




Essential Digital Skills Qualification

 (6 – 8-week cycle)

 Timetabled

 Across all campuses

**FREE
COURSE
FULLY
FUNDED**

The primary intention of this course is to support people with developing essential digital skills and to build confidence to work independently online. There are two levels that individuals work to depending on your own knowledge and understanding.



Using Digital Devices

Learn how to navigate operating systems, taskbars, desktop and system settings. Discover new shortcuts and learn how to use web browsers and search engines.



Skills for Work

Discover a variety of tools within the Microsoft Suite to help you with your work. Focusing on Word and Excel you will gain a better understanding of these products.



Email Systems

Understand your digital footprint and different types of digital communication needs both public and private. Learn how to make online payments and manage your online accounts.



Using The Internet

Discover the various threats to online safety and the safeguards that can be used to protect yourself. Find out how to report content and how to act responsibly online..

The course is to be delivered over a 6 – 8-week cycle, 1 lesson a week for 3-4 classroom hours. At the end of the cycle staff will be given the option of taking the assessment for their assessed level. **This qualification will be awarded by NCFE and you will be able to add this to your CV, CPD record and use these skills in your everyday life!**



GET IN TOUCH

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