

Essential Digital Skills for Everyday Life - Entry Level 3 Qualification

This qualification will provide the essential awareness, understanding and practical ability relating to digital skills at entry level and is suitable for participants with very basic IT skills, that would like to improve their digital skills, particularly automated processes.

The course will help you to emphasises the development of practical skills and improve own efficiency in using IT applications and processes by using various software applications.

You will create, edit, format text and documents using a wide range of automated tools and applications such as Word, Excel, PowerPoint, Desktop Publishing, email, and Internet.

WHAT WILL I STUDY?

You will learn to create, edit, and format text and documents using a wide range of automated tools and applications.

The course is structured around five units:

- Using Devices and Handling Information
- Creating and Editing
- Communicating
- Transacting
- Being Safe and Responsible Online

WHAT WILL I NEED?

Please be prepared to provide your residency documents such as a passport, EU citizen ID card, UK Birth Certificate or Biometric Card. If you have been in the UK for less than 3 years or have entered the UK with a visa you will need to provide evidence that you are eligible to study in the UK - your visa, your biometric card that covers the duration of your course or any relevant home office documents to support your residency should all be provided. If you're an EU, EEA or Swiss citizen we will need to see evidence of 'Pre-Settled' or 'Settled-status' documents. Also for funding purposes we would need to see evidence of payslips if working (within the last 3 months). If you are receiving benefits (e.g JSA, ESA, Universal Credit (UC), Housing benefits etc. please provide evidence of this).

Start Date: 20 January 2025

Day: Monday

Time: 17:30 - 21:00

Duration: 15 Weeks

Venue: Tottenham

WHAT CAN I DO AFTER?

On completion of this course, you can progress onto further study in this area.

Start Date: 20 January 2025

Day: Monday

Time: 17:30 - 21:00

Duration: 15 Weeks

Venue: Tottenham

