



The Course

In brief...

The aim of this qualification is to support learners in developing digital literacy skills in our modern society. This course will support learners who already work in a role where digital skills are used, and to develop others where digital literacy skills are required in their work role. This course will equip you with a knowledge of finding and managing relevant information, the importance of managing your online identity, improve digital career development, as well as awareness of digital safety, security and communication.

Please Apply Now using our Online Enquiry Form - Web link
<https://www.thecollege.co.uk/adult-skills/free-online-courses>

Our Enrolment Process is complete online and you will be assisted every step of the way by one of our team members.

If you require any further information, please call James Sewell on direct line 01202 205800 or email on sewellj@bpc.ac.uk

Who is it for?

Whether you're interested in learning for work, career progression or self-development, our range of nationally recognised courses provide a flexible blended approach to your learning.

We use an online learning platform to submit your answers to the course, the course is broken into topics/sections and you submit your studies to your assessor for feedback as you work your way through.

These funded courses are available for anyone that is 19 years old and over, that have lived in the EU/UK for the past 3 years.

What the Course Leads to

What courses can I do after this?

Qualifications on offer:

- Lean Organisation Management Techniques
- Principles of Customer Service
- Principles of Business and Administration
- Principles of Team Leading
- Retail Operations
- Equality and Diversity
- Understanding Safeguarding and Prevent Programme
- Awareness of Mental Health Problems
- Certificate in Understanding Children and Young People's Mental Health
- Understanding Specific Learning Difficulties

Key Information

Duration

4 Months

Attendance

Online

Level

Level 2

Qualification Name

Certificate

Awarding Body

NCFE

- Understanding Care & Management of Diabetes
- Understanding Behaviour that Challenges
- Understanding Autism
- Principles of Dementia Care
- Principles of Data Security and Data Protection
- Wines Services

What do I need to apply

To do this course you should have...

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Course costs

Costs

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Course Content

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What you will learn:

- Finding and using information
- Safety and security when using data and digital devices
- Communicating and collaborating online
- Using word processing software
- Using a computer
- Digital career development

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

