghamshire HIS MOST award



Congratulations to Brian Ball and the rest of the team at Nottinghamshire HIS on receiving their Centre of Excellence plaque.

Just a reminder to all centres that the date for reaching the 100 exam passes mark has been extended to October 31st.

### Top MOST centres:

- |   |  |
|---|--|
| 1 Princess Alexandra Hospital Harlow                | 6 Greater Manchester West Mental Health Foundation Trust |
| 2 Dudley PCT  | 7 NHS South of Tyne & Wear                               |
| 3 Bradford District Care Trust                      | 8 North Staffs ITS                                       |
| 4 NHS East London and The City                      | 9 Sussex HIS   |
| 5 Blackpool Teaching Hospitals NHS Foundation Trust | 10 Cheshire ICT Service                                  |

### Pathway elearning:

No. of learners in August 1385

No. of learners accessing since 1st July 2011 2328

# IT SKILLS PATHWAY

### Contact us:

Email: [it.skills@nhs.net](mailto:it.skills@nhs.net)  
Web: [www.itskills.nhs.uk](http://www.itskills.nhs.uk)