

Course Information

Introduction to Digital Skills

LEVEL	COURSE AREA	CAMPUS	COURSE CODE
1	Online		M1076

ABOUT

Are you interested in digital skills courses?

The purpose of this qualification is to allow learners to demonstrate understanding of, and competency in, digital literacy skills. It will help learners progress to a work role where digital literacy skills are required.

The qualification is run by NCFE and is a recognised qualification at level 1.

- You complete six short units over a period of 12 weeks.
- You will be asked to complete a short checklist before starting your course to check that you are on the right course, as it is also available at level 2.
- You will be allocated an online assessor who will check your work after you complete each unit to make sure you have covered the relevant tasks and receive feedback on your work.
- Although this course is free to complete, if you withdraw from the course without completing you could be invoiced £100 for non-completion.

MODULES

- Apply digital skills in personal and business situations
- Understand how to maintain safety and security when using data and devices
- Find and use information online
- Use digital resources to facilitate your own learning and career progression
- Communicate socially and professionally using technology
- Use word processing software to create straightforward text and documents

ENTRY REQUIREMENTS

You must be a British, EU or EEA citizen, had been a permanent resident of the UK, EU or EEA for the whole of the previous 3 years and aged 19 or over. This course will be funded, regardless of prior attainment for 19-23 year olds.

EQUIPMENT

To achieve the qualification you will need to have access to:

Contact our Admissions Team for more information on:

Email enquiries@nwslc.ac.uk Call **0330 058 3000** Visit www.nwslc.ac.uk

Course Information

1. A personal computer, laptop, tablet or other digital device (not a Smartphone)
2. A web browser (such as Internet Explorer) and Internet connectivity
3. An email account, instant messaging account, video messaging and social networks
4. Be able to store completed work i.e. USB memory stick, network folder, work permitted computer storage
5. Online meeting software (such as) and equipment such as a webcam and microphone
6. Blogging software (such WordPress.com)
7. Word processing software
8. Printer

MODE OF STUDY

Online, remote delivery or postal

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