Computing, Digital and IT

IT User Skills/Essential Digital Skills (Online)

In Brief

Start Date / Duration

This course has various start dates. Enrolment for this course is now open. This course runs for 6–10 weeks depending on prior knowledge. We recommend that you allocate approximately seven hours per week to your studies online. This can be done flexibly to suit you.

Entry Requirements

- Aged 19 or above
- Have not previously completed the course you wish to enrol on
- Have basic IT skills
- Successful completion of ICT and English assessments (undertaken to determine which course is most suitable for you)
- Have your own laptop or PC and internet access (this course is fully online)

You will achieve

You will gain one of the following nationally recognised qualifications:

1. TQUK Level 2 IT User Skills course
2. NCFE Level 1 Essential Digital Skills
3. NCFE Entry 3 Essential Digital Skills.

The decision which course students are assigned to is based on their BKSB English and ICT Initial Assessments.

Course Overview

Delivered by the Business department, this qualification would be ideal for anyone who would like to develop their knowledge, understanding and competence in a range of different IT skills, particularly those who use IT in their current job role. You must already have basic IT skills and basic knowledge of Microsoft Office software (Word, Excel and PowerPoint), to be able to complete the course successfully.

This online course is available via the Skills Network's online learning platform which features:

- Exciting and engaging content
- Interactivity, with videos and games to enhance learning
- Virtual tutors who offer hints, tips and guidance throughout the course

Studying via online learning means you can choose when and where you study. We ensure you get all the support you need throughout your course in the form of a personal tutor.

Course Content

The decision to which course level learners are assigned is based on their BKSB English and ICT Initial and Diagnostic Assessments results.

- Level 2 IT User Skills: English Level 1 minimum and ICT Level 1 minimum.
- Level 1 Essential Digital Skills: English Entry 3 minimum and ICT Entry 3 minimum.
- Entry 3 Essential Digital Skills: English Entry 2 minimum and ICT Entry 2 minimum.

TQUK Level 2 IT User Skills

This course is split into five manageable units:

- Unit 1: Using IT to increase productivity
- Unit 2: IT software fundamentals
- Unit 3: IT security for users
- Unit 4: Presentation software
- Unit 5: Spreadsheet software

NCFE Level 1 Essentials Digital Skills

This course is split into five manageable units:

- Unit 1: Using devices and handling information
- Unit 2: Creating and editing
- Unit 3: Communicating
- Unit 4: Transacting
- Unit 5: Being safe and responsible online

NCFE Entry 3 Essential Digital Skills.

This course is split into five manageable units:

- Unit 1: Using devices and handling information
- Unit 2: Finding and evaluating information
- Unit 3: Managing and storing information
- Unit 4: Identifying and solving technical problems
- Unit 5: Developing digital skills

How will I be assessed?

You will submit assignments for each of the five units that will be assessed by your specialist teacher to achieve this qualification. This course does not require you to sit exams.

What Equipment Will I Need?

You will need a computer/laptop with internet connection if completing the course via the online

platform.

Where will I study?

You will study fully online within a virtual learning platform along with the support of your specialist teacher via MS Teams.

What can I do next?

Upon completion of this course, you could progress onto further qualifications in the IT User Skills suite at Levels 2 or 3 or sector specific qualifications such as:

- Level 2 Certificate in Principles of Business and Administration
- Level 2 NVQ Certificate in Business and Administration
- Level 2 Certificate in Customer Service
- Level 2 NVQ Certificate in Customer Service

How much does the course cost?

This course may be FREE to you subject to eligibility criteria. Funding is available for those claiming benefits or on a low wage. (Eligibility criteria applies.) If you are not entitled to any funding the course fee is £150.

This course is funded by South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA). You must be living in the South or West Yorkshire regions to qualify for funding

19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees . Please refer to our page 'paying for your course.'

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

Extra information

Eligibility for Funding

Part-time courses are only available for learners who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £21,255 a year, or if you receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. If you are unemployed, actively seeking employment and receive Council Tax Benefit, Housing Benefit, Income Support or WFTC then you may also receive funding for this course. You will need to provide evidence of your eligibility which will be checked at enrolment.

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Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [https://www.barnsley.ac.uk/barnsley-sports-academy/] .

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 13th March 2024

Want to apply?

Visit **https://www.barnsley.ac.uk/apply** to get started
Call us on **01226 216 123**