

# Adult Learning - Course Information Sheet



## XOA8XR42 - Essential Digital Skills Future Courses

### Essential Digital Skills

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 and are delivered by specialist tutors.

Each course is delivered through one 2 hour session per week and typically lasts 22 weeks.

### Course aim

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

### 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.

### How will the course be taught?

Essential digital skills courses can be taught online via Google Classroom.

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

You will need a laptop, PC or tablet and a stable internet connection in order to take part in this course. We recommend that you have paper, a pencil, a pen and a notepad during the session.

### 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@northamptonshire.gov.uk](mailto:alsreferrals@northamptonshire.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 Safty

Your tutor will give you information about Health and Safety on the first session. 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 for information on preventing scams, call the Citizens Advice on 03454 04 05 06.

### Further Information

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. Further information can also be found here: [www.northamptonshire.gov.uk/course-info](http://www.northamptonshire.gov.uk/course-info)

**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/>**

