

# Digital Skills: Entry 3

## Course overview

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We use technology to work, learn and communicate. Having digital skills has become an essential part of many job roles and can lead to exciting opportunities. Are you looking to improve your digital skills? This new course will help you to study the core skills needed for life and work.

## What will I study?

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You will study the following 5 categories of essential digital skills for life and work at beginners level (entry):

- communicating
- handling information and content
- transacting
- problem solving
- being safe and legal online

## Assessment method

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The qualification is assessed by assignment per unit. All units are assessed via assignments which are individually graded and may take place outside your class times. An overall grade for the qualification is awarded. All unit assessments are marked and graded by your tutors.

## Entry requirements

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

## What should I bring with me?

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You will need to take notes so bring along your preferred tools such as a pen and paper or an 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

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Code	Date	Time	Location	Full Fee	Concessionary Fee
11000	<b>Autumn Term 2020</b> Thursday 15 October 2020 to Thursday 10 December 2020 <b>Spring Term 2021</b> Thursday 7 January 2021 to Thursday 4 February 2021	9.30am to 12.30pm	Online	£94.00	0.00
1101	<b>Spring Term 2021</b> Monday 11 January 2021 to Monday 29 March 2021 <b>Summer Term 2021</b> Monday 19 April 2021 to Monday 26 April 2021	12pm to 3pm	Barking	£94.00	0.00
1102P	<b>Spring Term 2021</b> Wednesday 24 March 2021 to Wednesday 31 March 2021 <b>Summer Term 2021</b> Wednesday 21 April 2021 to	12pm to 3pm	Dagenham	£94.00	0.00

	Wednesday 7 July 2021				
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### Possible next steps

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You will be supported to enrol on to the most suitable level course for you following the successful completion of this course.

### Contact us

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



call: 020 8270 4722