GoLearn!
Leicestershire Adult Learning Service

Digital Skills

Our Digital Skills courses can give you both recognised IT qualifications that employers are looking for, and useful skills for everyday life.

Visit our website

www.GoLearnLeicestershire.ac.uk

We offer everything from Essential Digital Skills qualifications, designed for absolute beginners, through to the advanced ICDL Level 3 certification.

If you are looking to learn IT skills for everyday life, we have a range of introductory courses which are perfect for absolute beginners... and those looking to gain a little more confidence.

We also offer a range of specialist IT courses, perfect to boost your skills at work, or simply to discover a new hobby! Specialist subjects include: Adobe Photoshop Elements, Sage Accounting and Website Design.

Digital Skills Qualifications

On our accredited courses you will be working towards a recognised qualification ranging from Entry Level, to Level 3. Before enrolling on one of our accredited courses, you will need to complete a short online assessment which will help us gauge your current working level, and ensure you are matched to a course which is suitable for you.

Course	No. of Weeks	Hours per week	Online	Classroom Based
Digital Functional Skills Qualification - Entry Level	16 weeks	2.5 hrs	N	Y
Digital Functional Skills Qualification - Level 1	16 weeks	2.5 hrs	N	Y
Certificate in Digital Skills - Level 1 or 2	25 weeks	2 hrs	N	Y
Certificate in Digital Skills (ICDL Advanced) - Level 3	54 weeks	2.5 hrs	N	Y

If you require more information on these courses or wish to discuss which qualification will best meet your needs, get in contact with the team for an informal chat. (Contact details on the back page.)

Digital Skills for Beginners

Our beginners' courses are designed for absolute IT beginners, and you will work alongside your tutor to learn the basic Digital Skills to help you with life and work. These courses offer progression onto our accredited courses if you so wish.

Course	No. of Weeks	Hours per week	Online	Classroom Based
Digital Skills for Beginners	2 weeks	3 hrs	N	Y
Introduction to Smartphones and Tablets	1 week	3 hrs	N	Y
Apps for Wellbeing	1 week	3 hrs	N	Y
Everyday Digital Apps	1 week	3 hrs	N	Y

Specialist Digital Skills

Our specialist courses give you an opportunity to develop your skills and knowledge of using specific IT systems. They are perfect for anyone with some existing IT skills looking to explore a new hobby, or develop their knowledge of systems used in the workplace.

Course	No. of Weeks	Hours per week	Online	Classroom Based
Photoshop Editing Techniques	5 weeks	2 hrs	N	Y
Website Development (Wordpress)	12 weeks	2.5 hrs	N	Y
QuickBooks	3 weeks	3 hrs	N	Y
Website Development: E-Commerce (WordPress)	12 weeks	2.5hrs	N	Y

For more information on our Digital Skills courses, or to book a skills assessment, you can:

Scan the QR code below to visit us online at **www.GoLearnLeicestershire.ac.uk.**

Call us on FREEphone 0800 988 0308 to speak to a member of the Enrolment Team.

Visit one of our Enrolment Centres in-person to discuss courses and enrol face-to-face. Details of our centres are available on our website at **www.GoLearnLeicestershire.ac.uk/venues**.

Email us at **adult.learning@leics.gov.uk** to request information or arrange a time for our team to get in touch.

**Check out our new website
www.GoLearnLeicestershire.ac.uk**

**Get in touch by phone
FREEphone 0800 988 0308**

**Why not connect with us on socials
Search for #LeicsGoLearn**

100% recycled
When you have finished with this
brochure, please recycle it.

In need of some direction?

If you need help understanding your learning, training, career, work or life goals, get in contact with us to book an appointment with one of our Learning and Work Advisors today! One-to-one information, advice and guidance sessions are completely FREE and impartial.