

## LEVEL 1 / LEVEL 2 CERTIFICATE IN DIGITAL SKILLS

Course Name	Start Date	End Date	Site	Total Fees
Level 1 / Level 2 Certificate in Digital Skills	12/11/2024	10/06/2025	ENDERBY ADULT LEARNING CENTRE	244.28
Level 1 / Level 2 Certificate in Digital Skills	24/09/2024	08/04/2025	LOUGHBOROUGH MOIRA CENTRE	244.28
Level 1 / Level 2 Certificate in Digital Skills	30/10/2024	21/05/2025	THURMASTON THE ROUNDHILL ACADEMY	244.28
Level 1 / Level 2 Certificate in Digital Skills	27/11/2024	25/06/2025	COALVILLE LIBRARY	244.28
Level 1 / Level 2 Certificate in Digital Skills	08/10/2024	06/05/2025	HINCKLEY LIBRARY	244.28
Level 1 / Level 2 Certificate in Digital Skills	14/11/2024	19/06/2025	WIGSTON MAGNA LIBRARY	244.28

### 01. Who is this course for?

This course will lead to either a Level 1 or Level 2 certificate in Digital Skills and improve your skills in using Microsoft Office for the workplace or home. It is delivered over 25 weeks with a 2-hour face to face session per week and an expectation of some home study. An initial assessment will be required at the start of the course.

### 02. What will I learn?

This course covers a range of digital skills using Microsoft Office – Word Processing, Excel spreadsheets, PowerPoint presentations and Access databases. In addition, you will complete units such as Working in a Team and Create a Personal Learning Plan to further enhance your employability skills. The qualification is portfolio based and you will complete a combination of projects leading to a certificate at either Level 1 or Level 2.

### 03. How will I learn?

This qualification is a combination of tutor-led and workshop sessions. You will learn by watching demonstrations by your tutor, completing exercises and creating your own projects. You will have access to resources outside of the classroom via our Virtual Learning Environment and there is an expectation that you will carry out some independent study away from the classroom.

### 04. What will I need to bring?

We recommend you bring materials like paper and pens to help you take notes and a memory stick to save your work. All Leicestershire Libraries offer FREE public WiFi and spaces to study if you do not have an appropriate space at home. If you have a PC or laptop but do not have Microsoft office, we can provide access to the software to support home study. This course cannot be completed using a mobile device such as a phone or tablet. You will be required to bring ID to be eligible for the course.

### 05. What skills/experience do I need?

## **05. What skills or experience do I need?**

For the Level 2 Certificate you should have a Level 1 Digital Skills qualification or equivalent demonstrable knowledge. For the Level 1 Certificate as a minimum, you need good keyboard/mouse skills and be able to use the Internet and send emails. For both levels, you must be able to work independently and on your own initiative. You need to have a good standard of English language, reading and writing to attend this course as you will be required to read and complete assessments independently.

## **06. How will I be assessed?**

This qualification is portfolio based. You will complete projects by working through a checklist of tasks for each unit which will be assessed by your tutor. You will receive regular feedback and have opportunities to improve your work and resubmit if necessary. You must complete all units to achieve the qualification. Upon successful completion of all units, you will achieve either a Level 1 or Level 2 Certificate from Gateway Qualifications.

## **07. What could I do after this course?**

Following this course, you could progress to the Level 2 Certificate in Digital Skills if you have completed the Level 1 or the Level 3 Certificate in Digital Skills (ICDL Advanced) if you have completed the Level 2. Alternatively, you may prefer to try one of our specialist courses: Website Development (Using WordPress) or Photo Editing Techniques We also offer a range of Employability courses, including compliance courses

## **08. How will I be supported in my learning?**

We aim to support all learners to succeed. Our tutors will work with all learners to meet individual needs by using a range of resources and teaching methods. When you enrol on your course you will be asked if you have any additional learning needs or disabilities which may affect your learning. This might include physical disabilities, neurodivergent needs (e.g., Autistic Spectrum Disorder, ADHD, dyslexia, or dyspraxia, etc.), visual and auditory impairments, or a medical condition which might affect your learning. Your tutor will contact you prior to joining the course to discuss what support can be put in place. For some learners, this may mean organising extra time in exams or arranging for a Learning Support Assistant to support your learning in class. We also offer a wide range of assistive technology such as reader pens, screen readers, large print keyboards and screens, alongside in-class resources such as coloured overlays, large-print resources and more.

## **09. Is help available with course fees?**

Many of our courses are FREE to all learners. For fee-paying courses, if you are in receipt of state benefits or have a low income (£26,211.90 before deductions) you could be entitled to enrol on your course for FREE, or at a 70% Reduced Fee cost. If your course is accredited (working towards a formal qualification) your course may be FREE if you earn under £25,000 before deductions. Some exclusions apply, eligibility for fee reduction is subject to change, and you may be required to provide evidence of earnings. If the amount you must pay for your course is over £50, we offer instalment plans which break down the cost of learning into a set number of easy monthly payments. If you need help with the wider costs of study, such as childcare, resources, travel, and transport costs, you may be eligible to have these costs reimbursed through our Discretionary Learner Support Fund. Visit us online for more details, and to download the online application form.

## **10. How do I choose the right course for me?**

If you are unsure about which course may be right for you, our team of Learning and Work Advisers are on hand to offer FREE and impartial information, advice and guidance on learning and work options available to you. To book your free, confidential, and impartial appointment, please call FREEphone 0800 988 0308 or email

[WLA@lincs.gov.uk](mailto:WLA@lincs.gov.uk)

