



Skills for life in a **digital world**

Digital Skills

'Digital skills are now vital for education and employment...we know that you're 25% more likely to get work when you have web skills.'

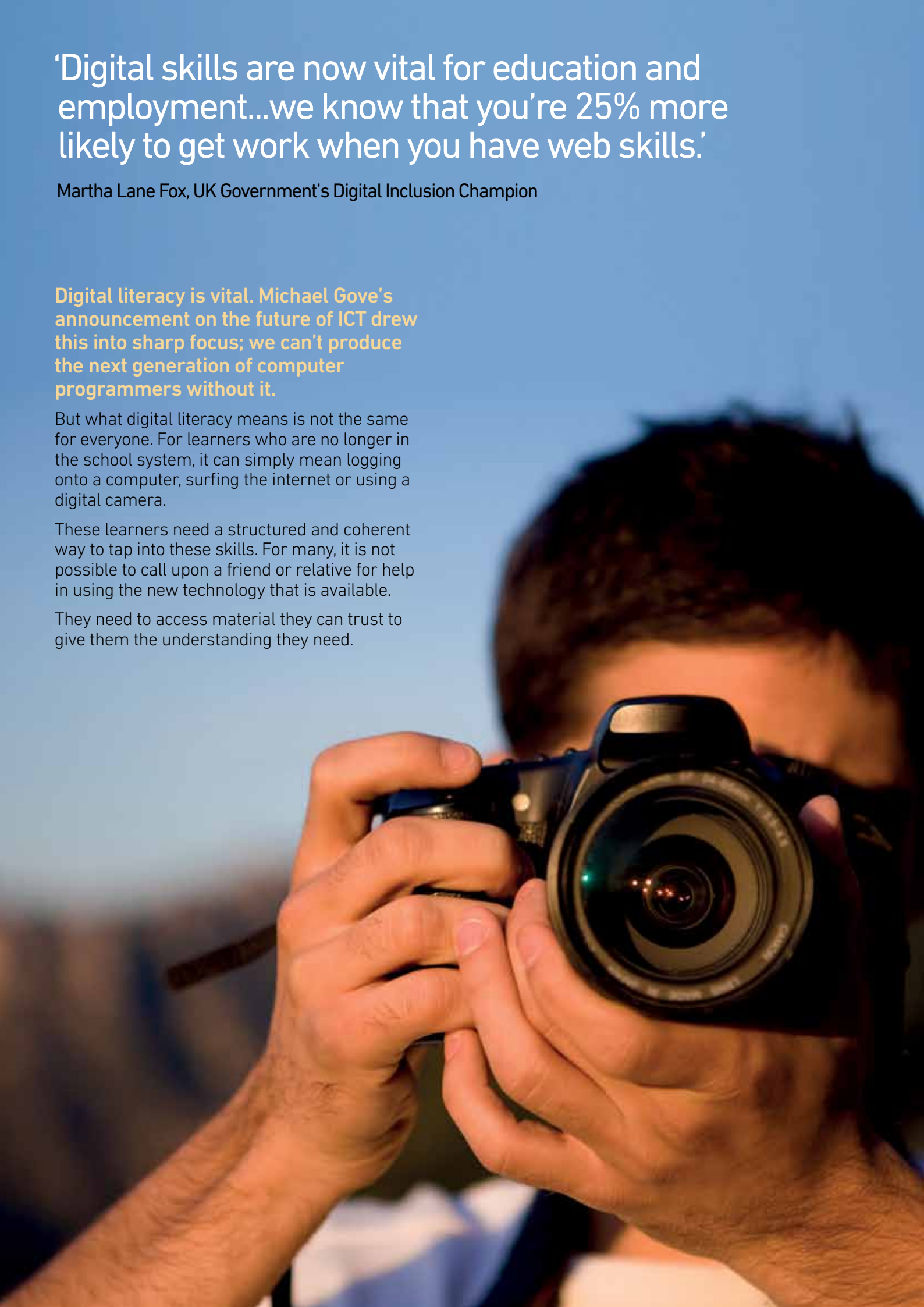
Martha Lane Fox, UK Government's Digital Inclusion Champion

Digital literacy is vital. Michael Gove's announcement on the future of ICT drew this into sharp focus; we can't produce the next generation of computer programmers without it.

But what digital literacy means is not the same for everyone. For learners who are no longer in the school system, it can simply mean logging onto a computer, surfing the internet or using a digital camera.

These learners need a structured and coherent way to tap into these skills. For many, it is not possible to call upon a friend or relative for help in using the new technology that is available.

They need to access material they can trust to give them the understanding they need.



Digital Skills



Digital Skills is the new entry level course from BCS, The Chartered Institute for IT, which combines IT user skills with digital media skills.

Skills for life in a digital world

Digital Skills appeals to people of all ages, looking to gain the confidence and know-how to use and enjoy today's online and digital devices.

Many qualifications at this level assume some prior knowledge of digital technology. Digital Skills does not make this assumption but instead provides learners with their digital literacy at their pace.

The qualification encourages foundation learners and inspires them to progress to more advanced learning.

Learners relate directly to the content which features current products and websites including facebook, iTunes and Picasa.

