

Develop Essential Digital Skills for Everyday Life and Work

The Digital Functional Skills Qualification is designed to help adults develop the practical digital skills needed for everyday life, employment and further learning.

Whether you are looking to improve your confidence with technology, gain a recognised qualification, prepare for work, or develop your digital knowledge, this course provides the skills needed to use technology safely, effectively and independently.

Courses are available at Entry Level 3 and Level 1, allowing learners to progress at a pace that suits their experience and confidence.

What Will You Study?

Using Devices and Handling Information

- Navigate operating systems and applications
- Access and organise files and folders
- Search for information online effectively
- Use cloud-based storage systems

Creating and Editing

- Microsoft Word
- Microsoft Word
- Microsoft Excel
- Produce high-quality digital work

Communicating

- Sending and receiving emails
- Managing contacts and calendars
- Sharing information digitally
- Digital footprint

Transacting

- Access online services
- Complete online forms and applications
- Manage accounts and bookings
- Use online banking and payment systems safely

Being Safe and Responsible Online

- Protect personal information
- Create secure passwords
- Identify online scams and fraud
- Use social media responsibly

Qualification Levels Available

Learners can study at:

- Entry Level 3
- Level 1

An initial assessment will help identify the most suitable starting point.

Course Duration and Attendance

Redcar College	Loftus Hub	Grangetown Hub
Thursdays	Fridays	Tuesdays
9:30am to 12:00pm	12:45pm to 3:15pm	1:15pm to 3:45pm
20 week	20 weeks	20 weeks

Who Is This Course For?

- Adults wishing to improve their digital skills
- Individuals preparing for employment or career progression
- Parents and carers wanting greater confidence with technology
- Anyone wanting to develop practical digital skills for everyday life

Progression Opportunities

- Higher Digital Functional Skills levels
- Functional Skills English and Maths
- Pathways to Employment
- Employment and volunteering opportunities

Benefits of Joining the Programme

- ✓ Gain a nationally recognised digital qualification
- ✓ Improve confidence with technology
- ✓ Develop practical skills for work and everyday life
- ✓ Learn how to stay safe online
- ✓ Enhance employment and career opportunities
- ✓ Learn in a supportive and friendly environment
- ✓ Build digital skills that employers value

Interested in Learning More?

Contact Redcar and Cleveland Adult Learning Service

01642 771197 • adulteducation@redcar-cleveland.gov.uk

Building confidence, developing digital skills and opening doors to new opportunities.