MI Skills Development Centre

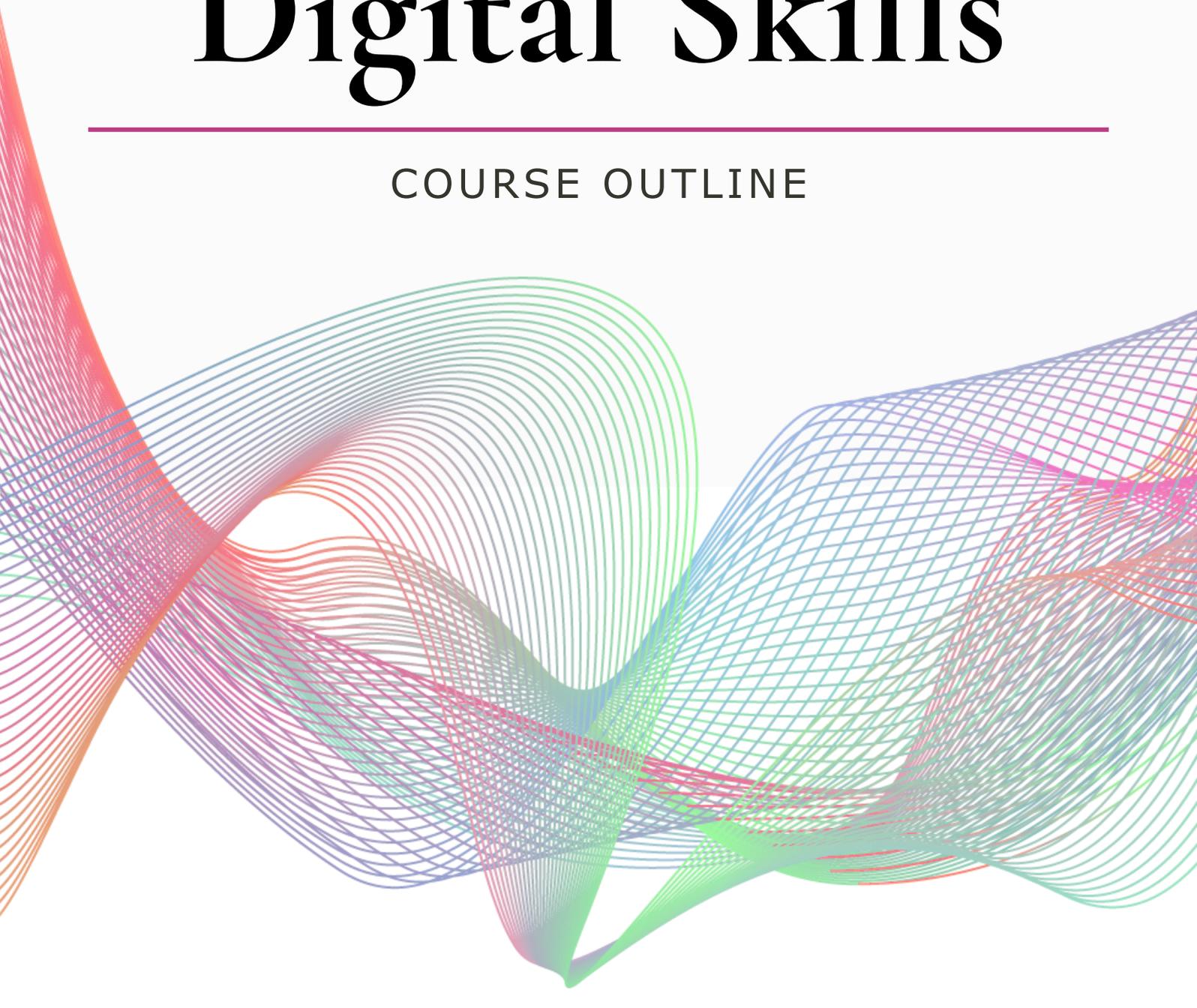...Transforming Lives

Essential Digital Skills

COURSE OUTLINE

TABLE OF CONTENTS

COURSE PROGRESSION

Initial Assessment

▼

IAG

▼

Digital Skills Entry 3

▼

Digital Skills Level 1

▼

Another course
(ICDL, Maths, English or Vocational),
or employment,
or university

BEFORE STARTING

✓ You will complete an Initial Assessment with us, which will confirm the course level you should start at.

✓ We will have an Information, Advice and Guidance (IAG) session to plan the best strategy to reach your goals

AFTER COMPLETING THE COURSE

✓ You will either progress to another level, course, employment, volunteering opportunity or university.*

Please be aware that some of these are dependant on your qualifications and skills.

LEARN MORE ABOUT THE DIFFERENT LEVELS ON THE NEXT PAGES

ENTRY LEVEL 3
Essential Digital Skills

HOURS
9:30 am
to
3:00 pm

DURATION
6 - 12
weeks

TYPE
Classroom
& online

QUALIFICATION

Entry Level BCS Essential Digital Skills Qualification for Work (EDSQ)

COURSE CONTENT

- Use devices
- Navigate the internet
- Store information
- Create and edit documents
- Communicate using email and video
- Fill online forms
- Make secure and safe purchases
- Identify responsible behaviour
- Keep information and devices secure

PROGRESSION

By achieving these qualifications, you may be able to progress:

- To the next level of the programme:
    - or from Entry Level 3 to Level 1

- To another course, such as:
    - Functional Skills Maths or English
    - Business IT for Office
    - One of our vocational courses

- To employment (dependent on prior qualifications and experience)

- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

ENTRY REQUIREMENTS	***Before starting, you will need to complete:*** - An Initial Assessment to assess your level - And an IAG session with us
ELIGIBILITY CRITERIA	- Adults (aged 19 and above) - Have the legal right to live and work in the UK

https://micomputsolutions.co.uk/digital-skills/

LEVEL 1
Essential Digital Skills

HOURS
9:30 am
to
3:00 pm

DURATION
6 - 12
weeks

TYPE
Classroom
& online

QUALIFICATION

Level 1 BCS Essential Digital Skills Qualification for Work (EDSQ)

COURSE CONTENT

- Find, store and organise information
- Resolve common problems
- Create and edit a range of documents
- Use communication methods safely
- Transact online and manage account preferences
- Identify and minimise payment risks
- Display responsible and appropriate conduct online
- Report concerns

PROGRESSION

By achieving these qualifications, you may be able to progress:

- To another course, such as:
  - Functional Skills Maths or English
  - Business IT for Office
  - One of our vocational or Level 3 courses

- To employment (dependent on prior qualifications and experience)

- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

ENTRY REQUIREMENTS

Before starting, you will need to complete:
- An Initial Assessment to assess your level
- And an IAG session with us

ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK

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Thank you!

At MI Skills, we always have our students and their goals in mind.

So whether you are unemployed, wanting to refresh your skills at work, go to university or simply learn new skills, we are here to support you no matter what.

DO YOU NEED MORE HELP?

Contact Us

📞

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info@micomputsolutions.co.uk

🌐

micomputsolutions.co.uk

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