Course title: Digital Functional Skills

Qualification: Pearson Edexcel Digital Functional Skills
Qan Code: 610/3359/5

Level of course: entry level 3

Assessment Methods:
Assessments will be onscreen and consist of:
- a multiple-choice knowledge test
- a task-based skills test
The assessments will be pass / fail in line with the other Functional Skills qualifications.

Course content:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online

Skills you need: knowledge of software such as Microsoft Word and PowerPoint, how to use hardware such as keyboard/mouse/headphones etc, knowledge of the internet and various communication tools.

This course gives you the opportunity to develop your digital skills. You will look at real life examples such as how to communicate effectively and appropriately with others online, using the internet effectively and safely, how to use a range of hardware and software, and how to capture digital media. These skills are part of everyday life and in the world of work. By improving your digital skills, you could unlock new job opportunities, as well as boost your confidence in using digital devices.

Skills you will acquire:

- You will gain confidence and fluency in your use of digital knowledge and skills, and develop a positive attitude towards the use of digital skills
- You will develop an appreciation of the importance of digital skills in the workplace and in life generally
- You will demonstrate your knowledge and skills by applying these to complete tasks and activities
- This will provide a basis for further study, work and life.

Progression routes and linked careers:

- Employment or further study in ICT

Any questions see: Miss Downey (ndowney@levenshulmehigh.co.uk) Miss Harrison (aharrison@levenshulmehigh.co.uk)