Digital Skills is available in two versions

The 2-unit option enables learners to get started on a computer and the internet:	Computer basics Online basics
The full 7-unit option provides the basics as well as the skills to enjoy a range of other digital media:	Computer basics Online basics Audio and video software Digital photography Digital music Social networking Digital media

'I would definitely recommend the suite to other trainers as it can help people at all levels of competence...there is always something new to learn.'

Trish Breen, Waterford Chamber Skillnet Manager and Trainer

'Digital Skills offers a user friendly approach with the support of audio, text and clear visuals.'

Sarah Carroll Kelly, Head of Media Department, Stillorgan VEC

Digital Skills training and assessment is delivered online. All your learner needs is a computer with internet access - making the qualification ideal for in-class, distance or blended learning.

The course is accessed using the individual username and password your learner receives at registration.

The training programme delivers high-quality, interactive reinforcement exercises, consistent throughout the units. The e-learning remembers your learner's progress and helps them to advance at a pace comfortable to them.

For each learner, you can access a full learning record showing you the units completed, time of last access, hours spent and assessment performance.

Digital Skills offers more funded learning hours than any other similar qualification on the market. This means you can provide the level of breadth and depth needed for your learners to become literate in digital technology.

Accessibility

Digital Skills is accessible for special needs education settings.

Accessibility features include:

- Audio transcripts for all training and assessment materials
- Specific themes to aid dyslexia or colour blindness
- A high contrast theme to aid learners with severe visual impairment

BCS Digital Skills – the facts

- Accredited on Register of Regulated Qualifications
- Entry Level 3 Certificate in IT User Skills (7 unit option)
- Entry Level 3 Award in Computer and Online Basics (2 unit option)
- 15 or 100 guided learning hours
- Eligible for funding
- Complete solution combining lesson plans, e-learning and testing





A closer look at the content

<i>Units</i>	<i>Learn how to...</i>
Computer basics	Get started on a computer
Online basics	Access the world wide web and use the internet
Audio and video software	Use video software, from making and editing videos to uploading content to YouTube
Digital photography	Benefit from simpler, faster and more affordable photography
Digital music	Play, organise and manage your music catalogue
Social networking	Make the most of social networking while staying safe
Digital media	Burn CDs and DVDs, make back ups and upload/download data legally

Assessment

Digital Skills is assessed online - learners answer a combination of knowledge and scenario-based questions. The assessment tests understanding in an innovative and interactive way which is suited to the level of learning.

When your learner is ready, you assign the time and date of the assessment which must be carried out at your approved centre.

'I am delighted with it...easy, step-by-step teaching.
I will be recommending it to everyone.'

Ronnie Garvey, Learner

BCS Digital Skills - the benefits

- Appeals to learners of all ages and abilities
- Choose from two versions to suit your learners' needs
- Encourages foundation learners to progress to more advanced learning
- Online delivery, ideal for in-class, distance or blended learning
- Assessment approach suited to level of learner
- Accredited on Register of Regulated Qualifications
- More funded learning hours than any other similar qualification on the market
- Engaging and relevant content to which learners easily relate
- Designed for accessibility
- Complete learning solution includes learning plans, training materials and assessment
- Your opportunity to work with the leading awarding body for IT
- Professional and efficient service from our dedicated client services team

Your next step



Digital Skills provides the complete learning solution - everything you need to deliver the course in one simple package including learning plans, training materials and assessment - with a single registration fee.

How to order

Our centralised ordering system makes purchasing fast and efficient. It is easy to order additional registrations throughout the year.

Already BCS approved?

If you are already a BCS approved centre you can place your order straight away simply by visiting the Approved Centre Forum.

To find out more visit www.bcs.org/approvedcentreforum

Need BCS approval?

Becoming a BCS approved centre is straightforward. Our dedicated client services team will guide you through the approval process, which typically takes less than a week. To find out more visit www.bcs.org/becomeapproved



The Awarding Body for IT

BCS, The Chartered Institute for IT, is enabling 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.

IT user qualifications portfolio

	Entry Level 3	Level 1	Level 2	Level 3
Award 1-12 Credits	Computer & Online Basics Online Basics	ECDL Essentials E-type E-safety ITQ	E-type ITQ	ITQ
Certificates 13-36 Credits	Digital Skills	Digital Creator ITQ	Digital Creator ECDL Extra ITQ	ECDL Advanced ITQ
Diploma 37+ Credits		ITQ	ITQ Diploma Apprenticeships Component	ITQ Diploma Apprenticeships Component

About BCS

Our mission as BCS, The Chartered Institute for IT, is to enable the information society. We promote wider social and economic progress through the advancement of information technology science and practice. We bring together industry, academics, practitioners and government to share knowledge, promote new thinking, inform the design of new curricula, shape public policy and inform the public.

Our vision is to be a world-class organisation for IT. Our 70,000 strong membership includes practitioners, businesses, academics and students in the UK and internationally. We deliver a range of professional development tools for practitioners and employees. A leading IT qualification body, we offer a range of widely recognised qualifications.

BCS Qualifications Client Services is committed to providing you with professional service and support at all times through a single, dedicated point of contact. With a flexible and proactive approach, our team will work together with you to ensure we deliver quality solutions that are right for you.

BCS The Chartered Institute for IT
 Qualifications First Floor Block D North Star House North Star Avenue Swindon SN2 1FA
 T +44 (0) 1793 417 530 E qualifications@hq.bcs.org.uk www.bcs.org/qualifications

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