

# Adult Learning - Course Information Sheet



## UDK2VS01 - Essential Digital Skills (EDSQ)

**Woodcroft Scout Centre**  
London Road  
Kettering

NN15 6NQ      **Room** Woodcroft Scout Centre

Start Date: 09 July 2024  
End Date: 01 October 2024  
Start Time: 10:00AM  
End Time: 12:00PM  
Day: Tuesday  
Sessions: 13  
Tutor: Mrs Suzanne Hill

### Course aim

To develop your confidence in Essential Digital Skills and gain a certificate at the level appropriate to your Learning.

### Course Outcomes

- 1) To learn how to use devices and handle information.
- 2) To know how to create and edit documents.
- 3) To know how to communicate and complete transactions.
- 4) To be safe and responsible online.

### How will the course be taught?

Step by steps tasks, discussion, and support from your tutor.  
If this is an online course, please check the email confirmation for the link to join your Google Classroom. This information is also on 'My Account' when you are logged in to the Adult Learning website. Find 'How to use Google Classroom' at <https://getgoing.nccadultlearning.ac.uk/it-tips/google-classroom>

### Could I gain a certificate?

Yes, you will work towards gaining a Gateway qualification at the level appropriate to your learning.

### What do I need to bring / have ready?

You won't need to print anything out as all your work will be online, but you may wish to have a pen and notepad handy to make notes. You do not have to have Microsoft Office programmes to work with. If this is an online course, a laptop, PC or tablet and a stable internet connection will be needed.

### Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact [alsreferrals@northnorthants.gov.uk](mailto:alsreferrals@northnorthants.gov.uk) or call 01536 535809 (answerphone available). Visit our website [www.northamptonshire.gov.uk/course-info](http://www.northamptonshire.gov.uk/course-info) for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

### Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first day. For information on how to keep safe online go to [https://safety.lovetoknow.com/Internet\\_Safety\\_Adult](https://safety.lovetoknow.com/Internet_Safety_Adult) and <https://takefive-stopfraud.org.uk/> national awareness campaign. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06

**Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>**

