

Essential Digital Skills for Everyday Life - Level 1

This qualification is designed to equip you with essential digital skills, enabling you to use computers confidently, effectively, and independently in everyday life.

You will learn how to operate various digital devices and manage information efficiently, create and edit documents and presentations, and communicate effectively through email and other digital platforms.

Additionally, the course covers secure online transactions, ensuring you can shop, bank, and access services safely. You'll also gain crucial knowledge in online safety, helping you protect personal information and practice responsible digital behavior. Overall, this qualification prepares you to navigate the digital world with ease and confidence.

WHAT WILL I STUDY?

You will learn:

- How to operate various digital devices and manage information efficiently
- Create and edit documents and presentations
- Communicate effectively through email and other digital platforms

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).

WHAT CAN I DO AFTER?

Start Date: 13 January 2025

Day: Monday

Time: 09:00 - 13:15

Duration: 12 Weeks

Venue: Tottenham

On completion of this course, you will have gained essential digital skills you can use in everyday life. You can also progress onto further study in this area.

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