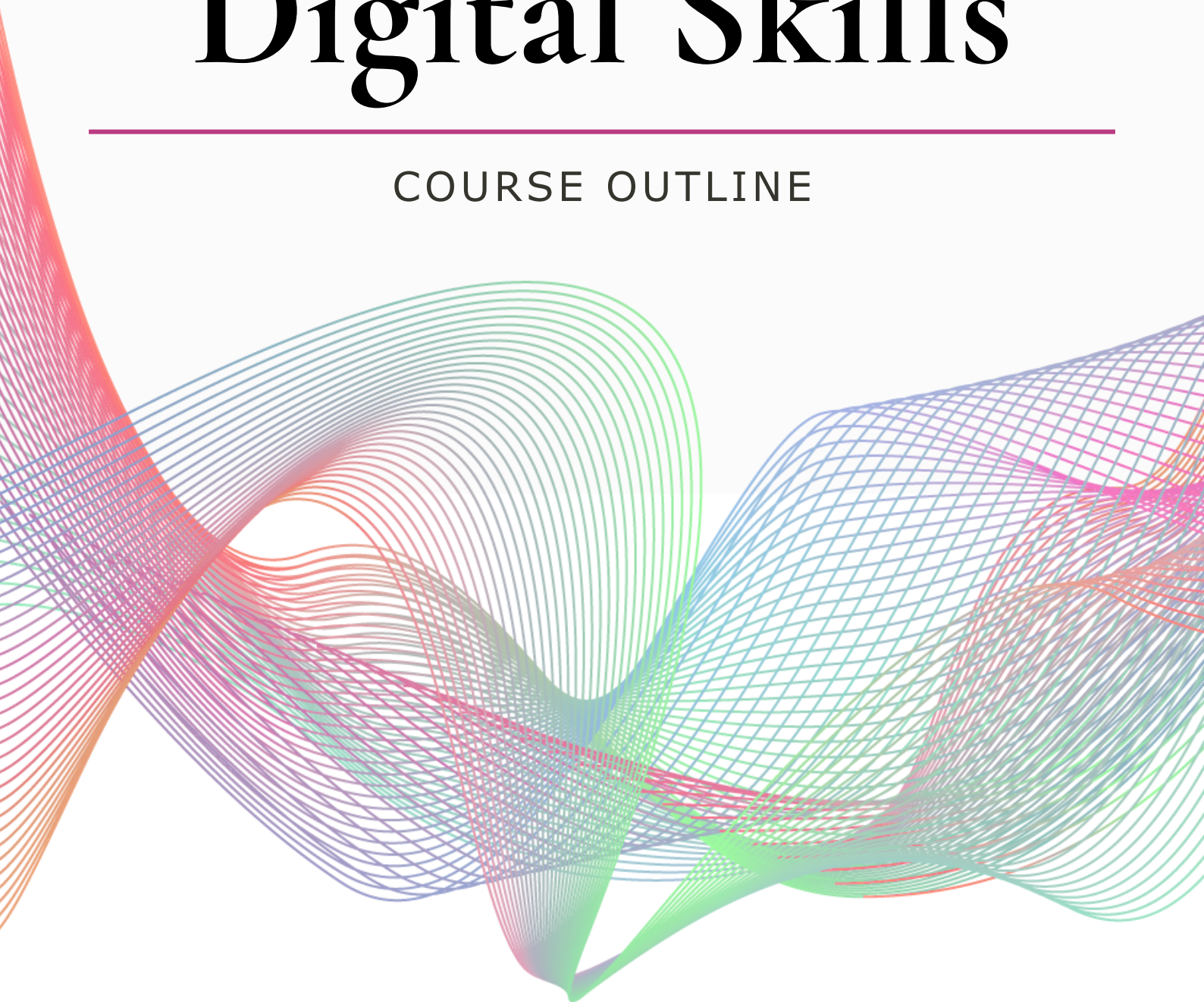


# Essential Digital Skills

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COURSE OUTLINE



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Entry Level 3 Essential Digital Skills

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Level 1 Essential Digital Skills

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Contact

# COURSE PROGRESSION



## 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

CONTINUES ON THE NEXT PAGE



## PROGRESSION

By achieving this qualification, 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/>

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# 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

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, 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



<https://micomputersolutions.co.uk/digital-skills/>

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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



0207 501 6450



info@micomputsolutions.co.uk



micomputsolutions.co.uk



