Leicester College

0116 224 2240
www.leicestercollege.ac.uk
info@leicestercollege.ac.uk

Adult Digital Functional Skills

Course Overview

This is a short course for adults (19+) to build your competency and confidence in Digital Skills. It will help you develop knowledge and skills needed in life, education and the workplace. You will gain a nationally recognised qualification in Digital skills. The course will be Entry Level 3. This class is based at City Skills Centre on a Tuesday from 9.30am to 3pm for twelve weeks. The first group will start on 19th November, and a second group will start on 18th March.

What you will learn

The key topics covered are: - Using devices and handling information - Creating and editing - Communicating - Transacting - Being safe and responsible online You will use our IT resources whilst in college. You can use our library services during the course if you do not have access to electronic devices at home to complete independent study or practice.

Entry Requirements

No previous knowledge is required. We will ask you to complete an electronic form to self-assess your digital skills to ensure this course is the appropriate level for you. The course will be free for most learners who meet the following requirements: You must be 19 before the 31st August 2024. You must meet certain residency requirements, and we may invite you in for a Right to Study assessment to check that the course will be free for you. You cannot previously have achieved an IT Functional Skills Entry 3 or higher IT qualification. If you are unsure, please get in touch to check your eligibility

How you will be assessed

At the end of the course you will complete one formal exam.

Course Progession

Successful achievement of a Digital Functional Skills Entry Level 3 course will allow you to progress onto a Level 1 course, which we aim to run in academic year 2025/26. It may improve your chances of getting work, progressing within work, moving onto other courses, or supporting your family more effectively.

What Happens Next

You need to apply online. You will then be sent a Microsoft Form to complete with some basic information and a self-assessment on your digital skills. Once you have completed this, you will either be offered a place on the Digital Skills course or be given further advice and guidance about your options.

Course Details

Course Code	M00013
Start Date	Various
Study Hours	Part Time
Duration	Various
Campus	City Skills Centre
Level	Entry

Apply Here