

ENTRY LEVEL 3 IN ESSENTIAL DIGITAL SKILLS

Subject Area
Student Type
Study Mode

Digital
Adults
Part Time

What is the course about?

The Essential Digital Skills Entry Level 3 qualification is designed to help adults develop the digital knowledge and practical skills needed for everyday life, learning and work. Whether you're looking to improve your confidence with technology, access online services more effectively, or prepare for future employment, this course provides an excellent foundation.

You'll learn how to use digital devices safely and confidently, communicate online, create digital content, find information on the internet and carry out every day online tasks.

Why should I choose the course?

In today's world, digital skills are essential. This course will help you build confidence using technology and develop practical skills that can make everyday tasks easier and improve your employment prospects.

You'll gain experience in:

- Using computers, tablets and smartphones.
- Communicating effectively online.
- Creating and editing digital documents.
- Accessing online services and completing transactions safely.
- Protecting yourself from scams and cyber threats.
- Managing your digital wellbeing and online presence.

Upon successful completion, you'll achieve an industry-recognised Entry Level 3 qualification and be well prepared to progress to the Level 1 Essential Digital Skills qualification or take your next step towards employment.

There are no formal entry requirements for this course. However, you will benefit from being able to:

- Turn on and log in to a digital device safely.
- Use a keyboard, mouse, touchscreen or other input devices.
- Connect a device to the internet.
- Open and use basic applications.
- Navigate around a device's home screen and settings

What will I learn?

By the end of the course, you will be able to:

- Use a computer, tablet or smartphone confidently and understand common digital terminology.
- Connect to the internet and navigate websites safely.



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- Search effectively for information online.
- Understand key digital concepts such as websites, hyperlinks, URLs and search engines.
- Create, edit and format digital documents.
- Capture and manage photos, videos and audio recordings.
- Make simple edits to digital images.
- Send emails and messages, manage contacts and participate in video calls.
- Understand and manage your digital footprint.
- Access online services and complete everyday digital tasks.
- Shop online safely and recognise fraudulent websites.
- Create strong passwords and understand online security.
- Identify phishing attempts and other cyber threats.
- Demonstrate responsible and respectful online behaviour.
- Understand copyright and digital responsibilities.
- Develop healthy digital habits and manage screen time effectively.

In summary

This qualification is all about building the confidence, knowledge and practical skills needed to use digital technology independently, safely and effectively in everyday life. It provides a strong foundation for further learning, employment and active participation in our increasingly digital world.

What will the course lead on to?

Successful completion of this qualification can lead to progression onto:
Gateway Qualifications Level 1 Essential Digital Skills.

It can also help prepare you for further digital learning opportunities and improve your confidence when applying for jobs that require basic digital skills.

Are there any links with industry and university?

Digital skills are now essential across almost every industry sector. The knowledge and skills developed on this course are highly valued by employers and provide a foundation for further study in digital, business and professional services-related subjects.

What support is available?

Our experienced and supportive staff are committed to helping you succeed. You will receive:

- Individual guidance and feedback throughout your studies.
- Access to excellent digital learning resources.
- Support with developing confidence and independent learning skills.
- Additional learning support where required.



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Why should I choose to study the course at Warrington & Vale Royal College?

You will study within our state-of-the-art Advanced Creative and Digital Skills Centre, giving you access to modern facilities and the latest digital technologies. You'll learn in an inspiring digital environment designed to help you build confidence, develop new skills and prepare for the demands of today's increasingly digital workplace.

Our specialist tutors bring extensive industry and educational experience and are passionate about helping learners develop the essential digital skills needed for modern life and work.

The course is practical and engaging, allowing you to build confidence through real-world digital activities and projects.

Assessment is through a portfolio of evidence rather than formal examinations. You will be expected to complete independent work and may need to undertake some study outside of timetabled sessions.

Are there any additional costs associated with the course?

To maximise your learning experience, it is beneficial to have access to:

- A personal computer, laptop or tablet.
- A reliable broadband internet connection.

Your course tutor will advise you on any software requirements and provide guidance on accessing the resources needed for successful completion of the course.



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