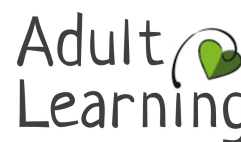# Adult Learning - Course Information Sheet

XNL6QS55 - Essential Digital Skills Qualification

Northampton Central Library
Abington Street

Northampton

NN1 2BA   **Room**

Start Date:	07 January 2023
End Date:	08 July 2023
Start Time:	10:00AM
End Time:	12:00PM
Day:	Saturday
Sessions:	23
Tutor:	Mrs Judy Toorie-Roach

Course aim

Essential Digital Skills courses are free courses that give you the opportunity to gain a qualification at entry 3 or level 1. You will be required to complete an initial assessment before the course to decide which level you will be working towards. The courses are designed to enable you to develop the digital skills you need for life, work or further study as set out in the   national standards for Essential Digital Skills.

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?

The course will be taught with lots of practical elements including group, pair and individual work.

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 may wish to have your own pen and notepad ready, but resources are provided in Google Classroom.

If this is an online course, a laptop, PC or tablet and a stable internet connection will be needed.

Further support and progression

Please let us know if there is anything we can do to help and support you on this course, or if you need help to understand our fees or concessions. You will find out about further learning opportunities and progression information during this course. Further information can also be found here:
www.northamptonshire.gov.uk/courseinfo

Health and Safety / Online Safety

When you enrol, please let us know if you require additional personal support to participate in this course. 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 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/

Adult Learning Service
Support Service Team
Email - AdultLearning@northnorthants.gov.uk