DIGITAL - A guide to finding the right level for you 2022/2023

Adult Learning (non – accredited) courses:

Level	Workshops	Beginners	Improvers	Intermediate
Who is it for?	If you want to try something new in a short space of time to either help you decide on whether a Digital course is right for you or gain new basic digital skills quickly.	If you haven't accessed any Digital related learning before and possess no or very limited Digital skills and you want to start to develop your Digital confidence and skills.	If you want to further develop your Digital skills and progress to the next level of learning and/or specialise in a particular Digital area.	If you want to learn specialist skills and knowledge that you can put into practice in a work environment or everyday life to improve your employment prospects and Digital skills in this area.
Entry requirements	None	None	Successfully completed a beginner's course or already have a basic level of Digital skills and knowledge.	Ideally successfully completed an Adult Learning Improvers course or a level 1 ICT qualification. Demonstrate from an initial assessment that you are able to work towards this level.
Examples of courses available?	• Excel Taster • Getting the most out of your Smartphone • Getting the most out of your iPad • Getting the most out of your online library membership	• Introduction to IT • Smartphone for Beginners • iPads for Beginners • Android Tablets for Beginners • Beginners Computers	• Beginners Office • Beginners Excel • Beginners WORD • Beginners Desktop Publishing • Beginners internet & email • Smartphone for Improvers	• Improvers Excel • Improvers PowerPoint • Android Tablet for improvers • Social Media for Business • Improvers Digital Skills

National Accredited Qualifications:

Level	Pre entry	Entry Level 3	Level 1	Level 2
Who is it for?	These qualifications are aimed at those who have had little interaction with digital devices and using the internet, and learners who may have had little or no experience of formal learning	If you are wanting to gain a nationally accredited ICT qualification to develop your Digital knowledge, skills and build your self-confidence.	If you are wanting to progress from Entry level 3 to the next level of qualification to either further build on the knowledge and skills you have started and/or specialise in a specific Digital area.	If you want a nationally recognised level 2 ICT qualification to support your Career opportunities and progression in the Digital world.
Entry requirements	An Initial Assessment to ensure you're matched to the correct level of learning for you.	An Initial Assessment to ensure you're matched to the correct level of learning for you. Ideally you have successfully completed an Adult Learning Digital related beginner's level course or the Pre Entry level Awards	An Initial Assessment to ensure you're matched to the correct level of learning for you. Ideally you have successfully completed an Entry 3 level Digital related qualification or an Adult Learning Digital Improvers level course.	An Initial Assessment to ensure you're matched to the correct level of learning for you. Ideally you already hold a level 1 ICT qualification.
Examples of courses' available?	Pre-Entry Level Awards in: • Digital Awareness & Internet Safety	Entry 3 Essential digital Skills Qualification (EDSQ)	Level 1 Essential digital Skills Qualification (EDSQ)	• Level 2 Award Digital & IT Skills • Level 2 Certificate Digital & IT Skills

	• Digital Communications • Digital Documents • Using Digital Devices & the Internet			