



Maximising the benefits of the Digital Economy

A Guide to Thirdforce's unique Digital Literacy solution –

- ICDL Australia – the Australian Certification Authority for the world's leading Digital Literacy Computer Skills Certification programme – ECDL/ICDL
- World class interactive learning and assessment materials
- Mapped to the new ICA11 Certificate in Information, Digital Media and Technology

www.thirdforce.com





A long standing history

MindLeaders Thirdforce is an established provider of technology enabled learning solutions and services deployed in more than 30 countries. Working with over 2,500 customers across all major industries, our e-learning and e-assessment solutions have reached over 17 million learners. In 2011 MindLeaders ThirdForce became the national operator in Australia and Papua New Guinea for the world's leading digital literacy certification programme, known locally as ICDL Australia. More than 10 Million candidates worldwide have gained digital literacy skills under the ECDL/ICDL programme.

MindLeaders Thirdforce currently stand in the world's top three largest e-learning providers with over 4,000 courses available; including a variety of IT Certification programmes that has digital literacy at its core.

Since 1997, Mindleaders Thirdforce have been an established and leading provider of IT literacy and ECDL/ICDL testing, diagnostic and courseware solutions and we believe that we are the largest and longest serving supplier globally. This has given us a wealth of experience in supporting and promoting the ECDL/ICDL alongside an array of National Operators, and enabled us to continually develop and keep current with our complete solution. We have also gained a unique insight into what is required to deliver successful, small or large scale certification programmes around the globe, and have the size, scale and stability to support either.

MindLeaders Thirdforce invests an average of \$3.7million per year into its digital literacy solution, which we believe is the largest research and development investment spend of any other supplier. This investment results in an extremely robust, reliable, high fidelity simulated product that is popular with learners, education providers and governments globally.

Our solution incorporates automated certification testing, diagnostic assessments and interactive courseware. These can be delivered through our state-of-the-art platform Central, enabling test centres, groups and candidates to be managed and supported through one single platform. Both Local Area Network (LAN) and hosted versions are available to suit various environments. More importantly, the system is highly reliable, fast and is easy to set up and establish.

ICDL Australia

The International Computer Driving Licence (ICDL) is internationally recognised as the global standard for end - user computer skills and is widely adopted by governments, international organisations and corporations alike. The ICDL certification programme is a practical, flexible and cost effective way to ensure individuals have reached a predefined minimum level of digital literacy.

Meeting National Standards

The ICDL Australia training packages also meet the requirements for the new National Standards (ICA11) Certificate 1 in Information, Digital Media and Technology.



ECDL Foundation
Approved Courseware



ECDL Foundation
Approved Test



International Computer Driving Licence (ICDL)

Benefits of IDCL

The ICDL certification programme allows individuals, organisations and governments to obtain a globally recognised benchmark for digital literacy. In Australia a successful digital economy is essential for economic growth. It offers new opportunities for businesses to a larger, potentially global, audience and for individuals to connect and collaborate. ICDL Australia works with partners across Australia and Papua New Guinea in providing essential digital literacy skills.

Fast Facts

The global standard in certifying 'user' computer skills
Endorsed by computer societies, governments,
educational institutions and corporate sector worldwide

World's largest ICT skills certification programme

More than ten million participants worldwide

Recognised and delivered in 148 countries

Certifies a broad range of essential ICT knowledge and contemporary skills

Gateway to further ICT studies and careers

Flexible learning available from a broad network of approved educational institutions, and leading training providers

Gateway to life-long ICT learning path

What is the ICDL

ICDL certifies that individuals possess basic computer skills and confirms an internationally recognised benchmark of digital literacy in seven key areas.

MODULE 1: Concepts of Information Technology

Theoretical test which covers the physical make-up of a personal computer and concepts such as data storage, memory and virus protection.

MODULE 2: Using the computer and Managing Files

Practical skills test which covers the fundamental functions of the personal computer and its operating system

MODULE 3: Word Processing

Practical skills test which covers creating, formatting and saving a word-processing document

MODULE 4: Spreadsheets

Practical skills test which covers developing, formatting and using a spreadsheet

MODULE 5: Databases

Practical skills test which covers using, planning and designing a simple database

