

Certificate in Digital Skills



At a glance



A practical course that builds advanced digital skills to enhance employment prospects and support independent living in various settings.

Pathway



- To gain the Certificate in Food Production & Service.
- To participate in work experience.
- To support trainees into either paid or voluntary work.

Funding




Sessions cost £14 per hour, with a recommended schedule of regular 5-hour sessions. Various funding options are available to cover tuition fees. Please contact us for more details.

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COURSE OVERVIEW



The Certificate in Digital Skills course equips trainees with essential digital competencies to support employment opportunities or independent living.

The course develops the knowledge, understanding, and digital skills trainees need to succeed in an office environment or to support everyday life skills. To help trainees achieve an advanced level of digital proficiency, the course is delivered in a clear and accessible format, blending practical skills training with hands-on work experience.

WHO IS IT FOR?



The Certificate is suitable for anyone over the age of 18 who is interested in working in various environments or enhancing their digital skills to gain greater independence, and requires additional learning support.

TOPICS COVERED



- Introduction to basic digital skills
- Digital security & cyber safety awareness
- Using digital tools for life & work (email, internet, social media)
- Video conferencing for life & work
- Digital finance skills (online banking, managing benefits, budgeting, & payment methods)
- Artificial Intelligence (AI) awareness.
- Digital hospitality tools & systems (ordering, ePOS, inventory, till, reservations, online menus)
- Digital employment skills (online job searching, applications, interviews)
- Digital medical & self-care access (online medical management, NHS App, prescriptions).

DURATION



Trainees have Individual Learning Programmes (ILP) based on their availability, care, and funding packages. The minimum training for this Certificate is one day a week, and the maximum is two days a week. This results in trainees progressing at a rate that is dependent on their ILP and the development of the skills and competencies required.

ASSESSMENT



Trainees will be continually assessed throughout the duration of their training.

CERTIFICATION



At the end of the course, trainees who have completed 9 modules will be awarded a Certificate in Digital Skills endorsed by the Institute of Hospitality and accredited by the Craft Guild of Chefs.