Leicester College

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

Adult Digital Functional Skills

Course Overview

This is a 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, following an initial assessment.

 This class is based at City Skills Centre on a Tuesday from 9:30 to 3pm for Entry 3. The next cohort will start in March 2026.

 We will invite you in to complete a short initial assessment once you have applied to check your suitability for the course.

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 come in to complete an initial assessment to check your digital skills to advise which 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 2025.
 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.

Course Progession

Successful achievement of a Digital Functional Skills Entry Level 3 course will allow you to progress onto a Level 1 course, or another IT qualification.

 Completion of this course may improve your chances of getting work, progressing within work or moving onto other courses.
 The skills gained during the duration will increase your capability on other courses, enable you to perform better at work and help you to support your family more effectively.

What Happens Next

You need to apply online. You will then be sent a form to complete with some basic information and to book on for initial assessment. Once you have attended this assessment, 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	01/08/2025
Study Hours	Part Time
Duration	22 weeks
Campus	City Skills Centre
Level	Entry

Apply Here