MODULE 6: Presentations

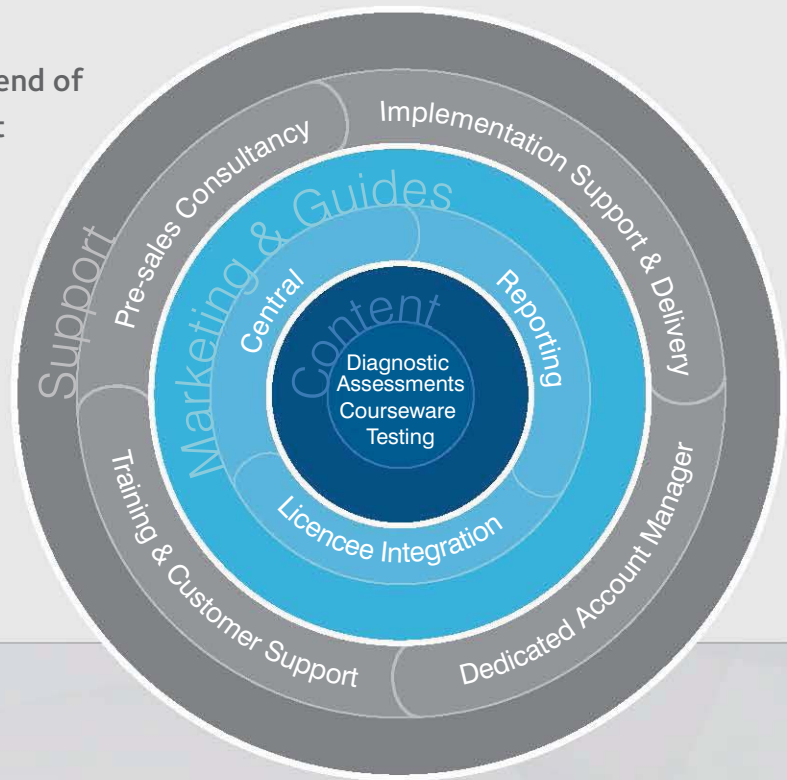
Practical skills test which covers creating, formatting and preparing presentations

MODULE 7: Information and Communication (Internet and Email)

Practical skills test which covers using a web browser email and search engine tools

MindLeaders Thirdforce's unique blend of content, infrastructure and support offers you and your test centres a proven and total solution.

We also help to jointly promote and grow your programme.



The Complete Digital Literacy Solution

Content

Our complete solution includes automated diagnostic assessments, interactive courseware and automated certification testing for Syllabus 4.0 and 5.0, fully approved by the ECDL Foundation. These products combine the latest innovation in assessment and e - learning to achieve the highest standards and outcomes possible.

The pedagogy underpinning our tests delivers valid, reliable automated testing through adhering to best practice in test construction. With over 90% of simulated based items, the tests offer a motivating experience with a highly interactive and simulated test interface with varied test items. Also as the tests simulate the live application for the various modules, no additional investment of application is required by test centres.

Our learning courseware has been designed to provide a motivating and engaging experience. Covering up to 80 hours of interactive training, it also contains pre and post assessments to identify areas required to be studied and consolidation tasks to allow learners to practice what they've learnt in preparation for the official exams.

Infrastructure

Whatever the size or structure of your digital literacy programme, we have the systems to meet any environment, anywhere. Thirdforce Central, our Learning Management System, deploys all materials from a single integrated platform. Multiple delivery options offer online and Local Area Network (Offline) versions so centres can choose the deployment option that will best cater for their technical infrastructure.

For broadband rich environments, sites can take advantage of the online version where Thirdforce hosts the system on our secure servers. This version requires no dedicated hardware or installation of any software and is fully backed up and updated by MindLeaders Thirdforce.

Support

To ensure the success of your programme, we aim to offer a partnership that not only provides a robust and reliable solution, but one that supports you in raising standards of digital literacy. We also provide a range of services including project management, training, customer service provision and business development and marketing support to jointly grow your programme.

ThirdForce Central

ThirdForce Central offers a comprehensive test management tool that enables National Operators and individual test centres to organise and administer their test environment efficiently and easily. Choosing ThirdForce Central for your digital literacy programme will provide you with a time saving and flexible solution.



Benefits and features of ThirdForce Central

- Provides a single log-in point for all users and navigation within the system that is simple and straightforward to use.
- You can easily add and manage administrators, supervisors and learners in the system which can also be moved between groups in bulk.
- Enables batch importing of learner data, eliminating the daunting task of manual key entry for each learner.
- Navigation within the system that is simple and straightforward to use.
- Flexible and easy assignment of courses and assessments.
- Multi-layer security ensures that test access is under complete administrator control, and allows you to view when and where a test is taken.
- A flexible group hierarchy functionality that enables you to reproduce your territory and its organisational structure.
- You can send important messages to test centres or learners in certain sub-site groups. You can also target just new users, or users with administrative privileges.
- You can order subscriptions on an as-needs basis and receive them securely through the system.



Fast, Detailed Reporting

ThirdForce Central's detailed reports enable analysis and interpretation that is critical to the smooth running of your programme. ThirdForce Central features revolutionary learner reports, enabling you to make better decisions and run more efficient programmes.

