

FREE SKILLS FOR WORK
COURSES



for a
**better
tomorrow**

Course Introduction

Are you looking to develop your digital skills for life and skills for work?

This fully funded course is designed for those with limited or no experience of using digital devices and the internet. The course is designed to support you to become confident with computers, understand online content and to become comfortable with everyday software.

This Gateway employer recognised certificate, will enable you to develop the digital skills you need for life, work, or further study. Throughout the course you will develop an understanding of how to navigate online content using hyperlinks, menus and other navigation elements, use a suitable application to enter, edit and format information, identify the types of digital activities that leaves a digital footprint, understand online transactions and verification checks and how to identify situations where personal information may be stored by devices and online activity.

ESSENTIAL DIGITAL SKILLS

Entry Level 3

Qualification Structure

The Gateway Level 3 Certificate for Essential Digital Skills mandatory units covers:

- ✓ Using devices and handling information
- ✓ Creating and editing
- ✓ Communicating
- ✓ Transacting
- ✓ Being safe and responsible online

Accreditation



This series of workshops is accredited by Gateway.

To gain accreditation delegates will be required to successfully complete a single assessment.

Outcomes

- ✓ Know what is meant by hardware, software, operating systems & applications; locate and install an application; apply system settings, including those for accessibility.
- ✓ Use a suitable application to enter, edit and format information (including text, numbers and graphics).
- ✓ Create, edit & use contacts when sending & receiving online communications comprising text & other digital content to individual & multiple recipients.
- ✓ Complete and submit a form as part of an online transaction, complying with verification checks.
- ✓ Identify situations where personal information may be stored by devices and online activity; identify and use simple methods to protect personal information.

Delivery

Location: Get Set UK office **Delivery:** Face-to-face in groups

Format: Workbook completion with tutor guidance and support