North Lincolnshire Council | ADULT EDUCATION & COMMUNITY LEARNING

Moving on in Digital Skills - Tailored Learning

Course Name	Start Date	End Date	Site	Total Fees
Moving on in Digital Skills - Ashby Hub - Monday Morning - Tailored Learning	21/09/2026	28/06/2027	Ashby Community Hub	0.00

Course Description

Moving on in Digital Skills

– Tailored Learning

Content & Overview:
Improve your digital skills with confidence. This 10-week practical course is designed for adults with some experience using computers. You'll expand your knowledge of the basics. Come and build your digital confidence in a friendly and supportive environment.

The courses will run on Monday morning on the following dates:

21.09.2026 - 30.11.2026
11.01.2027 - 22.03.2027
19.04.2027 - 28.06.2027

Course content:
• Set up a personal email account• Send, receive and reply to emails• Send emails with attachments • Create a new folder to store files• Downloading from emails• Search online for specific information• Recognise secure and reliable websites• Recognise common online scams• Recognise spam or phishing emails• Understand basic online safety and privacy• Create strong passwords and keep them safe• Create and edit simple documents on Microsoft Word• Format text (bold, bullet points, font size)

By the end of the course, you will be able to:
• Use a computer and the internet with greater independence
• Stay safe and make informed choices when using digital technology
• Feel more confident using technology in everyday life
• Progress onto an Entry 3 Essential Digital Skills Qualification

Delivery Method:
Face to face.

Suitable for:
Anyone finishing the Digital Skills for Beginners course and other adults with some IT skills who are lacking in confidence.

Entry requirements:
No previous IT qualifications.

Progression route:
Completion of this course should allow progression onto the Essential Digital Skills qualification.

DISCLAIMER:
You must be 19+ on 31 August 2026. You must also be resident in the Greater Lincolnshire County Council Area (GLCCA) on the first day of learning.

When applying for this course, you must provide evidence to confirm eligibility for funding, this includes proof of ID and proof of address. In addition, we will also require evidence if your income and or benefits, is £26,800 gross or below.

If you have not attached the evidence to your application, please provide using one of the following methods:

- In person - please bring to the Business Admin office (F09) at Ashby Community Hub
- Email - the evidence to **nlacl.enquiries@northlincs.gov.uk**

The business admin team will contact you if any other eligibility requirements are required, based on your individual application. Please note applying for a course does not mean you are automatically offered a place on the course.

If you need further assistance or have any questions, please contact our dedicated team will be happy to help – just call us on 01724 297146 or contact us on

https://northlincsadulteducation.co.uk/contact/