

Digital Skills for speakers of other languages

Course Name	Start Date	End Date	Site	Total Fees
Award in Digital Skills (Level 1)	04/03/2026	13/05/2026	LOUGHBOROUGH MOIRA CENTRE	107.20

01. Who is this course for?

If English is not your first language and if you have little or no experience of using computers, this course will help you to become better at using IT and help you to learn the English words you will need when using IT.

02. What will I learn?

You will have the opportunity to use a variety of packages e.g. Word, Excel, PowerPoint as well as email and internet. We will find out what you already know and what you need to learn and devise a personalised learning programme to meet your needs.

03. How will I learn?

You will have targets on a learning plan. Your tutor will review the targets with you and different times during the course so that you will be able to see what you have achieved.

04. What will I need to bring?

Folder, paper, pen. If you are enrolling for an online/blended learning course, it is important to check the detailed course information prior to enrolment to ensure you have suitable equipment and software. You will also need a reliable internet connection to participate in this course

05. What skills or experience do I need?

You will need some ability to speak, understand, read and write English (around Entry 1)

06. How will I be assessed?

Your progress will be measured by your tutor and you will be given feedback at regular intervals.

07. What could I do after this course?

This course could lead to a more advanced Digital Skills qualification such as the 'Digital Functional Skills Level 1' course, or even the 'Certificate in Digital Skills' qualification.

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