

# Adult Learning - Course Information Sheet



## XOA8VR99\_ - Essential Digital Skills [Proxy]

### Online Self Study

Start Date: 08 July 2024  
End Date: 31 July 2025  
Start Time: 9:00AM  
End Time: 10:00AM  
Day: Monday  
Sessions: 2  
Tutor: Mrs Louise Williams

ZZ99 9ZZ

Room

### EDSQ - Web Description

This course is ideal for someone looking to improve their digital skills, looking for a qualification and trying to fit their learning in with their busy lifestyle. This is learning at your own pace, in your own time, but always with the reassurance that a tutor is available to support you.

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.

Courses take place remotely using Google Classroom which is accessible at any time to suit your lifestyle, you will have the opportunity to dial into a remote tutorial where one of our specialist IT tutors will be able to provide additional support.

### Course aim

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

The course will typically last between 12 and 20 weeks. A face-to-face exam will take place when your tutor believes you ready to sit the exam.

### Course Outcomes

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

By the end of the course, you will be able to:

- Use devices and handle information online and in emails.
- Be able to create word documents, spreadsheets and PowerPoint (level 1)
- Use emails to communicate
- Use video conferencing platforms to communicate (E3)
- Use the internet safely, to support everyday activities such as paying bills, applying for jobs
- Create presentations using presentation software (L1)
- Develop basic formulas (L1)

### How will the course be taught?

All material will be available on Google Classroom, this will provide step by step guidance and instructions. You will independently work through the learning material and have the option of attending the tutorial as and when you need additional support.

As this course is delivered online, we have produced a handy 'How to' guide to support your learning: 'How to use Google Classroom' at <https://getgoing.nccadullearning.ac.uk/it-tips/google-classroom>

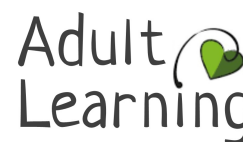
### Could I gain a certificate?

This course is accredited by Gateway Qualifications. You will be working towards Entry Level 3 or Level 1.

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

You will need to have access to a laptop or computers (preferably Windows) and an internet connection. You won't need to print anything out as all your work will be online, but you may wish to print at home to support your learning.

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### 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

### Further Information

Entry requirements:

- You should be over 19+ by 31.08 in the academic year you wish to study
- No qualifications in IT at a Level 1 or higher

Please note: You will be required to complete an online initial assessment to join this course, this will determine the level you study towards.

Admissions process:

After you register your interest a member of our team will contact you to arrange the next steps.

Learners who achieve this qualification could progress to:

- Level 1 EDSQ (if you have study E3)
- Functional Skills Digital skills
- Other Employability courses

**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/>**

