Essential Digital and IT Skills Qualification Entry Level

Introduction

Never has it been so important for adults of all ages to have the digital skills necessary for living in a modern technologically advanced world.

Over the past few years, we experienced a period of isolation which highlighted the need for all adults to be able to communicate remotely. Whether that is for pleasure, keeping in touch with family and friends or to work from home. The UK Government has set new standards to ensure that adults in the UK have the opportunity to develop the following five Key digital skills.

These include:

- Using devices and handling information
- Being safe and responsible online
- Creating and editing
- Communicating
- Transacting

Who is this course for?

This course is designed for adults with no or little prior experience of using digital devices or the internet.

This course provides you with the starting point for your digital future. If you have an android smart phone or iPhone, iPad, tablet or laptop and don't know what it can do to support your everyday life, this is the place to start.

What does this course cover?

The course covers:

- Starting to use and controlling a device, for example a phone, tablet or laptop
- Using accessibility tools
- Interacting with device home screens
- Connecting to the internet safely and securely using WiFi and opening a browser
- Opening and accessing applications on a device
- Learn to use a word processing application, save files and create folders

You will also learn how to control your devices; find and evaluate information; manage and store information; identify and solve technical problems.

This is a very gentle introduction to digital skills and you'll soon be surprising yourself and others with your knowledge!