

# Digital Skills: Level 1

## Course overview

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

This new course will help you to study the core skills needed for life and work in today's society.

## What will I study?

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You will study the following 5 categories of essential digital skills for life and work at Level 1:

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

## Assessment method

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

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You should have successfully completed the Digital Skills Introduction or a Digital Skills Entry 3 course. Please ensure that your enrolment form is signed by your tutor, or you have tutor agreement, 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 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

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Classes may involve a combination of online and classroom-based learning (socially distanced where possible), If they take place online, this 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. In the event of a lockdown, courses based in the college will be moved onto MS Teams. **Please note that exams and exam preparation take place in a college building for all courses.**

## Possible next steps

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Following the successful completion of this course, you may wish to continue to Level 2.

## 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

