

Course Information Sheet 2025/26 Foundation Qualification Course

Course title:	Introduction to Digital Media		Code: HSFB422
Tutor:	Fiona Dutton		
Day & Time:	Thursday 1:00pm to 3:00pm		
Start & End Dates:	Term 1 25/09/2025 – 04/12/2025	Term 2 15/01/2026 – 26/03/2026	Term 3 23/04/2026 – 02/07/2026
Number of sessions:	Learners are expected to enrol for 30 sessions (you need to attend every session)		
Venue:	Bury Adult Learning Centre		Room No: 13
Learner numbers:	Minimum	Maximum	
	7	8	
Costs:	Full Fee		Discounted Fee
	£233.50		Free

What will I learn on this course?

This course will show you the simple ways to keep, watch, and share your photos and videos on the computer.

You'll also learn about different cameras you can use to take pictures. We'll talk about what's good and not so good about each one.

During this class, you'll get to take lots of photos, both inside and maybe on some trips outside.

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

- Know the different kinds of cameras you can use.
- Take photos and look at the pictures you took.
- Put your photos onto the computer and save them.
- Make your photos bigger or smaller and put them where you want on a page.
- Print your photos.
- Know the best ways to keep your photos, music, and videos safe on the computer.
- Understand why it's important to make copies of your files.
- Choose the right things to watch your videos and listen to your music on.
- Know the rules about sharing things like photos and videos online.
- Learn how to share your photos and videos with other people online.
- Understand how your phone, computer, and other things can talk to each other.
- Move your photos and videos from your phone to other things.

What qualifications/units will I complete?

Entry 3 Open Awards Digital Media and Photography Units:

- Digital Photographic Processing – 1 credit
- Taking Photography 3 credits
- Digital Media 2 credits

Upon successfully completing the course you may be eligible for a tablet

Additional information

This course is ideal for learners who are neurodivergent, support will be within the class if needed. A pre course interview is required. Please contact Learner Services on 0161 253 5772 to arrange this.

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.

Regular attendance is essential for you to succeed.

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

What will be expected of me?

- Attend sessions and be willing to work as part of the group. During the course, you will build up a portfolio of work, which may include photos and video.
- A commitment to learn and regular punctual attendance.

What will I need to provide myself?

Please check the class is running before buying anything.

You will need a A4 file, suitable writing materials and paper. Your tutor will discuss materials at the first class.

What could I do next?

- ✓ E3 open awards Introduction to ICT

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. Please ask for details when you attend your interview with Learner Services.

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.