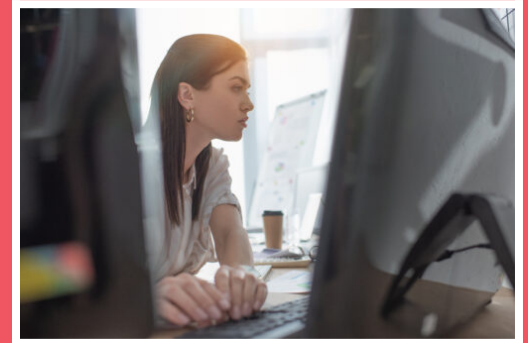




# Preparing to Work : Digital Skills



View on [bradfordcollege.ac.uk](https://bradfordcollege.ac.uk)



|               |                  |
|---------------|------------------|
| Subject Area  | Digital          |
| Course Type   | Adult            |
| Study Level   | No Qualification |
| Delivery Mode | Full-time        |
| Duration      | 17 Weeks         |
| Start Date    | September 2026   |
| Course Code   | PA000260         |

## Course Summary

---

This course is designed for learners who have basic digital skills and are looking to improve their proficiency with various tools and applications.

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

---

It focuses on enhancing computer literacy, internet navigation and the use of office software to handle more complex tasks effectively.

## 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.

**Disclaimer:** Our prospectus, college documents and website are simply here to offer a guide. We accept no liability for any inaccurate statements and are not responsible for any negative outcomes if you rely on an inaccurate statement. We reserve the right to withdraw any programmes or service at any time.