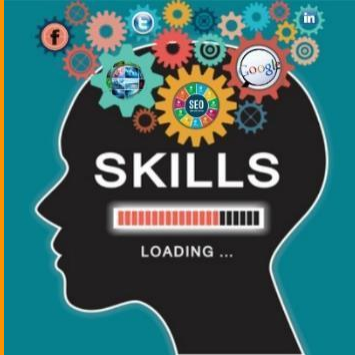


Bridging the Gap Digital Skills

Course Information Sheet



Whether you're looking for a new job or want to start your own business, digital skills are the key to success. The role of Digital Skills is central to learning and progression. The Bridging the Gap Digital Skills course will support students with any Digital Skills needs as part of their programme or life skills.

Bridging the Gap Digital Skills programme has been designed to support students achieve the necessary entry requirements for their course and life skills.

There are no exams for this course.

Entry criteria

The minimum English Language skills equivalent required are:

- A1 level qualification (Home Office's list of recognised English tests)
- Functional Skills Level E2-E3 in English and maths

Students will complete an English, Maths and Digital Skills initial assessment as part of the enrolment and registration process.

Course duration and start dates

Course duration: Six weeks

Course start dates: Flexible start dates throughout the year.

Attendance details

Days:

1 day a week – Tuesday

Attendance arrangements:

E-learning and Tutor Support

Homework and self-study:

Students will need to commit 2-4 hours a week for homework and for self-study (reading, research and e-learning).

Assessment/exam arrangements

Not applicable

Resources or equipment required for your course

Notebook, ruler, pen, pencil and a device (laptop) for online learning.
*If you do not have access to a PC or laptop, access to PC or laptop is available at the centre.

Certification and Accreditation details

Not applicable

Skills Developed on Course

- **Online Safety**
 - Passwords
 - Viruses and suspicious emails/links
 - Privacy settings and managing pop-up blockers
 - Being safe online
 - Know the law - your rights and responsibilities
- **Google Suite Basics**
 - Google system overview
 - Docs
 - Sheets
 - Forms
 - Google Drive
 - Gmail
 - Other features and where to find them

	• Microsoft basics ◦ MS system overview ◦ Word ◦ Excel ◦ PowerPoint basics • Online learning and collaboration tools ◦ Zoom and Google Meet ◦ Google Classroom ◦ Nimble ◦ Other online learning and collaboration tools • Word Processing ◦ Converting documents between Microsoft / Google Docs / PDF ◦ Downloading and uploading documents ◦ Inserting tables and picture files to documents ◦ Changing fonts and colours • Understanding and working with different devices and software types ◦ PC's, Laptops and Netbooks ◦ Chromebooks ◦ Phones and Tablets ◦ Operating Systems (Android, Apple etc.) • Online Research Module ◦ Search Engines ◦ Research Tools ◦ Referencing/Bibliography
Personal and Professional Development	Students on this programme will benefit from two days of dedicated Personal and Professional Development. These are skills that will enhance student's learning both personally and professionally.
Progression options	Further learning and courses at LSDN: • Bridging the Gap English • Bridging the Gap maths • Functional Skills English • Functional Skills maths Further learning and courses outside of LSDN: • Functional Skills ICT
Career opportunities at LSDN	• Railway Engineering • Construction • Security and Public Safety • Teaching Assistant • Childcare and Early Years • Green Skills (Retrofit and Energy Efficiency)
Delivery organisation	London Skills & Development Network (LSDN)
Delivery locations	2nd Floor, Suffolk House, George Street, Croydon, CR0 0YN Unit 3 Norfolk House, Wellesley Road, Croydon, CR0 1LH
Call or email	020 3784 1294 / 07823 494 687 info@lsdn.org.uk