

Course Information Sheet 2025/26 IT Qualification Course

Course title:	Digital and IT Skills Level 2	Code: B123
Tutor:	Mohmed Chohan	
Day & Time:	Monday 1:00pm to 4:00pm	
Start & End Dates:	Term 1 22/09/2025 – 09/02/2026	
Number of sessions:	Learners are expected to enrol for 16 sessions (you need to attend every session)	
Venue:	Bury Adult Learning Centre	Room No: 13
Learner numbers:	Minimum	Maximum
	9	12
Costs:	Full Fee	Discounted Fee
	£228.95	Free

What will I learn on this course?

Bury's expanding digital and creative industries have highlighted the importance of digital skills for residents seeking employment in these fields. This course is designed to enhance your digital capabilities. Ready to build on your ICT Level 1 skills? This **Digital and IT Skills Level 2** course will help you refresh what you know and become even better at using Word and Excel.

This qualification is for learners who want to develop and extend their digital skills to prepare for employment. The qualification is also designed for job roles in other industries where specific digital skills are required, such as finance, marketing, machining and manufacturing.

What You Will Learn:

Word Processing

- Be able to create and edit information in word processed documents for specific purposes.
- Be able to modify style and layout to enhance document presentation.
- Be able to proof and print documents.

Spreadsheets

- Understand the features of spreadsheet software and how spreadsheets are used.
- Be able to create a spreadsheet to improve productivity.
- Be able to review and refine a spreadsheet to improve usability.

Syllabus

The syllabus for this course follows the Gateway Qualifications Level 2 Award framework, ensuring a structured and comprehensive learning experience.

Additional information

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

A pre-course interview with a skills test is required for this course, please contact 0161 253 5772 to arrange.

Regular attendance is essential for you to succeed.

Please bring proof of identity to your first session – see page 3 for details.

Joining requirements

You will need to have a good understanding of the English language and if you are an ESOL learner you must have at least a Level 1 qualification.

You need to have a Level 1 qualification in ICT or be able to demonstrate the skills at a level 1 proficiency.

A pre-course interview is required for this course, and you will be asked to carry out a skills assessment.

What could I do next?

- Introduction to Cybersecurity Level 1
- Cybersecurity Level 1
- First Steps in Programming Level 1

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email

learner.services@bury.gov.uk

Can I get extra help?

Support with English and Maths is available. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

Help with paying for your course

This course **may** be free if you are unemployed and claim benefits and want to be employed or progress into more sustainable employment. You may also qualify for a free course if you are earning a low wage. Please enquire at the time of enrolment.

You will be asked to produce evidence to qualify for free provision or sign to say what benefits you are claiming and that you are seeking work.

If you are enrolling on a course which leads to a qualification and are finding it difficult to pay your exam fees or need financial help with childcare, small items of equipment or some travel cost, you may qualify for help from the Learner Support Fund. Ask at the Bury Adult Learning Centre office for a form or ring Learner Services on 0161 253 7501. ***If you have been mandated on to a course by Job Centre Plus you may not be able to get help from this fund.***

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.

Proof of Learner Identity

All certificated courses require you to show proof of your personal identity. Please bring the relevant IDs on the **first day** of the course. Refer to the list below.

List of documents to show proof of learner identity

To comply with the new exam board regulation, you will be required to show proof of your identity before you could sit for a formal assessment.

All Learners must bring proof of identity to the first session.

You are required to provide either:

- **One** item from the first list; or
- **Two** items from the second.

List 1: One item required

- Passport.
- EC identity card.
- Full driver's licence (with photo).

List 2: Two of the following which are currently in use, are required

- Standard acknowledgement letter (held by people seeking asylum).
- Rent book/tenancy agreement.
- Current credit card or charge card.
- Bank or Building Society book.
- Letter showing home address.
- Full driver's licence (non-photo).
- ES40 and JSA agreement.
- Medical card.
- Services identity card.
- Household Utility bills.
- Bail sheets.
- Original birth certificate.
- Marriage certificate.
- Senior Citizen travel-pass with photograph.
- Any other form of ID.

If you have any questions, please discuss them with your tutor on the first session of the course.