BURY ADULT LEARNING SERVICE
LEARNING FOR LIFE & WORK
LET'S DO IT!

# Course Information Sheet 2026/27
# IT Qualification Course

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| **Course title:** | **Essential Digital Skills Qualification Level 1 (EDSQ)** | | **Code: B302** |
| **Tutor:** | Daniel Davidson | | |
| **Day & Time:** | **Wednesday & Thursday**<br>9:45am to 12:00 | | |
| **Start & End Dates:** | **Term 2**<br>13/01/2027 – 25/03/2027 | | |
| **Number of sessions:** | 20 sessions | | |
| **Venue:** | Bury Adult Learning Centre | | **Room No: 15** |
| **Learner numbers:** | Minimum | Maximum | |
| | 9 | 11 | |
| **Costs:** | Full Fee | Discounted Fee | |
| | Free | Free | |

## What will I learn on this course?

This course helps learners use digital devices safely and confidently in everyday life. Learners will practise using computers for work, learning, and personal tasks. The course is supportive and practical, with lots of time to practise and ask questions. Learning is broken into small steps and explained in plain language.

**By the end of the course, you will be able to:**

- Use a digital device (computer, tablet)
- Find information online using search engines
- Communicate using email and online tools
- Create simple digital content (documents, messages)
- Stay safe online, including passwords and privacy
- Solve simple digital problems
- Enter and combine text and other information within word processing documents by using tables tool, mail merge, graphics, and page layout.
- Use tools to format and present documents effectively to meet requirements.
- Use a spreadsheet to enter, edit and organise numerical and other data and use tools and techniques to present and format data into charts and graphs.
- Input and combine text and other information in PowerPoint and create slideshow for presentation.

**What syllabus will I follow?**

The syllabus for this course follows the Pearsons Level 1 framework, ensuring a structured and comprehensive learning experience.

**Who is this course for?**

For adults who:

- Can use some digital skills but want to feel more confident
- Want to improve skills for work, job searching, or everyday life
- Want a recognised qualification

**Learners will build skills such as:**

- Confidence – feeling more comfortable using digital devices
- Communication – asking questions, listening, and sharing ideas
- Problem-solving – trying different ways to fix simple digital problems
- Independence – completing tasks with less support over time
- Time management – following steps and finishing tasks in a session
- Resilience – staying calm and trying again if something goes wrong
- Working with others – taking part in paired or small group activities
- Following instructions – reading and listening to simple step-by-step guidance

These skills are developed gradually through supportive practice, helping learners feel safe, encouraged, and successful.

## Additional information

Before you enrol, advice and information is available to help you decide on the right course for you. Contact 0161 253 5772 or email at buryadultadmin@bury.gov.uk

Regular attendance is essential for you to succeed.

Please bring proof of identity to your first session – see page 4 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 are expected to understand using a computer at Level 1 or be able to demonstrate proficiency at that level.
- A pre-course interview is required where you will be given a skills assessment.

## What could I do next?

- ICDL L2
- Business Admin L1 Award
- Programming Level 1
- Cybersecurity Level 1
- volunteering opportunities with Bury Adult Learning Service or Bury VCFA (Welcome to Bury VCFA | Bury VCFA

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?**

If you do not hold a GCSE grade C/4 or above OR Functional Skills Level 2 in English and maths, you will be offered support/qualifications achieve these. 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 working but on a low wage. Please enquire at the time of enrolment.

Please see the course guide for more information or ask 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.