

## General Enquiries

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## Level 1 Essential Digital Skills

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Wednesday 26th February 2025
Duration	Part-time, 15 Weeks
Time	09:30 - 12:00
Fee	£ 81.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CY1A-1061

## Course Overview

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The level 1 Essential Digital Skills Qualifications are intended to support adults who want to join the digital world by learning digital skills for life, their work or for use in further study.

## Course Requirements

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No previous formal qualifications are required for entry to these qualifications.

## What You Will Learn

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The level 1 course covers the following:

### Using digital devices and handling information

This skills area covers a basic understanding of hardware, software, operating systems and commonly used applications. Students will develop fundamental digital skills by learning how to manage and store information and identify and solve simple technical issues.

### Creating and editing

Students will first learn to create and edit documents before moving on to creating and editing other types of digital media, such as images, audio files and videos. Eventually, students will be taught to use applications to edit, enhance and format different types of information for a range of purposes and audiences.

### Communicating

The communication skills area requires students to demonstrate an understanding of electronic communications, such as email and video calls. Students will gain awareness and be able to use digital communication for a range of contexts and audiences.

### Transacting

This skills area involves the ability to complete and submit an online form, comply with digital verification checks, and purchase an item or service online. Eventually, students will learn to compare products against other available online options and manage their transactional account settings.

### Being safe and responsible online

The final skills area is to understand the importance of digital wellbeing, students will learn about being responsible online. This will involve privacy and data protection, conducting best practice online behaviour, backing up data, and understanding the psychological health risks of online activity.

## Assessment

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E-assessment

## Progression

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Level 2 qualification in Digital Skills.

## Career Options

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To support administrative roles or working within a computer-based role.

## Mandatory Units

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1. Using devices and handling information
2. Creating and editing
3. Communicating
4. Transacting
5. Being safe and responsible online

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.