

Digital Skills for Work

Course overview

Having no, or poor, digital skills is a barrier to your work. Without digital skills you are less likely to progress with your career and may earn on average £13,000 less than others with better digital skills. This course will help you to develop the ability to use digital skills safely to complete work-related tasks including finding and sharing information.

What will I study?

This course will aim to teach you how to...

- Follow instructions to keep safe online.
- Follow instructions to use digital devices for good health and wellbeing.
- Follow instructions to carry out given simple, routine work-related tasks requiring digital skills including finding and sharing information.

Assessment method

During the course, your tutor will set tasks and assignments to help you to learn and progress.

Entry requirements

You should have successfully completed a Digital Skills Introduction course. Please ensure that your enrolment form is signed by your tutor, or you have tutor agreement, prior to submitting the enrolment team.

What should I bring with me?

You will need to take notes so bring along your preferred tools such as pen/paper or electronic device. We have computers for you to use in classrooms and in our Student Services Lounge. There are currently no printing facilities at the college.

Key information

Where possible this course will take place on site with social distancing measures in place. In the event of a lockdown, the course will take place online via MS Teams.

Possible next steps

Following the successful completion of this course, you may wish to continue to a full Digital Skills Entry 3 course for Life and Work.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk

call: 020 8270 4722

