

# Preparing to Work : Digital Skills

Subject Area	Digital
Course Type	Adult
Study Level	No Qualification
Delivery Mode	Full-time
Location	David Hockney Building
Duration	17 Weeks
Start Date	September 2025
Course Code	

## Course Summary

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This course is designed for learners who have basic digital skills and are looking to improve their proficiency with various tools and applications. A minimum of 95% attendance and punctuality is required from all students. This qualification is free for anyone aged 19 or over (subject to eligibility criteria)

## What You Will Learn

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It focuses on enhancing computer literacy, internet navigation and the use of office software to handle more complex tasks effectively.

## Modules

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## Entry Requirements

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There are no entry requirements. You will be required to take an initial assessment to assess your prior knowledge and digital skills. You will then be placed on the appropriate course level.

Your attendance for 3 hours each week is mandatory and you must complete additional work outside of class time.

To apply please call the Adult Learning Centre on 01274 088586

## **Assessment**

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Teaching methods include working through online content, small group activities and workshops, practical exercises, demonstrations, one to one support and guidance.

You will be assessed at various points during the course.

## **Progression**

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A digital skills qualification is demanded by many employers and can improve your employability prospects and life in general. Following successful completion, you can further develop your understanding and skills and progress onto digital qualifications. It may also support you to progress into or within employment.