

Course Information Sheet

Digital Functional Skills Level 1

FH14E41A



Venue 📍 Hyde Park House	Start Date	7 Nov 2024 10:00
	End Date	12 Dec 2024 12:30
	Fee	No Fee
	Materials	£0

[OCSW FH14E41A Digital Functional Skills Level 1 \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

Develop essential digital skills for everyday life and work. This preparatory course gets you ready for a Level 1 qualification.

Course Description:

The Digital Functional Skills Level 1 course is designed to equip learners with the fundamental digital skills needed to navigate the online world confidently. This six-week program will serve as a preparatory course, building a strong foundation for a Level 1 qualification in digital literacy.

Throughout the course, learners will gain practical skills in using computers and the internet for everyday tasks. This includes:

- Learning essential computer hardware and software terminology
- Mastering browsing the internet
- Sending and receiving emails
- Creating and editing documents
- Using online applications and services securely

This course is designed to be interactive and engaging, with a blend of practical exercises and clear explanations. Learners will gain the confidence and ability to use digital tools effectively in their personal and professional lives.

What will I learn?

The course will be delivered over six weeks, with a focus on the following key areas:

- **Week 1-2:** Introduction to computers and the internet, basic hardware and software components.
- **Week 3-4:** Learning to navigate the web using search engines and browsing safely.
- **Week 5-6:** Mastering email communication, creating documents, and using essential online applications.

How will I be assessed?

Your progress will be monitored through a combination of formative and summative assessments.

- Formative assessments will include regular quizzes, practical tasks, and participation in class discussions.
- Summative assessments may involve a final project or exam to demonstrate your acquired skills.

Who is this course for?

This course is ideal for anyone with little or no experience using computers and the internet. It's particularly beneficial for those seeking to improve their digital literacy skills for everyday life or as a stepping stone towards further qualifications.

Progression Opportunities:

This course prepares learners for a Level 1 qualification in digital literacy, opening doors to various pathways. You can progress to more advanced digital skills courses or explore job opportunities requiring basic digital competencies.

Career or Job Enhancement Pathways:

- Customer Service Assistant
- Administrative Assistant
- Receptionist
- Data Entry Clerk
- Social Media Assistant (with further training)

How do I enrol?

To apply for this course online at www.oucoursesouthwest.co.uk and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713. You will be invited to undertake an initial assessment to ascertain your levels of English and maths prior to entry on this course of study.

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.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.