Halton Adult Learning

Digital Functional Skills Entry 3

Course Code

ICT/DFSE3/24/1/K

Time and duration

Start Date: 09 September 2024
Start Time: 09:30
Weeks: 13

Location

Kingsway Learning Centre
Victoria Road
Widnes
WA8 7QY

Duration

12 weeks

Attendance

One 5 hour session per week – 9.30am until 2.30pm

Entry Requirements?

You must be a resident of the Liverpool City Region.
This course is ideal for anyone who is starting their journey of developing their IT skills.

You will complete a short initial assessment to ensure you are signposted to the correct course level.

This course is suitable for anyone just starting out with IT or learners who have a basic knowledge but wish to develop their confidence, skills and abilities further.

Topics Covered

Using devices
Creating and editing information
Communicating online or through e mails etc..
Transacting safely
Being safe online.

Please note: Halton Adult Learning Service are committed to providing the best and safest learning environment possible. You will also learn about the following subjects:

British Values
Safeguarding
Keeping Safe Online
Prevent & Radicalisation

How will I be assessed?

Throughout the course you will build up a portfolio of work which will include written work and some research. The portfolio is assessed by your tutor against the qualification criteria. Then you will undertake a formal assessment at the end of the course to gain your qualification
.
You will be given supportive feedback from your tutor on a weekly basis to help you develop your skills and ensure you are on track to complete your qualification.

Are there any costs?

There are no costs for this course.

What will the course lead to?

On completion, you may want to enrol onto another IT courses to support your development further. Details of other courses are listed below.

Digital and Creative Media qualifications.

How to Enrol?

Contact Learner Services:
Tel: 0151 511 7788 or email: adult.learning@halton.gov.uk