

Preparing to Work : Digital Skills



Subject Area	Digital
Course Type	Adult
Study Level	No Qualification
Delivery Mode	Full-time
Duration	17 Weeks
Start Date	September 2026
Course Code	PA000259

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Course Summary

This course is designed to provide you with foundational digital skills essential for everyday life tasks and basic computer literacy. If you have little or no prior experience with digital technology, this course will build your confidence and competence in using various digital tools and platforms. A minimum of 95% attendance and punctuality is required from all students. This qualification is free for anyone aged 19 or over (subject to eligibility criteria)

What You Will Learn

If you have little or no prior experience with digital technology, this course will build your confidence and competence in using various digital tools and platforms. Teaching methods include working through online content, small group activities and workshops, practical exercises, demonstrations, one to one support and guidance.

Entry Requirements

There are no entry requirements. You will be required to take an initial assessment to assess your prior knowledge and digital skills. You will then be placed on the appropriate course level.

Your attendance for 3 hours each week is mandatory and you must complete additional work outside of class time.

To apply please call the Adult Learning Centre on 01274 088586

Progression

A digital skills qualification is demanded by many employers and can improve your employability prospects and life in general.

Following successful completion, you can further develop your understanding and skills and progress onto digital qualifications. It may also support you to progress into or within employment.

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