Digital Skills: Access to Entry 3

Course overview

Digital Skills is a driving force in our lives today from surfing the internet, working in an office, or video calling your friends and colleagues. Having computer skills can open up a variety of careers and is rapidly becoming a crucial skill for everyone.

This course is the starting point to Entry 3, which will help you to study the core skills needed for life and work in today's society.

What will I study?

At this level, you will begin to study the following 5 categories of essential digital skills for life and work at beginners' level (Entry):

1. Using devices and handling information
2. Creating and editing
3. Communicating
4. Transacting
5. Being safe and responsible online.

Assessment method

During the course, your tutor will set tasks and assignments to help you to learn and progress. At the end of the Access course, you will continue to the Entry 3 qualification where there will be an online (exam style) assessment set by the examining board that will take place within the college building. You will need to pass this to gain your qualification.

Entry requirements

You should have successfully completed the Digital Skills Introduction, or Basic Digital Skills for Life. Please ensure that your enrolment form is signed by your tutor, or that you have tutor agreement, prior to submitting to 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, although you are also welcome to bring your own laptop. There are currently no printing facilities at the college.

Key information

Classes are designed to be in a college building but may involve a combination of online and classroom-based activities. If there is a lockdown classes will be moved online. All learning will be via interactive meetings and chat, and work will be via posted assignments using MS Teams. You will need the appropriate device (PC, laptop or tablet) to be able to complete this work.

Please note that, in any case, exams and exam preparation will still need to take place in a college building.

Possible next steps

Following the successful completition of this course, you may wish to continue to Level 1.

Contact us

Our friendly staff can give you further advice and support.

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