



sbc
training

Essential Digital Skills Qualification

Level 1

The Essential Digital Skills programme is suitable for entrants who need to improve their understanding of digital technology. Our 6 week programme focusses on supporting the learner on such topics like Online Communication, Basic Hardware and Software, Transacting Online and Being Safe and Responsible Online.

Learners will complete the programme by attending weekly tutor-led sessions, followed by a final exam.

helping people to grow...

what's involved

The learner will need to complete the following to gain Level 1 certification:

Using Devices and Handling Information. Learners will gain knowledge of Hardware, Software, Navigating Online, Saving and Storing Information.

Creating and Editing. Knowledge can be gained about Creating and Editing Documents and Media Files.

Online Communication. Learners will gain knowledge of Communicating and Sharing Online.

Transacting Online. Knowledge will be gained about making Safe Online Transactions, Creating Online Accounts and Managing Online Accounts.

Being Safe and Responsible Online. Learners will learn how to be safe will online along with how to manage their Digital Footprint.

delivery

Learners will attend classroom sessions at SBC Training, where they will work through the knowledge units. This will include presentations, videos, activities, quizzes and Q&A opportunities. Once all the units have been covered, the learners will complete a practice test before going on to complete their final exam. If the learner is successful, they will receive the Level 1 Qualification.

The length of the programme will be around 6-7 weeks.

progression

Avenues of progression for successful learners include.

Access to traineeships and apprenticeships.

Level 1 can be used when applying for potential jobs.

benefits

Benefits include:

- **Learners will gain Level 1 in Essential Digital Skills.**
- **Learners will gain knowledge needed when working for a business.**

Contact us

call **01743 454810**

email **courses@sbc-training.co.uk**