

LEVEL 1 IN ESSENTIAL DIGITAL SKILLS

Subject Area
Student Type
Study Mode

Digital
Adults
Part Time

What is the course about?

The Level 1 Essential Digital Skills qualification is designed for adults who want to build on their existing digital knowledge and develop the skills needed to succeed in modern life and work.

As technology becomes increasingly important in the workplace, this course will help you become a more confident and capable digital user. You will develop practical skills in using digital devices, creating and managing information, communicating online, accessing digital services and protecting yourself in an online environment.

Whether you are looking to improve your employment opportunities, progress to further study or enhance your everyday digital skills, this qualification provides the next step on your digital learning journey.

Why should I choose the course?

Digital skills are now essential in almost every workplace and are increasingly important in our daily lives. This course is ideal for adults who have basic digital skills, perhaps through personal use, employment or successful completion of an Entry Level 3 Essential Digital Skills qualification and are ready to develop their confidence further.

The course focuses on five key areas:

- Using Devices and Handling Information
- Creating and Editing Digital Content
- Communicating Online
- Transacting Online
- Staying Safe and Responsible Online

By studying this qualification, you will develop practical skills that can support career progression, improve access to employment opportunities and help you confidently navigate the digital world.

There are no formal entry requirements for this course. However, completion of an Entry Level 3 Essential Digital Skills qualification or equivalent digital experience would be beneficial.

What will I learn?

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

- Manage devices, software updates and digital security.
- Find information online using effective search techniques and assess the reliability of sources.



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

- Organise, store and manage files using folders, cloud storage and compression tools.
- Solve common technical problems using online support resources and tutorials.
- Create professional digital documents, spreadsheets, charts and graphs.
- Communicate and collaborate effectively using a range of digital tools.
- Manage your digital identity and understand the impact of your digital footprint.
- Access and use online services, including banking, shopping and government services.
- Protect personal information and recognise common cyber threats such as phishing, malware and identity theft.
- Use security tools, back up important information and understand online privacy rights.
- Demonstrate responsible digital behaviour, including copyright awareness, online etiquette and healthy digital habits.

This qualification develops the essential digital skills needed to work, communicate and participate confidently in today's digital world. You'll gain practical, transferable skills for both everyday life and the workplace, while building the confidence to use technology safely and independently.

What will the course lead on to?

Successful completion of this course can support progression to:

- Higher-level digital and computing qualifications.
- Level 2 vocational courses.
- Employment opportunities where digital skills are required.
- Continued professional development within your current role.

The qualification will equip you with the confidence and practical digital skills increasingly demanded by employers across all sectors.

Are there any links with industry and university?

Digital skills are now a fundamental requirement within almost every industry sector, including business, healthcare, education, manufacturing, retail and public services.

The knowledge and skills gained through this qualification reflect the digital competencies expected by modern employers and provide a strong foundation for progression into further study, technical qualifications and higher education pathways.

What support is available?

Our experienced and supportive staff are committed to helping every learner achieve their goals. Throughout your studies, you will benefit from:

- Individual guidance and regular feedback.
- Access to high-quality digital learning resources.
- Support with developing confidence and independent study skills.
- Additional learning support where required.
- A welcoming and inclusive adult learning environment



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

You will study within our Advanced Creative and Digital Skills Centre, giving you access to modern facilities, specialist software and the latest digital technologies.

Our knowledgeable tutors bring a wealth of industry and educational experience and are passionate about helping adults develop the digital skills needed to succeed in today's workplace.

Learning is practical, engaging and focused on real-world applications, enabling you to develop skills that can be immediately applied in everyday life and employment.

Assessment is completed through a portfolio of evidence rather than formal examinations, allowing you to demonstrate your skills through practical activities and projects. You may also be expected to complete some independent study outside of scheduled classes.

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 tutor will provide guidance on any software requirements and support you in accessing the resources needed to successfully complete the course.



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