Entry Level 3 Award in Essential Digital

M263012F

This course is for learners with reasonable basic computer experience who want to gain a nationally recognised Entry 3 Essential Digital Skills Qualification (EDSQ) - it is not for beginners. The purpose of this qualification is to allow learners to demonstrate understanding of, and competency in, the essential digital skills they need for work and life. It will enable learners to engage with digital services and products in everyday life.

Learners will demonstrate skills in Using devices and handling information, Creating and editing documents, Communicating with others, Handling transactions, and Being safe and responsible online. This enables learners to gain a solid ICT base, allowing progression on to other courses such as those requiring the production of portfolios and the Level 1 EDSQ.

This course runs on Mondays and Thursdays. The final online assessment will be held on 25 March 27.

Note: You should have already completed the Word Processing 1 course, or have some knowledge of using Microsoft Word. You will also need to successfully complete a timed assessment prior to enrolment. If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

Start Date:	22 February 2027
Start Time:	09:45
Lessons:	9
Weeks:	5
Hours:	45.00

Venue

Medway Learning and Skills Hub
Unit 2
Britton Farm Street
ME7 1GX

What will I learn on this course?

Re-cap how to search the internet, open, send and reply to emails, then take your knowledge further.
Re-cap word processing skills by creating and editing documents and working with pictures. Learn how to stay safe online.

To develop essential digital skills necessary for work, life and further study, learners complete five components:

1. Using devices and handling information – keep it up to date, search for information, and understand jargon. Store information and manage files and folders. Be able to use online learning resources and solve common technical problems.
2. Creating and editing – use a word processor for basic documents, such as a poster, and manipulate pictures. Format text, copy and paste, uses Microsoft Word or PowerPoint.
3. Communicating – share information online with friends, family and work colleagues using a variety of methods: email, text, and video calls using WhatsApp, for example. Know and understand how a digital footprint can be managed.
4. Transacting – use online services to book train / holiday / event tickets. Use online shops to compare buying options, and know how to identify scam websites.
5. Being safe and responsible online - understand how to protect personal information, online privacy, devices and data from online threats. The importance of backing up data, Data Protection and Copyright Laws. Digital wellbeing and the physical and psychological risks of being online.

ASSESSMENTS: This qualification is assessed by an online timed assessment which cover: core skills, skills for work and skills for life. For each, the learner needs to upload relevant documents, and answer multiple -choice, missing word and short answers. There is also a tutor observation of using a smart phone to change Settings, make it more adaptable, and communicate with others.

Is this course suitable for me?

It is suitable if you have some experience of computing and would like a nationally recognised certificate to demonstrate your digital skills competency.

A good standard of spoken and written English is required and it is essential to be able to follow and understand verbal and written instructions, write in full sentences using punctuation and be able to plan, draft and proofread your work.

Is there anything I need to know about this course?

You will need to bring in your smartphone to create an email address in the first lesson if you do not have one. During the process, you will be sent a text message with an activation code. Note: Gmail does not share your number and does not send any other messages. If you already have an email address, please ensure you know your password as you will be required to log onto your email on the computer in order to send emails to the tutor as part of the course, and in order to access your Medway Adult Education learner account.

Please bring a pen to make personal study notes. An A4 ring binder to keep handouts in will also be useful. Extra practice always helps - an hour or two each week will be beneficial. You can practise on the computers in the library at no cost.

What could I go on to do after this course?

This course gives you a good basis to progress on to many of our other Vocational Skills courses which require the use of IT to create portfolios or do research, such as the Entry 3 Award in Customer Service, Level 1 Business Administration; or a Level 2 Certificate in Counselling. You could progress on to the Level 1 EDSQ. We also offer a large number of online courses.

Specialist advice is available from your tutor to help you identify the best course for you.
If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. https://nationalcareersservice.direct.gov.uk
If you need further advice, please telephone 01634 338400.

How are digital skills used and enhanced?

You will use a computer / laptop to access the internet and emails on your course, and use Microsoft Word and PowerPoint. You will also be expected to use a smartphone / tablet to email, text or video call. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time, please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and they can send you any work you may have missed.

Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.