

20th May 2015

Ian Lynch  
The Learning Machine Ltd  
Unit 4D/E Gagarin  
Lichfield Road Industrial Estate  
Tamworth  
Staffordshire  
B79 7GN

Dear Ian,

Re: TLM IT User qualifications

- TLM Entry Level Certificate In ICT Open Systems and Enterprise (ITQ) (Entry 3) (QCF) QAN 601/0988/9.
- TLM Level 1 Award in Open Systems and Enterprise (ITQ) (QCF) QAN 501/1428/1
- TLM Level 1 Certificate in Open System and Enterprise (ITQ) (QCF) QAN 500/8080/5,

These qualification are required for a significant number of learners including those that are currently on courses leading to some of them.

Most of the learners need to overcome barriers to entering work such as poor experience with the academic qualifications systems in school lack of confidence in the technologies routinely used in the work place and in life in general. Our courses leading to these qualifications are designed to enable these learners to operate independently and effectively in life, learning and work and employment, and to provide them with the confidence to e-engage with learning. Some may progress to the Level 2 vocational qualification with the same title.

In relation to each of the qualifications, we envisage that we will offer Entry 3 to those people that have no confidence in IT at all and who often have weak general education or who have had a bad experience with formal education. it is effectively a gateway into level 1. There are two possible groups that will be interested in the Level 1 Award. Some that want to start simply and quickly gain confidence from a shorter course in order to progress to Level 2 and some that can gain the Award as a milestone in achieving the certificate. It also means that any candidates that complete enough work to gain the Award without doing so for the certificate have something to show for their work. The Level 1 certificate is

**Places**  
Birmingham Adult Education Service  
99 Whitehead Road  
Aston  
B6 6EJ

Telephone : 0121 675 6339  
Facsimile : 0121 675 4532  
Textphone : 0121 464 6191  
[www.bgfl.org/learnbaes](http://www.bgfl.org/learnbaes)

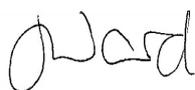
the main option for those that have some IT background and who have clear prospects of progressing to Level 2 once they have covered that ground. With such a wide range of units and varying starting points for individual learners, the coherent provision for breadth and depth makes it much easier to target specific individual learner needs.

I confirm that the outcomes of these qualifications are that the learner will have increased knowledge and practical skills in using digital technologies applications relevant to their personal circumstances. A learner achieving any of these qualifications will have a greater chance of obtaining and sustaining employment in any field that requires digital user skills and we can tailor these to specific applications through the range of available optional units. They will be better prepared to operate independently and effectively in life, learning and work since most aspect of these are now dependent on digital applications. For those that are demoralised and disengaged from learning, they will enable re-engagement with learning. The progression route Entry 3, Level 1 Award and Level 1 Certificate enables us to provide flexible provision for individual needs optimising the support for transition to Level 2 vocational qualifications and apprenticeships.

Most of our learners are interested in looking for work, upskilling at work and some planning to set up small businesses. The content of courses leading to these qualifications also supports numeracy and literacy skills associated with IT competence in a direct and motivating context. TLM's unique and innovative assessment model and the supporting open source technologies make this qualification particularly good value by removing bureaucratic overheads and enabling teachers to spend more time teaching.

Due to their financial situation, many of our learners will not engage on courses where there is no SFA funding, and where they are required to meet the costs themselves. I am sure we will attract a large number of learners – I would say significantly more than 100 for each certificate and we want to expand our provision. Last year we certificated over 1000 learners with TLM Entry Level qualifications and over 300 at Level 1. As these learners become more confident we anticipate at least 200 going on to Level 2. The Level 1 Award provides us with flexibility to offer longer and shorter courses depending on the individual needs of the learners.

Yours sincerely,



Judy Ward,  
Teaching and Learning Manager, ICT and Business,  
Birmingham Adult Education Service  
109 Trittiford Road  
Birmingham, B13 0ET

**Places**  
Birmingham Adult Education Service  
99 Whitehead Road  
Aston  
B6 6EJ

Telephone : 0121 675 6339  
Facsimile : 0121 675 4532  
Textphone : 0121 464 6191  
[www.bgfl.org/learnbaes](http://www.bgfl.org/learnbaes)