

## Essential Digital Skills Qualification Entry 3

### About the course

This FREE qualification course is for anyone wishing to improve your digital skills to improve your life and for work. If you have some experience using a computer, laptop, tablet or smartphone to access the Internet then this course could be for you.

During this course you will develop 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, team work and independence.

This is a *face-to-face course* and we will provide devices for you to use in lessons; however, if you have a laptop that you want to use, you can bring this to use on 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.***

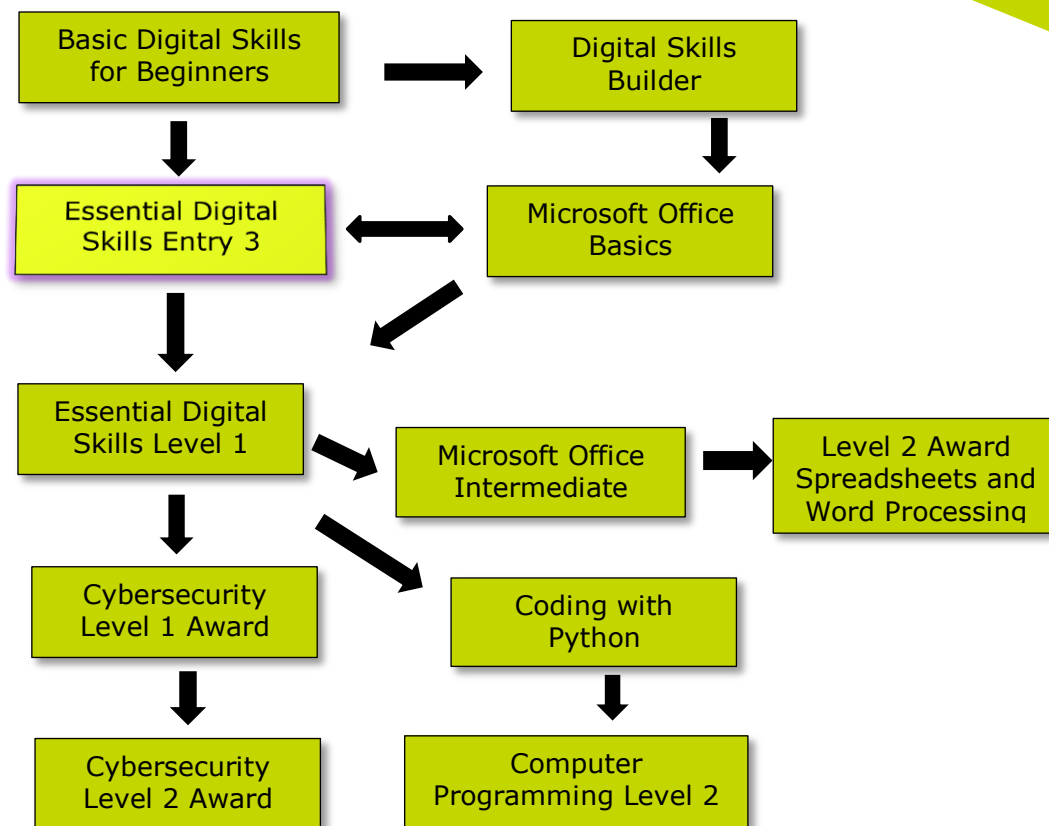
*You are committing to 2 x 2hr lessons a week for 12 weeks.*

### What is needed for the course?

- Please bring a notebook and a pen with you, to take notes.
- If you have a device you may wish to bring it with you during the course.

***If you need any additional support, please call us.***

### Progression Pathway



**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](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)