# Digital Employability

**Course Title**
OCR Digital Employability – Entry Level 3

**Duration**
Up to 15 weeks – 3 hour sessions

**Venue/Times**
Tameside Adult and Community Education, Ashton-under-Lyne
Sessions available:
- Mornings 9.00 am to 12.00 pm
- Afternoons 1.00 pm to 4.00 pm
- Evening 5.30 pm to 7.30 pm

*Please ring to confirm days*

**Entry requirements**
It is desirable to have progressed from Functional Skills Entry Level 2 or to have the equivalent skills. You may be asked to carry out an initial assessment.

**Main objectives**
You will complete 4 units where you will practise the skills you need to demonstrate to employers.

- **Know the basics of using digital technologies** - you will look at the nature of the Internet and discover that there are safe and unsafe ways of using it. You will learn how to keep information secure when using digital devices and create and use passwords. You will learn about using computers, laptops, tablets and smartphones safely in the workplace or at home and you will learn what software can do
- **Use digital technologies to organise documents** - you will manage files and folders
- **Use digital technologies to produce documents from templates** - you will prepare documents such as company letters, information sheets, notices, posters etc.
- **Use digital technologies to process data** - you will work with data to use simple formulas and create charts

**Method of study**
Workshop-based class

**Materials required**
All learning materials provided. Bring a pen and paper to make notes.

**Assessment methods**
Know the basics of using digital technologies is assessed by an on-screen on-demand knowledge test. The other units are OCR set tasks that are internally assessed by the centre and externally moderated by OCR.

**Possible progression routes**
You will be able to progress to a higher-level course in computer skills, for example ITQ Level 1

**Fees**
- **Full Fee**: £137.00 (Fees can be paid in instalments)
- **Free** (if on an eligible benefit)

**Contact for information**
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