Course Information Sheet

Preparing for Digital Functional Skills

Build your confidence using technology in everyday life and work with our 6-week 'Preparing for Digital Functional Skills' course.

Course Description:

Feeling overwhelmed by technology? Our 'Preparing for Digital Functional Skills' course is designed to equip you with the essential skills needed to navigate the digital world confidently.

This practical, 6-week programme covers everything from using devices and managing information to online safety and communication.

What will I learn?

- **Week 1:** Introduction to Digital Skills – Explore different devices and operating systems.
- **Week 2:** Working with Information – Learn to find, store, and organise information online.
- **Week 3:** Communication & Collaboration – Discover online communication tools and platforms.
- **Week 4:** Online Safety & Security – Develop strategies for safe and responsible online behaviour.
- **Week 5:** Problem-Solving & Troubleshooting – Gain the confidence to solve common technical issues.
- **Week 6:** Putting it all Together – Apply your newfound skills to real-life scenarios.

How will I be assessed?

Your learning will be assessed through a combination of:

- **Formative:** Quizzes, practical tasks, and group discussions will track your progress throughout the course.
- **Summative:** A final project will allow you to demonstrate your acquired skills.

Who is this course for?

This course is ideal for anyone who wants to:

- Build essential digital literacy skills.
- Gain confidence using technology for everyday tasks.
- Improve employment prospects in a digital world.

Target Audience:

- Individuals with limited or no prior experience with digital technologies.
- Adults seeking to re-enter the workforce
- Anyone looking to improve their digital skills for personal use.

Progression Opportunities:

After completing this course, you can progress to Level 2 Digital Skills qualifications or explore:

- **Essential Digital Skills Qualifications (EDSQs)**
- **A range of online tutorials and resources**

Career or Job Enhancement Pathways:

This course can be a stepping stone towards careers in:

- Administration
- Customer Service
- Social Media Marketing
- Data Entry

How do I enrol?
The quickest way to enrol is online at www.oncoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?
This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?
You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?
During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?
Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA).
It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.
Terms and conditions are available at
https://www.oncoursesouthwest.co.uk/learner-information/essential-information-for-every-learner
Room numbers are subject to change - please check when you arrive at the venue.