

Digital Functional Skills - Entry Level 3

The Digital Functional Skills Entry Level 3 course will give you essential digital skills across five key areas:

- **Using Devices and Handling Information:** where you'll learn to operate digital devices and manage files effectively
- **Creating and Editing:** which covers basic text, spreadsheet, and image editing
- **Communicating:** focusing on email, messaging, and social media etiquette
- **Transacting:** where you'll gain confidence in performing online transactions securely
- **Being Safe and Responsible Online:** which emphasises online safety, password management, and responsible digital behavior.

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?

This comprehensive course ensures that you can navigate the digital world with confidence and security.

Upon successful completion of the course you can progress into further study in this area.

Start Date: 13 January 2025

Day: Monday

Time: 09:00 - 14:00

Duration: 13 weeks

Venue: Tottenham