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

Course Information Sheet 2026/27
IT Qualification Course

Course title:	**Introduction to ICT Skills – Entry 3**		**Code: B504**
Tutor:	Fiona Dutton		
Day & Time:	**Friday** 9.30am to 12.00noon		
Start & End Dates:	**Term 1** 25/09/2026 – 04/12/2026	**Term 2** 08/01/2027 – 19/03/2027	**Term 3** 16/04/2027 – 25/06/2027
Number of sessions:	10	10	10
Venue:	Bury Adult Learning Centre		**Room No: 13**
Learner numbers:	Minimum	Maximum	
	9	12	
Costs:	Full Fee	Discounted Fee	
	£308.00	Free	

What will I learn on this course?

This course will improve your digital literacy; help you build your ICT and digital skills for everyday life. You will learn how to use computers, tablets, and phones with more confidence.

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

- Open and use different programmes
- Use your device safely and understand online safety
- Find information and communicate online
- Create and edit simple documents
- Type and change text (size, colour, style)
- Add pictures to your work
- Create simple slides and present information
- Send and receive emails

Syllabus and qualification units:

You will work towards Open Awards ICT Skills Entry 3, completing 3 units:

- **Microsoft Word** (3 credits) – Software to edit text
- **PowerPoint** (3 credits) – Presentation skills
- **Internet and Email** (3 credits) – Online safely and world wide web

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 good command of the English language to understand written and verbal instructions.
- If you are an ESOL learner, you must have at least an Entry 3 qualification or demonstrate proficiency at that level.
- You are expected to understand using a computer at Entry Level 3 or demonstrate skills at that level.
- A pre-course interview is required to complete a skills assessment to make sure this is the right course for you.

What could I do next?

- You can further develop your skills by progressing onto the Essential Digital Skills Qualification Entry 3 or Introduction to Digital Media.
- 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 at 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.