

## Digital Functional Skills Level

### Course Code

ICT/DIGIF/24/3/K

### Time and duration

Start Date: 22 April 2025

Start Time: 09:30

Weeks: 11

### Location

Kingsway Learning Centre

Victoria Road

Widnes

WA8 7QY

### Description

This is an excellent course to further develop your understanding and skills in IT. It will enhance your understanding of staying safe online whether you are working, shopping, searching for information or staying in touch with friends and family. This step by step course will give you the confidence and ability to develop your IT skills and gain a recognised qualification in a positive and supportive learning environment.

### 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 as we have a Entry 3 Digital Functional Skills course as well.

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 do I enrol?

## How do I enrol

For more information, contact Learner Services:  
Tel: 0151 511 7788 or email: [adult.learning@halton.gov.uk](mailto:adult.learning@halton.gov.uk)