



Digital Employability Entry Level 3

Course Title	OCR Digital Employability – Entry Level 3
Duration	Up to 24 weeks
Venue/Times	Tameside ACE, Stamford Chambers, 68 Old Street, Ashton under Lyne, OL6 7RX Sessions available: Tuesday afternoon 1.00-3.30pm or Thursday afternoon 1.00-3.30pm
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	<p>You will complete 4 units where you will practise the skills you need to demonstrate to employers.</p> <ul style="list-style-type: none"> ➤ 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.
Fees	Full Fee: £137.00 (Fees can be paid in instalments) Free (if on an eligible benefit)
Contact information	Tel: 0161 342 4063

