Course Title – Essential Digital Skills Qualification – Entry 3 – For ESOL Learners

Course Code	Venue & Contact Details	
MZ294OEA	**Venue Address**	***Feltham Library***, *The Centre, High St, Feltham TW13 4GU*
	Phone	020 8583 6000
	Email	courses@hounslow.gov.uk
	Website	www.hace.ac.uk

Day	Times	Start date	End date	No of Weeks	Total Fee
Tues / Friday	**12.30 - 14.30**	**21/09/2021**	**28/01/2022**	**16**	**FREE**

About the course

This FREE 16 week course for (Entry 2 / Entry 3) ESOL Learners who would like to improve their digital skills to improve their 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 exploit digital technology. At the same time you will learn the English language and vocabulary to talk and write about digital activities which will help you to understand the tasks in the exam, which you will take at the end of the course.

You will track your progress by accessing your electronic individual learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom, you will complete assignments and receive feedback to help you improve your skills.

What will I learn?

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 files of different kinds, offline and online
- Use digital communications for different audiences (email, chat, videocall etc)
- Work with online forms; approach online buying safely
- Work safely and responsibly online; protect your well-being.

What are the entry requirements?

- Initial Assessment – All learners will do an Initial Assessment before the course starts to establish suitability for the course. You will do this before you can enrol on the course.

- A laptop or desktop computer is required to attend the course with a reliable Internet connection and a generous data plan if accessing the Internet through mobile data. Please discuss with our team – not having a device or internet should not be a barrier to your taking part in this course.

What do I need to bring with me?

- You may wish to have some paper and a pen to take notes
- You may wish to bring your own device with you.

How will my learning be assessed?

This is an accredited course and at the end of the course you will sit an exam and can achieve an Entry 3 qualification in Essential Digital Skills.

Your tutor will also give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance.

To achieve on this course, we expect your attendance to be a minimum of 85% and course work should be completed on time.

Devices and digital applications required for your class

This is a face to face class. We use Google Suite for Education and you will become familiar with this during the course. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email, if you have one.

Your tutor will support you, in the first session and throughout the course, if you need help with any of this.

What can I do after completing this course?

- At the end of the course your tutor can also advise you on your possible next steps.
- You may wish to continue with your ESOL programme of learning.
- You can enrol on the Essential Digital Skills Qualification course at Level 1.
- Our Skills and Employment Team are also available to support and advise – see details at the end of this information sheet.

- You can call us to find out about all of our upcoming courses on 020 8583 6000 or check our visit our website: www.hace.ac.uk

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What will happen if a session is cancelled?

If unforeseen circumstances would force us to cancel on short notice any face to face session may be moved to the online classroom – you will be contacted to advise how this will happen. If you attend an online course you will be contacted to advise about this and whether a refund is due, if you have paid fees.

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
- Email work@hounslow.gov.uk
- Visit http://www.hace.ac.uk/employment-support