

DIGITAL SKILLS FOR BEGINNERS

Course Name	Start Date	End Date	Site	Total Fees
Digital Skills for Beginners	24/09/2024	01/10/2024	ENDERBY ADULT LEARNING CENTRE	25.41
Digital Skills for Beginners	13/09/2024	20/09/2024	LOUGHBOROUGH MOIRA CENTRE	25.41
Digital Skills for Beginners	17/09/2024	24/09/2024	MARKET HARBOROUGH SYMINGTON BUILDING	25.41
Digital Skills for Beginners	25/09/2024	02/10/2024	MELTON LIBRARY	25.41
Digital Skills for Beginners	20/01/2025	27/01/2025	MELTON LIBRARY	25.41
Digital Skills for Beginners	30/04/2025	07/05/2025	MELTON LIBRARY	25.41
Digital Skills for Beginners	24/09/2024	01/10/2024	THURMASTON THE ROUNDHILL ACADEMY	25.41
Digital Skills for Beginners	24/09/2024	01/10/2024	COALVILLE LIBRARY	25.41
Digital Skills for Beginners	18/09/2024	25/09/2024	HINCKLEY LIBRARY	25.41
Digital Skills for Beginners	16/09/2024	23/09/2024	WIGSTON MAGNA LIBRARY	25.41

01. Who is this course for?

This short practical course will take you through the first steps of using a computer to gain key digital skills. This is an ideal course for beginners with little or no experience of using a computer.

02. What will I learn?

During this classroom-based course you will learn to: Log onto a computer Use a keyboard and mouse Start to navigate and use the Windows system Access the Internet and carry out some basic searches for information.

03. How will I learn?

Your progress and achievements will be recognised and recorded throughout your course in several ways. For example: practical tasks, written and verbal feedback from your tutor, practising and completing exercises and/or a learner diary.

04. What will I need to bring?

We recommend you bring materials like paper and pens to help you take notes.

05. What skills or experience do I need?

No prior skills or experience are required for this course.?

06. How will I be assessed?

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.?

07. What could I do after this course?

Following this course, you could progress to: Digital Functional Skills Entry 3 (DFSQ E3) Introduction to Smartphones and Tablets 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?

Your progress and achievements will be recognised and recorded throughout your course in several ways. For example: practical tasks, written and verbal feedback from your tutor, practising and completing exercises and/or a learner diary., 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 LALS.LWA@leics.gov.uk.