

Looking for a non-accredited course? Updated 2026

Taster or Workshop	Beginners Level	Improvers level
Looking for a.....	course	
1week taster 2-3 Hours or 2 week workshop 3-4 hours	Word Taster	
	Excel Taster	
	Getting started with NHS apps	
	Basic IT Skills Workshop	
	How to buy and sell online	
	<i>Coding tbc</i>	
6 GLH eg 3 sessions x 2 hours	Android Smartphone for Beginners	
	iPhone for Beginners	
	iPad for Beginners	
	An introduction to AI for Beginners	
	PowerPoint for Beginners	
	Excel for Beginners	
	Word for Beginners	
	How to safe & smart online	
	Android Smartphone for Improvers	
	iPhone for Improvers	
	Excel for Improvers	
	Word for Improvers	
	PowerPoint for Improvers	
16 GLH eg 8 weeks x 2 hours	Computers for the Absolute Beginner – an introduction to IT	
22 GLH 11 weeks x 2 hours	Digital Skills for Improvers	
	Beginners Computers	

Looking for an accredited course?

Course length	course
20 GLH (each)	Pre-Entry Level Awards (portfolio based) (is a under tailored learning now although it is certified) in: • Digital Awareness & Internet Safety • Digital Communications • Digital Documents • Using Digital Devices & the Internet
45 GLH + sessions for assessment	Entry Level 3 in Essential Digital Skills (online exam at the end) ** will need a session for the mock exam, a recap and live exam (eg 48 GLH for planning)
45 GLH + sessions for assessment	Level 1 in Essential Digital Skills (online exam at the end) ** will need a session for the mock exam, a recap and live exam (eg 48 GLH for planning)
48 GLH	Level 2 Award Digital & IT Skills (Portfolio based)
120 GLH OR 72 GLH**	Level 2 Certificate Digital & IT Skills (Portfolio based) **The whole course is 120 GLH BUT if ALL learners have progressed from the Award and RPL those credits then the course can be reduced by 48 GLH, which makes it 72 If learners are on the course who have not progressed, then their course must be 120 GLH, as they won't have banked any credits