

## Entry Level Essential Digital Skills (Entry 3)

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| Location    | Stretford Campus  |
| Course Type | Adult   |
| Department  | Computing   |
| Start Date  | Thursday 6th February 2025  |
| Duration    | Part-time, 15 Weeks   |
| Time        | 09:30 - 12:00   |
| Fee         | £ 81.00<br>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-CYEA-1005   |

## Course Overview

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The Entry Level 3 Essential Digital Skills Qualification is 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 this qualification, although some existing computer skills are required. This course is not for complete beginners.

The DfE national standards in essential digital skills acknowledges that some adults may need support to handle and use digital devices for the first time and learn the following foundation skills before enrolling on an entry level course.

Learners should normally have English skills at the level below their chosen qualification as a minimum.

## What You Will Learn

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The E3 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, 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. 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.

### 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.

### Being safe and responsible online

The final skills area is to understand the importance of digital wellbeing. Students will learn about being responsible online, including privacy and data protection, 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 1 qualification in Essential 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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Using devices and handling information

Creating and editing

Communicating

Transacting

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.