



ICDL Syllabus Version 4.0 The Global Standard in Computer Skills Certification

Frequently Asked Questions

What is ICDL Syllabus Version 4.0 (SV4)?

SV4 is an update to Version 3.0 –it lists the facts that must be known and the skills that must be mastered for a Candidate to achieve ICDL certification.

Why was Syllabus Version 4.0 developed?

SV4 was developed to ensure that the ICDL certification program continues to be relevant to ongoing advances in technologies and current practices.

Who developed Syllabus Version 4.0?

The Syllabus was developed by the European Computer Driving Licence (ECDL) Foundation Ltd through a 2-year development process that incorporated inputs from computer users, subject matter experts and practicing computer professionals from all over the world.

Who is the ICDL program for?

The ICDL is for everyone. It certifies that the holder has knowledge of the essential concepts of Information Technology and is able to use a personal computer and common computer applications at a recognised level of competence both at work and at home.

What is new in ICDL Syllabus Version 4.0?

The updated Syllabus provides a stronger awareness of using a computer in society today. It places more emphasis on using a computer responsibly both at work and at home.

Key aspects covered include security issues such as viruses and downloading from the Internet, the use of e-commerce for everyday transactions and user awareness of content copyright from the Internet.

Use of lifestyle technology is also considered including digital cameras & Personal Digital Assistants (PDAs) as are environmental considerations for the user, such as recycling printed documents and printer cartridges.

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What are the benefits of ICDL Syllabus Version 4.0 for the Employer?

- Establishes a tangible computer skills benchmark for all employees
- Provides an independent certification with skills that can be applied across multiple platforms
- Helps to ensure consistent levels of computer ability among the workforce
- Helps to reduce time wasted through lack of IT knowledge and corresponding ineffective work practices
- Helps to reduce IT support costs
- Provides greater information security awareness across the organisation
- Raises employee awareness of the implications of viruses
- Promotes responsible use of the Internet
- Instils employee awareness of content copyright from the Internet
- Develops employee awareness of health and safety issues

What are the benefits for the Individual?

- Provides an internationally recognised & accepted certification
- Endorsed by governments, institutions and leading organisations
- Helps to raise level of competency in essential computer skills
- Can help improve employment prospects
- Facilitates increased participation in the e-Society
- Can provide a passport to higher level IT education
- Develops a practical understanding of the Internet
- Provides an appreciation of security when using email
- Develops the ability to access e-Government services • Provides the skills necessary for everyday online transactions