Digital Skills Curriculum Plan 2025 - 2026

Accredited Qualifications

Pre-Entry Level Awards in:

Digital Awareness & Internet Safety
Digital Communications
Digital Documents
Using Digital Devices & the Internet

Entry Level 3
in Essential Digital Skills

Level 1
in Essential Digital Skills

Level 2
Award in Digital & IT Skills

Level 2
Certificate in Digital & IT Skills

Level 2
Extended Certificate in Digital & IT Skills

Individual Initial Assessments

Beginners Entry 3 Qualification

Improvers Level 1 Qualification

Intermediate Level 2 Qualifications

Advanced

Community Learning Courses

Computers for the Absolute Beginner - an introduction to IT
iPad for Beginners
Android Tablet for Beginners
Android Smartphone for Beginners
iPhone for Beginners
How to buy and sell online
Office for Beginners
Word for Beginners
Excel for Beginners
Desktop Publishing for Beginners
PowerPoint for Beginners
Beginners Computers
Internet & email for Beginners

iPad for Improvers
Android Tablet for Improvers
Android Smartphone for Improvers
Word for Improvers
PowerPoint for Improvers
Excel for Improvers
Digital Skills for Improvers

Advanced Word
Advanced Excel
Advanced PowerPoint

Community Learning Workshops

Word Taster
Excel Taster
Fabulous Formulas
Glorious Graphs
Getting started with the Internet
Getting started with NHS apps
Basic IT Skills Workshop
Getting the most out of your email
Getting the most out of your Android Smartphone
Getting the most out of your iPhone
Getting the most out of your Android Tablet
Getting the most out of your iPad
e-safety
Getting the most out of your online Library membership

Digital Confidence **Further Study** **Self-Employment & Enterprise** **Employment** **Volunteering**