

Computing, Digital and IT

IT User Skills/Essential Digital Skills (Online)

In Brief

Start Date / Duration

The course can be started at any point throughout the academic year. This course runs for 6–10 weeks depending on which level you enrol to. We recommend that you allocate approximately seven hours per week to your studies online. This can be done flexibly to suit you.

Entry Requirements

- Aged 19 or above
- Have not previously completed the course you wish to enrol on
- Have basic IT skills
- Successful completion of ICT and English assessments (undertaken to determine which course is most suitable for you)
- Have your own laptop or PC and internet access (this course is fully online)

You will achieve

You will gain one of the following nationally recognised qualifications:

1. TQUK Level 2 IT User Skills course
2. NCFE Level 1 Essential Digital Skills
3. NCFE Entry 3 Essential Digital Skills.

The decision which course students are assigned to is based on your assessment results.

Course Overview

Gain essential digital skills with our online course, ideal for enhancing IT proficiency. Learn Microsoft Office (Word, Excel, PowerPoint) via the Skills Network's interactive platform, featuring engaging content, virtual tutors, and flexible study options. Perfect for building IT knowledge and competence with support from a personal tutor.

Course Content

The decision to which course level learners are assigned is based on their BKSB English and ICT Initial and Diagnostic Assessments results.

- Level 2 IT User Skills: English Level 1 minimum and ICT Level 1 minimum.
- Level 1 Essential Digital Skills: English Entry 3 minimum and ICT Entry 3 minimum.
- Entry 3 Essential Digital Skills: English Entry 2 minimum and ICT Entry 2 minimum.

TQUK Level 2 IT User Skills

This course is split into five manageable units:

- Unit 1: Using IT to increase productivity
- Unit 2: IT software fundamentals
- Unit 3: IT security for users
- Unit 4: Presentation software
- Unit 5: Spreadsheet software

NCFE Level 1 Essentials Digital Skills

This course is split into five manageable units:

- Unit 1: Using devices and handling information
- Unit 2: Creating and editing
- Unit 3: Communicating
- Unit 4: Transacting
- Unit 5: Being safe and responsible online

NCFE Entry 3 Essential Digital Skills.

This course is split into five manageable units:

- Unit 1: Using devices and handling information
- Unit 2: Finding and evaluating information
- Unit 3: Managing and storing information
- Unit 4: Identifying and solving technical problems
- Unit 5: Developing digital skills

How will I be assessed?

For Level 2 course: You will submit assignments for each of the five units that will be assessed by your specialist teacher to achieve this qualification. This course does not require you to sit exams.

For Entry and Level 1: You will be assessed via a computer based exams. Learners will need to attend College to take this exam.

What Equipment Will I Need?

You will need a computer/laptop with internet connection if completing the course via the online platform.

Where will I study?

You will study fully online within a virtual learning platform along with the support of your specialist teacher via MS Teams.

What can I do next?

Upon completion of this course, you could progress onto further qualifications in the IT User Skills suite at Levels 2 or 3 or sector specific qualifications such as:

- Level 2 Certificate in Principles of Business and Administration
- Level 2 NVQ Certificate in Business and Administration
- Level 2 Certificate in Customer Service
- Level 2 NVQ Certificate in Customer Service

How much does the course cost?

Entry 3 Essential Digital Skills and Level 1 Essential Digital Skills have funding available, which means if you are eligible you may not have to pay. See the drop down box below for more information.

Level 2 IT User Skills is £405.50. There is no funding available for this course, so all learners must pay the full fee.

19+ Students

Aged 19 or over and thinking about Further Education? You may be eligible for free or reduced course fees. Please refer to our page ['paying for your course.'](#)

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on 01226 216 267.

Extra information

Eligibility for Funding – Essential Digital Skills

Entry 3 Essential Digital Skills and Level 1 Essential Digital Skills have funding available, which means if you are eligible you may not have to pay.

Part-time courses are only available for students who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £23,400 a year, or if you are unemployed and receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. You will

need to provide evidence of your eligibility which will be checked at enrolment.

This course is funded by *South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA)*. You must be living in the South or West Yorkshire regions to qualify for funding.

Level 2 IT User Skills has no funding available so all students must pay the full fee of £405.50.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [<mailto:info@barnsley.ac.uk>]

Want to join Barnsley Sports Academy and Honeywell Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>].

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Call 01226 216 769 for further information.

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 26th November 2024

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**