Course title:	Essential Digital Skills Qualification Level 1 (EDSQ)			Code: B303		
Tutor:	**Daniel Davidson**					
Day & Time:	**Wednesday & Thursday** **9:45am – 12:00 noon**					
Start & End Dates:	**Term 2** **14/01/2026 – 26/03/2026**					
Number of sessions:	**20 sessions**					
Venue:	Bury Adult Learning Service			**Room No: 15**		
Learner numbers:	Minimum			Maximum		
	8			**11**		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
		Free			Free	

What will I learn on this course?

Bury has a growing digital and creative sector and basic digital skills has been identified as one of the key skills needed for residents to be able to access these jobs. This course helps you learn the important computer skills you need for work, everyday life, and further study whilst working towards a recognised qualification.

This course is suitable for those learners who have basic knowledge or have completed an Entry 3 course in ICT.

You'll learn how to:
- Use devices and handle information – using hardware and software for searching and navigating
- Create and edit – using software to enter and edit information, capturing/saving multimedia
- Communicate – sending and receiving emails with/without attachments
- Complete on-line transactions – e-commerce and buying online
- Become safe and responsible online – being safe online, protecting your data, etc.
- Use the computer to perform basic tasks in Microsoft Word and Excel.

Syllabus
The syllabus for this course follows the Pearsons Level 1 EDSQ 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 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 are expected to understand the basics of using a computer
- A pre-course interview is required for this course, and you may be asked to carry out a simple IT assessment.
- Please contact 0161 253 5772 to arrange.

What could I do next?

- Programming Level 1
- Cybersecurity Level 1
- ICDL Level 2

If you require support looking for work, we have courses to help you: -
- Update your job search and job applications skills
- Evaluate your current skills and personal attributes
- Understand the skills and attributes needed for different types of work
- Plan and prepare for successful interviews and improve your interview technique

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:
- o **One** item from the first list; <u>or</u>
- o **Two** items from the second.

List 1: One item required
- o Passport.
- o EC identity card.
- o Full driver's licence (with photo).

List 2: Two of the following which are currently in use, are required
- o Standard acknowledgement letter (held by people seeking asylum).
- o Rent book/tenancy agreement.
- o Current credit card or charge card.
- o Bank or Building Society book.
- o Letter showing home address.
- o Full driver's licence (non-photo).
- o ES40 and JSA agreement.
- o Medical card.
- o Services identity card.
- o Household Utility bills.
- o Bail sheets.
- o Original birth certificate.
- o Marriage certificate.
- o Senior Citizen travel-pass with photograph.
- o Any other form of ID.

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