



Digital Skills

Dates:

Locations:

Helps you to improve your Digital skills for work.

Entry Requirements

Various levels from Entry level 3 to Level 2 . Before you can enrol, you will need to take an initial assessment and have a short interview with one of our staff, so we can ensure this is the right level for you. Prior qualification will be considerate as part of the suitability of the programme.

What topics does the course cover?

Various - dependent on course - include Using Devices and Handling Information, Creating and Editing, Communicating, Transacting & Being Safe and Responsible Online.

How will I be taught and assessed?

You will attend classes onsite each week and there are various methods of assessment and exams depending on the course you are enrolled onto.

Are there any other costs or equipment I need to get?

The course is free, but you are expected to supply your own paper, pen and folder. You will be advised to buy a course book or borrow it from the library. Access to a PC, laptop or compatible tablet with internet is essential. If you do not have internet access, we strongly recommend you make full use of our learning centres or your local library.

By the end of the course what should I be able to do?

By the end of the course you will able to apply what you have learnt in the workplace.

What are the progression opportunities following this course?

Various - depending on starting point. Progression between course levels, employment or further study at higher education.