

Course Information Sheet 2025/26 IT Qualification Course

Course title:	ICT Skills for ESOL: Entry 3		Code: B524
Tutor:	Sultana Shaheen		
Day & Time:	Friday 12:30pm to 2:30pm		
Start & End Dates:	Term 1 26/09/2025 – 05/12/2025	Term 2 16/01/2026 – 27/03/2026	Term 3 24/04/2026 – 03/07/2026
Number of sessions:	Learners are expected to enrol for 30 sessions (you need to attend every session)		
Venue:	Bury Adult Learning Centre		Room No: 30
Learner numbers:	Minimum	Maximum	
	14	18	
Costs:	Full Fee	Discounted Fee	
	£231.50	Free	

What will I learn on this course?

This short course will use computers and the internet to help you learn about what it means to be a responsible citizen in the UK. We will use easy-to-understand websites, pictures, and videos to explore these important topics together.

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

- Find, open & save files from a pen drive/USB.
- Use the computer to edit, format & improve posters, letters, flyers & tables.
- Proofread and correct documents.
- Find & insert pictures, logos and word art.
- Use email to send and receive information.
- Copy information into an email message.
- Create a PowerPoint Presentation
- Use the internet to find images for use in a document.

What syllabus will I follow?

Gateway Qualifications

Entry Level Award in Living and Working in the UK (Entry 3)

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 an Entry 2 qualification.

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?

- Essential Digital Skills Qualification Entry 3

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.

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.