

DIGITAL FUNCTIONAL SKILLS QUALIFICATION (ENTRY 3)

Course Name	Start Date	End Date	Site	Total Fees
Digital Functional Skills Entry 3	25/02/2025	01/07/2025	ENDERBY ADULT LEARNING CENTRE	0.00
Digital Functional Skills Entry 3	02/10/2024	05/02/2025	ENDERBY ADULT LEARNING CENTRE	0.00
Digital Functional Skills Entry 3	27/09/2024	31/01/2025	LOUGHBOROUGH MOIRA CENTRE	0.00
Digital Functional Skills Entry 3	26/09/2024	30/01/2025	LOUGHBOROUGH MOIRA CENTRE	0.00
Digital Functional Skills Entry 3	01/10/2024	04/02/2025	MARKET HARBOROUGH SYMINGTON BUILDING	0.00
Digital Functional Skills Entry 3	09/10/2024	12/02/2025	MELTON LIBRARY	0.00
Digital Functional Skills Entry 3	08/10/2024	11/02/2025	THURMASTON THE ROUNDHILL ACADEMY	0.00
Digital Functional Skills Entry 3	16/01/2025	22/05/2025	THURMASTON THE ROUNDHILL ACADEMY	0.00
Digital Functional Skills Entry 3	02/10/2024	05/02/2025	HINCKLEY LIBRARY	0.00
Digital Functional Skills Entry 3	08/10/2024	11/02/2025	HINCKLEY LIBRARY	0.00
Digital Functional Skills Entry 3	08/10/2024	11/02/2025	COALVILLE LIBRARY	0.00
Digital Functional Skills Entry 3	08/10/2024	11/02/2025	COALVILLE LIBRARY	0.00
Digital Functional Skills Entry 3	03/10/2024	06/02/2025	WIGSTON MAGNA LIBRARY	0.00
Digital Functional Skills Entry 3	30/09/2024	03/02/2025	WIGSTON MAGNA LIBRARY	0.00

01. Who is this course for?

This beginner's course introduces learners to a wide range of digital activities available today. Discover how to get started with the Internet and communicate online whilst understanding more on the use of computers and other digital devices in everyday life.

02. What will I learn?

The Entry 3 Digital Functional Skills Qualification (DFSQ E3) is designed for adults with little or no experience of using digital devices. Many sources of daily information, services and communications have become digital and if you are not able to access them, you can feel out of touch with the world around you. This course is made up of 5 combined units: Using devices and handling information Creating and editing digital documents using Microsoft Word Communicating online – use email and instant messaging services Transacting – how to register for online services and carry out online transactions Being safe and responsible online This is an accredited course and learners will complete practical assessments and an online multiple-choice exam to achieve an Entry 3 DFSQ Award.

03. How will I learn?

This is a classroom based course with plenty of hands on experience. Your progress and achievements will be recognised and recorded throughout your course in a number of ways. For example: feedback from tutor, practical assignments, learning record.

04. What will I need to bring?

We recommend you bring materials like paper and pens to help you take notes. You will be required to bring ID to be eligible for the course. Access to a digital device between sessions (ie. home laptop, library computer) can be beneficial.

05. What skills or experience do I need?

No prior knowledge required but basic keyboard and mouse skills would be beneficial. You should have already completed the Digital Skills for Beginners course or have experience at this level. You will need to have a good standard of English language, reading and writing to attend this course and candidates will be required to read and complete assessments independently. If you are concerned about your English skills, we recommend you speak to your tutor, as we may be able to help.

06. How will I be assessed?

This is an accredited course and learners will complete practical assessments with an online multiple-choice exam to achieve the Entry 3 Digital Functional Skills Qualification (DFSQ E3) Award. Throughout your course your tutor will give feedback on your progress and you will document your achievement through activities such as quizzes, worksheets and in group discussions. The award is accredited with The Learning Machine (TLM).

07. What could I do after this course?

Following this course you could progress to: Digital Functional Skills Qualification Level 1 (DFSQ L1) We offer a range of courses in the following: Digital Skills Learning for Wellbeing, including Arts and Leisure Languages, British Sign Language, and ESOL Maths and English Employability, including compliance courses Apprenticeships and Traineeships Family Learning Programmes for Adults with Learning Difficulties and/or Disabilities

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?

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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 LALS.LWA@leics.gov.uk.