

Entry Level Essential Digital Skills (Entry 3)

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Wednesday 14th January 2026
Duration	Part-time, 16 Weeks
Time	09:30 - 12:00
Fee	£ 135.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CYEA-1100

Course Overview

The Entry Level 3 Essential Digital Skills Qualification is intended to support adults who want to join the digital world by learning digital skills for life, their work or for use in further study.

Course Requirements

No previous formal qualifications are required for entry to this qualification, although some existing computer skills are required. This course is not for complete beginners.

The DfE national standards in essential digital skills acknowledges that some adults may need support to handle and use digital devices for the first time and learn the following foundation skills before enrolling on an entry level course.

Learners should normally have English skills at the level below their chosen qualification as a minimum.

What You Will Learn

Using digital devices and handling information

This skills area covers a basic understanding of hardware, software, operating systems and commonly used applications, how to manage and store information, and identify and solve simple technical issues.

Creating and editing

Students will first learn to create and edit documents. Students will be taught to use applications to edit, enhance and format different types of information for a range of purposes and audiences.

Communicating

The communication skills area requires students to demonstrate an understanding of electronic communications, such as email and video calls.

Transacting

This skills area involves the ability to complete and submit an online form, comply with digital verification checks, and purchase an item or service online.

Being safe and responsible online

The final skills area is to understand the importance of digital wellbeing. Students will learn about being responsible online, including privacy and data protection, backing up data, and understanding the psychological health risks of online activity.

Assessment

There will be an E-assessment at the end of course.

Progression

Level 1 qualification in Essential Digital Skills

Career Options

Almost all jobs require some competence in digital skills, so this course is ideal for anyone looking for employment in any role or sector. This qualification will definitely enhance your CV!

Mandatory Units

Using devices and handling information

Creating and editing

Communicating

Transacting

Being safe and responsible online

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.