- Report across Testing, Diagnostics and Courseware allow you to follow the learner's journey.
- Reports are available at group and individual levels which facilitate comparison and analysis.
- Detailed feedback to help identify areas where students need additional help.
- Data can be viewed on screen or exported to Excel for further analysis or easy printing.



You can create customised reports that compile and analyse the progress of your learners, ranging from a high-level overview of overall learner performance to a detailed breakdown of each learner's performance.

- **Test Session** — provides invigilator information and pass/fail rates for any tests taken.
- **Learner Overview** — individual learner information across Diagnostics, Courseware, and Testing
- **Learner Activity** — shows detailed information for each module to target learning.

AutoTest

AutoTest is the certification test for the ECDL/ICDL delivered via Central. It is guaranteed to save you time and resources by simplifying the testing process and removing the burden of setting and marking exams. With all the benefits of ThirdForce Central, it provides you with an efficient and effective automated test environment.



Benefits and features of AutoTest for ECDL/ICDL:

- Provides immediate results allowing learners to receive their grades without delay.
- Can integrate with any third party registration system enabling automated exchange of learner data on a daily basis enabling the automated exchange of learner data on a daily basis.
- Offers extensive reporting functionality.
- Uses a simulated environment removing the expensive need to purchase relevant software applications.
- Offers learners a consistent, fair and realistic test experience and removes human error and subjective judgement from the marking process.
- Reduces stress by enabling learners to know at a glance how many questions they have answered, how much time they have left and allows them to revisit any skipped questions.
- Provides learners with an interactive tutorial and practice test covering all aspects of the system.
- Uses multiple question types to evaluate both theoretical knowledge and the ability to put ICT to practical use.



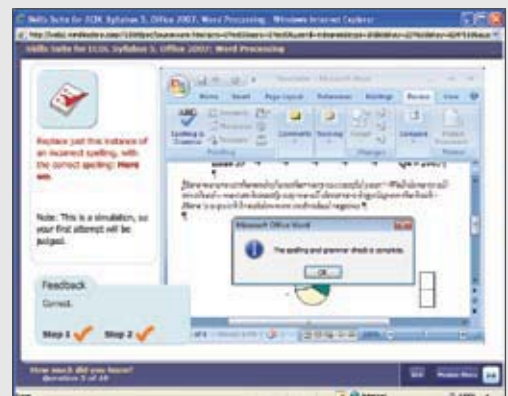
Skills Suite

Skills Suite is the courseware element of the MindLeaders ThirdForce digital literacy solution. Incorporating interactive lessons, pre and post learning evaluations and a tracking facility, it delivers inspiring and motivational training. Delivered via ThirdForce Central or available on individual DVDs, Skills Suite has been designed to raise completion rates by engaging and motivating learners.



Benefits and features of Skills Suite:

- Allows learners to progress through the modules at their own speedthrough self-paced learning.
- Voiceover is used to guide learners through every course.
- Facilitates learning by doing with over 90% of instructional screens incorporating interactions.
- Provides positive corrective feedback for every interaction a learner completes.
- Consolidation tasks and projects provide additional opportunities for independent practice and assessment.
- Designed to be effective for different learning styles and mixed abilities.
- Utilises the pedagogically effective model "Explain, Example, Exercise and Evaluate."



Why Partner with MindLeaders ThirdForce?

The complete solution

As a large and long serving supplier of digital literacy solutions, we have gained a unique insight into what is required to deliver successful certification programmes. Whether this is through centralized programmes such as University for Industry in the UK, large scale testing with UNESCO in Egypt and the Middle East, or providing leadership and support as a national operator for ICDL Australia. The benefits include:

- One central platform for diagnostics and testing allowing one single access point, including Advanced ECDL and other ICDL modules in the future
- Fully scalable test infrastructure to reach any territory and environment.
- Robust system with a proven track record of delivery: in excess of 2 Million online tests taken over the past 3 years
- Unrivalled investment in the creation of a motivating test experience for the candidate through the tutorial, practice test and variation in type of test items used.
- Experience in delivery of testing across all market segments, ranging from state of the art test centres through to small centres with limited facilities.
- Reduced cost of ownership at test centre level due to unique simulation based technology.
- Flexible and intuitive reporting system that allows reports at both national and local level as well as at individual candidate and module levels.
- Ease of implementation with supporting documentation and on-line help.



Support and growth of your programme

To ensure your programme is implemented successfully with our solution and to help you jointly grow, as your partner we can provide some of the following:

- Marketing support
- Event attendance
- Market development
- Project management
- Technical support
- Training
- Guides and support materials
- Pre-launch access

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