

### DURATION, DAY, DATE AND TIME OF THE COURSE:

10 weeks starting on Wednesday 5 October 2022, 16:00 – 18:00.

### VENUE:

East Surrey College, Gatton Point, London Road, Redhill and remote.

### PRIOR KNOWLEDGE/SKILLS REQUIRED:

You will be assessed prior to starting to the programme with a pre-requisite checklist to determine the competency level and the programme you will complete.

### ENTRY REQUIREMENTS:

There are no specific entry requirements for this qualification.

### WHAT QUALIFICATIONS WILL I GET?

BTEC Entry Level Digital Skills.

### COURSE DESCRIPTION:

The skills that you will develop on this course will help you discover the practices involved in digital skills and how to apply this knowledge and these skills in common situations. It will enable you to develop digital communication skills and enable adults to develop their knowledge and skills to use in their personal lives, or to support them in their careers.

### UNITS/TOPICS COVERED:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online

### TYPE OF ASSESSMENT:

Entry Level in Essential Digital Skills consists of three externally set and internally marked assessments. This will consist of one task-based assessment (1hr 20min), a question paper (20 mins) and an observation (20 mins).

### EQUIPMENT NEEDED:

- Pens/pencils
- Notepad

### WHERE CAN IT LEAD?

The qualification is graded to a Pass. All mandatory units must be passed. This qualification will lead to enhanced knowledge of essential digital skills within the workplace.

### COURSE FEE:

£0 Standard Fee, £300 Full Fee.

If you are 19+ on 31 August 2022 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2022 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.

Contact Client Services for advice and guidance on funding and eligibility.

**ADDITIONAL COSTS:**

Please be aware that there may be additional costs for materials.

**WHAT TO DO NEXT:**

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://www.esc.ac.uk).

**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

