



Digital Skills

IT skills for employability

'As one of the largest providers of skills, training and employment services in the UK, **learnirect** has helped more than 4.5 million people to learn new skills and enter the digital world. We have worked with BCS on the development of this programme to support our vision of helping people realise their potential.'

Dereth Wood
Group Director of Learning **learnirect**

Delivering skills for employability

In our recent employer survey, 81% told us they look for evidence of digital skills when recruiting. It's a bleak outlook for job seekers who don't have the skills to use a computer or get online. Improving their digital literacy is one of the most important steps they can take towards securing a job.

Digital Skills is the qualification that gives unemployed people the skills they need to search and apply for work.

Eligible for funding, our course is designed to build confidence as well as ability, so your learners feel ready and able to face the employment market and progress to further learning.

Your complete training solution

Digital Skills is the only funded qualification at entry level to offer a complete employability skills training solution for your centre.

And while Digital Skills stands out from our competitors, its price doesn't. We've developed a registration package that includes e-learning, classroom resources, diagnostic tests, online assessment, instant results and resits – at a price comparable with the more limited packages in the market.

	e-learning	Online testing	Instant results	Resits
Digital Skills	✓	✓	✓	✓
Competitor 1	✗	✓	✓	✗
Competitor 2	✓	✗	✗	✓
Competitor 3	✓	✓	✗	✗

Easy to learn

Our interactive e-learning is delivered in flexible, bite-sized chunks which enable your learner to develop practical digital skills at a pace comfortable to them.

Digital Skills is offered as an Award and a Certificate. Both cover getting online, using email, and an introduction to basic computer skills. The course engages with your entry-level learners from start to finish by combining these essential employability skills with digital media know-how.



'72% of employers wouldn't even interview entry level candidates with no IT skills.'

Tinder Foundation

Enjoyable learning, employable learners

Our Digital Skills qualification helps get people into employment by delivering content that is both relevant and fun to learn. This motivates your learners to complete the course – potentially reducing drop-out rates – and when your learners leave your centre, they're armed with the right skillset, drive and enthusiasm to enter the job market and find work.

Relevant

Our Digital Skills content reflects the competences your learners will need in today's employment market, including the skills to:

- search for employment online
- register and login to jobsites
- use social networking to find jobs
- apply using online forms
- format documents and letters
- send and receive emails

Enjoyable

Digital Skills combines essential computer skills with training on other digital media devices, showing learners how to get the most from devices such as digital cameras, smartphones and tablets, as well as social networking channels.

These elements maximise course engagement. Your learners enjoy their training experience and become more committed to the course. This accelerates confidence and helps them take smoother digital steps towards employability.

The Digital Skills Award is made up of four units: Computer basics and Online basics are mandatory units with two further units chosen from the remaining five.

The Digital Skills Certificate comprises all seven units.

Computer basics

Understanding the desktop and how to create and print documents.

Online basics

Getting online, searching online, sending and receiving emails, and understanding security risks.

Social networking

Managing personal profiles and groups, posting messages and uploading photos.

Digital media

Understanding file types and sizes, storing files, backing up and sharing data, and connecting devices using wireless technologies.

Digital music

Purchasing music online, and managing and organising digital music collections.

Digital photography

Taking photos, organising photo collections and carrying out simple editing.

Audio and video software

Capturing, playing back, transferring and sharing audio and video, and basic editing.





We've developed engaging courseware

So you don't have to

As the leading awarding body for IT, we're at the forefront of innovation in learning delivery and assessment. Our Digital Skills e-learning uses the latest instructional design techniques to connect with your learners.

Its simple layout and navigation is easy for your learners to follow, with minimal supervision. Learning is delivered via clear on-screen and audio instructions followed by basic tasks for the learner to complete. 'Knowledge checks' at the end of each section validate understanding as they progress through the content.

Our e-learning brings the subject to life using real-world images which simulate real scenarios. For entry level learners, it's the ideal environment in which to practice their budding digital skills, develop their confidence and prepare for the job market.

You can be as flexible as you like with your training methods; the course suits classroom delivery, one-to-one training and self-study (though learners will gain from having the opportunity to discuss their progress with a tutor).

The material reflects the syllabus throughout, so candidates have the best chance of success once they reach assessment.



Assessment

The automated online assessment process delivers instant results so there's no need for marking or moderation.

Prior to the live assessment, your learners complete a diagnostic test which highlights strengths and weaknesses. If they don't pass the live assessment first time, further feedback is instantly provided identifying any training needs – and a resit (per unit) is included in their registration package.

To see a demonstration of our e-learning, call us on **01793 417 445** or email bcssales@hq.bcs.org.uk

For more information visit bcs.org/digitalskills



BCS Digital Skills

Our Award and Certificate are designed to give people the skills and confidence they need to get online. Digital Skills offers a complete learning solution, including e-learning, diagnostic tests, online assessment and more.

	Digital Skills Certificate ¹	Digital Skills Award ²
QCF level /credit value	Entry level 3 / 13 QCF credits	Entry level 3 / 7 QCF credits
Guided learning hours	100	54
QAN	600/1848/3	601/3447/1

Units	QCF credits	
Computer basics	2	2
Online basics	1	1
Social networking	2	2
Digital media	2	2
Digital music	2	2
Digital photography	2	2
Audio and video software	2	2

¹BCS Entry Level Certificate in Digital Skills (ITQ) (Entry 3) (QCF)

²BCS Entry Level Award in Digital Skills (ITQ) (Entry 3) (QCF)

■ optional units, choose two

Digital literacy pathway

The Digital Skills approach to learning builds confidence and encourages learners to continue their personal development. Our digital literacy pathway gives them the opportunity to reach A-level standard.

Qualification	Digital Skills	ECDL	ECDL	ECDL
QCF level	Entry	1	2	3
Equivalent to	n/a	GCSE grade D-G	GCSE grade A*-C	A-level

About BCS, The Chartered Institute for IT

We enable the global information society by improving the IT skills of everyone who uses, or wants to use, technology. The leading awarding organisation for IT qualifications, we work with partners in schools, adult education, government and business in the UK and across the world. We are experts in our field and at the forefront of innovation in learning delivery and assessment.

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