

Essential Digital Skills Qualification Entry 3

About the course

This FREE qualification course is for anyone wishing to develop their digital skills to improve their life and for work.

During this course you will enhance your digital skills and learn how to use digital technology to engage with digital services for everyday life.

You will work on your own and with other learners on different tasks, so you develop important life and work skills such as problem-solving, decision-making, prioritising, teamwork and independence.

You will sit an exam at the end of the course.

Course Learning Outcomes

By the end of the course you will be able to:

- Use and manage your devices and your data storage; deal with simple technical problems
- Find your way around online; search for information and content to use.
- Create, improve and save word-processed documents.
- Use digital communications for different audiences (i.e. email and video calling).
- Work with online forms; approach online buying safely
- Work safely and responsibly online; protect your well-being.

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

You are committing to 2 x 2hr lessons a week for 16 weeks.

This is a *face-to-face* course and we will provide devices for you to use in lessons.

Who is this course for ?

This course is for you if you have little experience using a computer or laptop to access the Internet. It might be that you lack confidence or you may have only used a smartphone to access the internet and send emails.

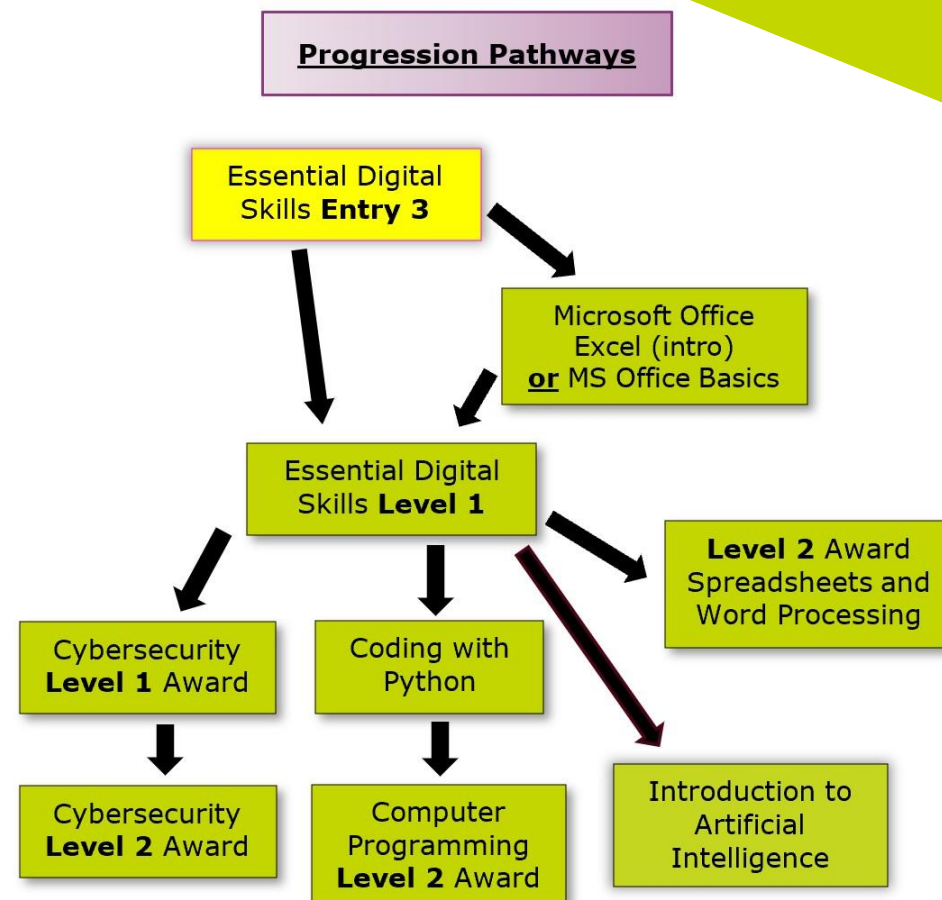
What is needed for the course?

- Successful completion of an Initial Assessment prior to starting the course.

What can you do afterwards?

After successfully completing this course you could progress to an Essential Digital Skills Level 1 qualification course; your teacher can advise.

Progression Pathways



We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk