Working together to transform lives

Enquiries
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Digital Skills for Beginners



Subject Area	Digital
Course Type	Adult (19+)
Study Level	No Qualification
Delivery Mode	Part-time
Duration	17 Weeks
Start Date	January 2027 (+ more)
Course Code	PZ000009

View on **bradfordcollege.ac.uk**

Course Summary

Digital Functional Skills is a part time qualification offered at Entry Level 3 and Level 1. The courses will enable you to participate in digital and online activities safely in the workplace and other real life contexts.

Upon successful completion of the course, you will gain a qualification which is recognised and valued by employers.

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

This course consists of the following units: Using devices and handling information, Creating and editing, Communicating, Transacting, Being safe and responsible online

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 4 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 achievement, you can further develop your understanding and skills and progress onto digital qualifications at a higher level. It may also support you to progress into or within employment.

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