

DIGITAL FUNCTIONAL SKILLS QUALIFICATION (LEVEL 1)

Course Name	Start Date	End Date	Site	Total Fees
Digital Functional Skills (Level 1)	25/09/2025	05/02/2026	LOUGHBOROUGH MOIRA CENTRE	0.00
Digital Functional Skills (Level 1)	24/09/2025	05/02/2026	LOUGHBOROUGH MOIRA CENTRE	0.00
Digital Functional Skills (Level 1)	26/02/2026	02/07/2026	LOUGHBOROUGH MOIRA CENTRE	0.00
Digital Functional Skills (Level 1)	30/09/2025	03/02/2026	MARKET HARBOROUGH SYMINGTON BUILDING	0.00
Digital Functional Skills (Level 1)	04/03/2026	08/07/2026	MELTON LIBRARY	0.00
Digital Functional Skills (Level 1)	26/02/2026	02/07/2026	COALVILLE LIBRARY	0.00
Digital Functional Skills (Level 1)	25/02/2026	01/07/2026	HINCKLEY LIBRARY	0.00
Digital Functional Skills (Level 1)	18/03/2026	22/07/2026	HINCKLEY LIBRARY	0.00
Digital Functional Skills (Level 1)	25/02/2026	01/07/2026	WIGSTON MAGNA LIBRARY	0.00

01. Who is this course for?

An ideal follow on from the Entry 3 Digital Functional Skills Qualification (DFSQ) or Essential Digital Skills Qualification (EDSQ E3) course. This course is designed for adults who already have some experience of using digital devices, internet/email and basic word processing skills and now wish to learn more.

02. What will I learn?

The Level 1 Digital Functional Skills Qualification (DFSQ L1) course is designed for adults who need to strengthen and further develop their confidence in using digital technology. Learners will gain on a range of topic and will expand their knowledge of Microsoft Office with an introduction to Excel spreadsheets and PowerPoint presentations. This course is made up of 5 units: Using devices and handling information Creating and editing digital documents using Microsoft Word, Excel and PowerPoint Communicating online – use email, make video calls and share information online Transacting Being safe and responsible online

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) will be beneficial.

05. What skills or experience do I need?

You should have completed an entry level 3 digital course or have equivalent skills.

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 Level 1 Digital Functional Skills Qualification (DFSQ L1) 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.

07. What could I do after this course?

Following this course you could progress to: Level 1 / Level 2 Certificate in Digital Skills 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 (£27,976.16 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 £25,750 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 of your next steps, please contact us and one of our team will advise you about our courses or signpost you to other providers if necessary. Please call FREEphone 0800 988 0308 or email adult.learning@leics.gov.uk