

VENUE AND DURATION OF COURSE:

10 weeks starting on Wednesday 5 May 2021 10:00 – 12:00. This course will be at John Ruskin College, Selsdon Park Road, Croydon, CR2 8JJ or remote.

ENTRY REQUIREMENTS:

There are no specific entry requirements for this qualification. You will be assessed prior to starting to the programme with a pre-requisite checklist to determine the competency level and the programme you will complete.

WHAT QUALIFICATIONS WILL I GET?

BTEC Entry Level Digital Skills

COURSE DESCRIPTION:

The skills that you will develop on this course will help you discover the practices involved in digital skills and how to apply this knowledge and these skills in common situations. It will enable you to develop digital communication skills and enable adults to develop their knowledge and skills to use in their personal lives, or to support them in their careers.

UNITS/TOPICS COVERED:

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

TYPE OF ASSESSMENT:

Entry Level in Essential Digital Skills consists of three externally set and internally marked assessments. This will consist of one task based assessment (1hr 20min), a question paper (20 mins) and an observation (20 mins).

EQUIPMENT NEEDED:

- Pens/pencils
- Notepad

WHERE CAN IT LEAD?

The qualification is graded to a Pass. All mandatory units must be passed. This qualification will lead to enhanced knowledge of essential digital skills within the workplace.

COURSE FEE:

If you are aged 19+ this qualification is free subject to eligibility and skills scan. Please contact Client Services for advice and guidance on funding and eligibility.

Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 0208 651 1131 or at clientservices@jrc.ac.uk.

To apply online for this course please visit www.johnruskin.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

