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

What will I study?

You will 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, 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 Access to Entry 3 course. Please ensure that your enrolment form is signed by your tutor 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 and in our Student Services Lounge. There are currently no printing facilities at the college.

Key information

NOTE: this course will require all learners to be onsite for the Access and at the start and at the end of this course to prepare for the exam, which must be onsite. Learning may include interactive meetings and chat through MS Teams, and work will be via posted assignments. You will need the appropriate device (PC, laptop or tablet) to be able to complete this work. Any online attendance will be through negotiation with the tutor.

Exams always take place in a college building.

Possible next steps

Following the successful completition of this course, you will be supported to enrol on to the most suitable level course for you.

Contact us

Our friendly staff can give you further advice and support.

email: adultcollegeenquiries@lbbd.gov.uk   call: 020 8270 4722