

Adult Learning - Course Information Sheet



AFDK04_ - Digital Functional Skills

Virtual Classroom - Google Classroom
classroom.google.com

Start Date: 09 September 2026
End Date: 25 November 2026
Start Time: 9:30AM
End Time: 11:30AM
Day: Wednesday
Sessions: 12
Tutor: Mrs Luci Ogunro

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What will I learn?

Using Devices and Handling Information: Confidently use hardware and software, manage files and folders, and use search engines to find and store information.

Creating and Editing: Create and edit digital documents (such as letters or posters) and capture/edit images and media.

Communicating: Use email, social media, and video calling tools professionally and safely to stay connected.

Transacting: Learn how to use online forms, manage online accounts, and carry out secure online transactions (e.g., shopping or booking appointments).

Being Safe and Responsible Online: Understand the importance of cybersecurity, protecting personal data, and recognizing digital well-being (online etiquette and staying safe).

What will I need to take part?

Delivery Model: A 13-week "short-intensive" program. Sessions are held once a week for 2 hours.

Methodology: A hybrid approach using classroom-based practical demonstrations and independent practice via Google Classroom.

Sequencing: The course starts with "Device Basics and Safety" to build a secure foundation, moving into "Content Creation" and "Communication," and finishing with "Transactions" and "Mock Assessments" to prepare for the final qualification.

Assessment: Learners will complete a series of practical tasks and a final controlled assessment to achieve the City & Guilds qualification.

What to expect

Learners should bring a notepad and pen for taking notes. While NALS provides devices (laptops/tablets) during the face-to-face sessions, it is recommended that learners have access to a computer or tablet at home with an internet connection to practice their skills and access Google Classroom between sessions.

Where can it lead to?

Progression: Successful completion of Entry 3 allows progression to Level 1 Digital Functional Skills. Level 1 earners can progress to more specialised IT qualifications or Level 2 Functional Skills.

Employment: This qualification provides the "Digital Baseline" required for most administrative, retail, and care roles.

Achievement: Learners will receive a nationally recognised Digital Functional Skills certificate, proving their competency to employers and further education providers.

AFDK04_ - Digital Functional Skills

Course eligibility and fees

You may be able to study this course for free under the government's legal entitlement rules if you are:

- aged 19 or over on 31st August in the funding year
- resident in England, outside a devolved adult skills funding area.
- ordinarily resident in the UK on the first day of learning.
- Able to provide evidence of your identity, residency, prior qualifications.

and:

- You need English or Maths up to and including Level 2.
- You need essential digital skills up to and including Level 1.

Asylum seekers may be eligible for funding in some circumstances, including where they have lived in the UK for 6 months or longer while their claim is being considered, or where they receive certain types of local authority support. We will check this with you at enrolment.

If you meet the legal entitlement rules, we will not charge you a course fee. If you are not eligible for public funding, including some international students or people not ordinarily resident in the UK, you will need to pay the full course fee; we will confirm your eligibility during enrolment.

If you are co-funded or not eligible for public funding, your first exam attempt will be included in the course fee. Any subsequent resits will incur an additional fee, which must be paid before the exam is booked.

These requirements are not exhaustive, and other conditions may apply for more information or to see whether you may qualify contact Adult Learning Northants or fill out our Online Eligibility Checker tool to see whether you might qualify - <https://forms.office.com/e/Wv2Mb9nSz6>

Funding is subject to eligibility checks and course availability.

Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>