

LEVEL 1 / LEVEL 2 CERTIFICATE IN DIGITAL SKILLS

Course Name	Start Date	End Date	Site	Total Fees
Certificate in Digital Skills (Level 1 / Level 2)	30/09/2026	28/04/2027	LOUGHBOROUGH MOIRA CENTRE	351.00
Certificate in Digital Skills (Level 1 / Level 2)	28/10/2026	19/05/2027	THURMASTON THE ROUNDHILL ACADEMY	351.00
Certificate in Digital Skills (Level 1 / Level 2)	24/11/2026	22/06/2027	COALVILLE LIBRARY	351.00
Certificate in Digital Skills (Level 1 / Level 2)	27/10/2026	18/05/2027	HINCKLEY LIBRARY	351.00
Certificate in Digital Skills (Level 1 / Level 2)	28/10/2026	19/05/2027	WIGSTON MAGNA LIBRARY	351.00

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 Communication Skills 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 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. Alternatively, you may prefer to try our Website courses: Website Development (Using WordPress), E-Commerce (Using WordPress) 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. Your course may be FREE if you are unemployed or earn under £26,800 before deductions. If you are in receipt of state benefits or have a low income (£28,733.50 before deductions) you could be entitled to enrol on your course at a 70% reduced fee cost. 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