

# Digital Skills Intermediate



**Course Code** D06BF31B

**Venue:** **Room** IT Suite

Hyde Park House  
Mutley Plain  
Plymouth  
Devon

PL4 6LF

**Start Date:** 18 May 2022  
**End Date:** 29 June 2022  
**Sessions:** 6  
**Day(s):** Wednesday

**Cost of course:** No Fee

**Start Time:** 10:00  
**End Time:** 12:00

**How do I enrol?** You can enrol online at [www.onsourcesouthwest.co.uk](http://www.onsourcesouthwest.co.uk) or call our friendly customer service team on 01752 660713 who will happily take your enrolment.

**Entry requirements** This course is a follow on course for those who have completed Digital Beginners or already have some digital skills and experience. If you have not already achieved your digital beginners, you will be asked to complete a short initial assessment to ensure you are enrolling onto the correct level.

**Course Intent** The aim of the Digital Skills Intermediate course is to better prepare all learners for the digital world. It is the next step from the Digital Skills Beginner's course and for all learners who wish to progress and continue their study. This course will run over six sessions, each session will focus on a specific key area of digital skills, to include: How to use digital devices from mobile phones, tablets/ iPad, desktop PC (Personal Computer) and other devices used within the digital industries in 2022. You will explore Microsoft 365, and its various office functions including the software, MS Word, MS Excel, MS Powerpoint and MS Outlook (email software).

You will learn about the separate ways you can communicate using digital means including text messaging, email, instant message and more. You will also look at how to access your doctor's surgery and booking appointments online. How to become a confident online user, with the ever changing ways of the commercial and retail world online shopping and banking has become a normal part of life. You will explore how to shop and bank online, as well as being able to book holidays, trips, concerts and much more with confidence. Support any fears regarding online safety, fraud and internet misuse. Teaching you how to stay safe online, so you are confident when using digital devices on the internet. This will be ongoing throughout out each session of the course, frequently discussing about how to protect yourself and others from problems that can occur while using the internet in an unsafe way.

**How will the course be delivered?** You will be working with your tutor and other students on a weekly basis, face to face.

**How will I know I'm making progress?** Your tutor will set objectives and give feedback on how you are progressing. You will agree personal targets as part of your Individual Learning Plan (ILP), and you will review your targets throughout the course to check your own progress.

**What will I need for the course?** Please bring a pen and notepad to each session.

**Progression** Level 1 Essential Digital Skills qualification is the natural progression route from this course. Learning advisers will be happy to provide you with information on your next steps after the course. Visit our website at [www.onsourcesouthwest.co.uk](http://www.onsourcesouthwest.co.uk) or contact us on 01752 660713 to discuss or book an appointment.

## **Please note**

Most courses attract a subsidy from the Education and Skills Funding Agency and can be used to match funding for ESF. It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Room numbers are subject to change - please check when you arrive at the venue.

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**ON COURSE SOUTH WEST**  
**HYDE PARK HOUSE, MUTLEY PLAIN, PLYMOUTH, PL4 6LF**

**Tel: 01752 660713**

**[www.uncoursesouthwest.co.uk](http://www.uncoursesouthwest.co.uk)**



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