

UKSPF: Understanding Tech and Digital Services in Everyday Life



Course Level: Entry Level

Campus: Newcastle

Course Overview:

Do you feel left behind with technology? Would you like to get to grips with the digital world for your everyday life? This short, friendly course is for anyone who feels unsure or nervous about using digital devices through smartphones, tablets, laptops or computers. Whether you worry about staying safe online, using apps, or simply turning on a device, this course is a gentle introduction designed to build your confidence with technology used in everyday life.

What's Covered:

This beginner course is all about helping you feel more comfortable using digital technology at home and in your community. You'll learn through practical, supportive activities, and by the end of the 10 hours, you'll feel more confident doing everyday digital tasks.

You'll cover:

- How to turn on a device (and safely enter passwords or account details)
- Using basic controls such as a mouse, keyboard, or touchscreen
- Connecting to the internet securely
- Navigating home screens and opening apps
- Using accessibility tools to make devices easier to use
- Staying safe while browsing or shopping online
- An introduction to basic programs such as Microsoft Word and Excel

Entry Requirements:

There are no entry requirements for this course.

Assessment Information:

There are no formal tests or exams. Instead, your tutor will guide you through the course using verbal questions, simple tasks and an individual learning plan to help you track your own progress.

Fees and Financial Support:

This course is free

Progression:

After completing this 10-hour course, you may choose to continue learning by progressing to an Essential Digital Skills qualification at Entry Level 3 or Level 1, depending on your progress and confidence.

What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

You'll have access to college computers, tablets and other devices during lessons. If you have a smartphone or tablet at home, you're encouraged to bring it along so you can practise using your own device with support.

Our daytime classes are held in welcoming community venues near the college, where you'll meet other adults who are also learning and growing in confidence.

How do I find out more?

Please contact our Adult Education Team on 01782 254211 or email adult.education@nscg.ac.uk.