Find out more about each of our course areas by clicking the links below:

Skill Up Workshop

Digital Beginners

Digital Essentials Entry Level/L1

Welcome to Digital Skills

Skill Up Workshop

Who is this course for?	If you want to access services, learn how to use a particular device, search for information quickly, save money or improve your employment prospects, this workshop is for you. Whatever your motive, your needs will be built into your workshop sessions at a level which is right for you.
Entry requirements	You do not need to have any digital skills to attend this workshop but you should be able to speak, read, and write English confidently.
What will I learn on this course?	In these personalised sessions, your tutor will design your learning plan around the digital skills which are most useful for you. These could be for work or for everyday life such as accessing services, connecting with others and staying safe online. You will work according to your starting points and motives whilst developing your confidence, resilience and adaptability for everyday digital skills.
How will I learn?	Skill Up workshops run once a week in the IT Room with social distancing measures applied. Your tutor will deliver personalised learning in a friendly atmosphere.
What qualifications will I gain?	This course has no qualifications.
What could this course lead to?	Following this course, you could join another Digital Skills course with Manchester Adult Education Service depending on your level. You may also secure employment with your improved digital skills.
Can I join anytime?	Skill Up workshops run in each Manchester Adult Education centre. You may be advised to attend following a 'Welcome to' session or you can join anytime.

Digital Beginners

Who is this course for?	This is the course for you if you are starting out using devices and want to know the basics. This course will introduce you to different devices, develop your confidence and start you on your journey in using your digital skills and the internet more often.
Entry requirements	You do not need to have any digital skills to attend this workshop but you should be able to speak, read, and write English confidently. You will, ideally, have access to a device (smartphone, tablet, laptop, computer) that you can use at home to practise your developing digital skills, but don't worry if you haven't got a device at home.
What will I learn on this course?	The Beginners course includes: • knowing and using the main features of different devices (smartphones, tablets, laptops, computers) • searching for information online • knowing and understanding words and phrases related to webpages • managing and storing information • recognising and solving problems with systems, applications and connection
How will I learn?	Sessions run twice a week in the IT Room with social distancing measures applied. If you are unable to attend a session, your tutor will guide and support you through the course requirements by setting you remote distance learning tasks. Printed and video guides will be available. Your tutor will develop your confidence in digital learning in a personalised and supportive atmosphere whether you are in the classroom or learning at home.
What qualifications will I gain?	This course has no qualifications.
What could this course lead to?	Following this course, you will be ready and eager to join a Digital Essentials course at Entry Level with Manchester Adult Education Service. Alternatively, you can continue to develop your new found digital skills at our Skill Up Workshop. You may also secure employment with your improved digital skills.
Can I join anytime?	These courses run twice per term. The course lasts 6 weeks. You will be expected to join at the start of the course following a digital skills assessment and discussion with a Digital Skills tutor. You can attend our Skill Up workshop if, at your time of enquiry, a course has already started. This means you can improve your digital skills whilst waiting for the course to start.

Digital Essentials

Entry Level/L1

Who is this course for?	This course is for you if you want to develop your digital skills for work and at home.
Entry requirements	You should be able to speak, read, and write English confidently. You should have some experience of using digital devices and the internet but lack secure basic digital skills. You will need access to a device (tablet, laptop, computer) at home. You may be eligible to loan a device for the duration of the course.
What will I learn on this course?	You'll learn how to use different devices and applications for handling information, creating and editing, communicating, and transacting while remaining safe, secure and responsible online. You can gain a qualification on this course. Assessment will be exam based.
How will I learn?	Sessions run twice a week. One session will be in the IT Room (with social distancing measures applied) and the second session by distance. Your tutor will guide and support you through the course requirements by setting you remote distance learning tasks through our Google for Education and Google Meets. Video guides will be available. Your tutor will develop your confidence in digital learning in a personalised and supportive atmosphere whether you are in the classroom or learning at home.
What qualifications will I gain?	Entry Level and Level 1 qualifications.
What could this course lead to?	Following this course, if you are at Entry 3 level, you may wish to progress onto Level 1. This course will develop your digital skills for work or to progress at work.
Can I join anytime?	These courses start in September, November, January, February and April (each course is 12 weeks). You will be expected to join at the start of the course following a digital skills assessment and discussion with a Digital Skills tutor. You can attend our Skill Up workshop if, at your time of enquiry, a course has already started. This means you can improve your digital skills whilst waiting for the course to start.

Welcome to Digital Skills

Who is this course for?	Come to this session if you want to join a Digital Skills course and would like advice about which is the right course for you.
Entry requirements (info for learners)	You do not need to have any computer skills to attend this but you must be able to speak, read, and write English fairly confidently.
What will I learn on this course?	You will complete a short digital skills assessment so that you can be advised on the best course for you. Your tutor will discuss your motives for learning digital skills and explain the delivery of the Digital Skills programme. You will be clear on your next steps to improving your digital skills, whatever your starting point.
How will I learn?	This 2.5hr session runs once a week. You only need to attend this session once. After this session, you will join a suitable class for your start date. You will complete enrolment registration and be given class details.
What qualifications will I gain?	This course has no qualifications.
What could this course lead to?	A Digital Skills course with Manchester Adult Education Service depending on your level.
Can I join anytime?	Welcome sessions run frequently in most Manchester Adult Education centres. You must book in to attend this session. You can do this at the centre reception. You will be given a date and time when you should attend to meet a Digital Skills tutor and complete a short assessment on your current digital skills. If you are unable to attend in person, you can also complete an online Digital Skills assessment and speak to a Digital Skills tutor over the telephone.