



Standards that
create the outstanding

ECDL

Digital skills to get ahead



ECDL

bcs.org/ecdl/learner

'I was surprised to discover how much I didn't know about the programs I use every day. ECDL has helped me halve the time it takes to complete my regular tasks.'

Matthew Hickey ECDL adult learner

ECDL: digital skills to get ahead

Using a computer effectively is now an essential skill – at home, at college, at university or at work. It can help you communicate more effectively and access information more easily, and a certified computer qualification makes you more attractive to employers.

So how do you gain the best computer skill or demonstrate those that you already have?

The answer is ECDL (European Computer Driving Licence)

It's the world's number one IT user qualification – recognised and valued in workplaces around the globe as proof of competence in IT. It's tried, tested and trusted. ECDL programmes have been delivered to over 13 million people, in 41 languages across 148 countries. Over 2.5 million people have taken ECDL in the UK alone.

Why should I study for ECDL?

Effective IT user skills help you unlock the potential of your computer and the programmes you use. You'll discover new, faster ways to communicate, solve tasks and access information.

- ECDL is regarded by employers across the globe as a benchmark for IT competence and will improve your employment prospects
- It allows you to prove your IT skills which can help you find a job or progress your career
- It builds your confidence in using computers
- It will improve your study skills by making you more efficient and productive
- It's designed for people of all ages and skill levels

- It offers a number of routes for training so you can attain the qualification at your own pace through flexible learning or at a centre, even while in full time employment

What learners say about ECDL

'I've worked with computers virtually all my working life, but I've had no formal training, so that's what I was looking for with ECDL. It's a qualification that's well recognised by employers and that's what I wanted; it's important to me that it's recognised.'

Gordon Dawkes

'If I had to use three words to describe ECDL they'd be confidence, knowledge and understanding; I've got a much deeper understanding of computers now.'

Heidi Purves

For further information visit
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ECDL is available at three levels

From absolute beginner to advanced user, ECDL can be tailored at three levels to meet your specific requirements. Each qualification is made up of a combination of the units in the table below.

ECDL Level 1	ECDL Level 2	ECDL Level 3
ECDL Essentials ECDL Award ECDL Certificate	ECDL Extra ECDL Award ECDL Certificate	ECDL Advanced ECDL Award
IT user fundamentals	Word processing	Word processing
Internet and email	Spreadsheets	Spreadsheets
IT security for users	Presentations	Presentations
Word processing	Databases	Databases
Spreadsheets	Improving productivity using IT	Improving productivity using IT
Presentations	Project management	
Databases		
Using collaborative technologies		
Improving productivity using IT		

How do I take an ECDL qualification?

BCS, The Chartered Institute for IT, works in partnership with colleges, universities and training providers across the UK to ensure that there are local centres where you can undertake face-to-face training or access a range of interactive courseware to guide you through what you need to learn. There are also electronic and book-based training materials available to support your learning.

Mapped to national standards

ECDL qualifications are government regulated and mapped to national occupational standards across the UK. This provides an independent sign that they meet requirements for quality, educational systems and work-based funding.

Like to know more?

For more information about ECDL visit bcs.org/ecdl/learner

Find out where you can develop your IT skills at bcs.org/findacentre

About BCS, The Chartered Institute for IT

We enable the global information society by improving the IT skills of everyone who uses, or wants to use, technology. The leading awarding organisation for IT qualifications, we work with partners in schools, adult education, government and business in the UK and across the world. We are experts in our field and at the forefront of innovation in learning delivery and assessment.