

Lancashire

Monday 8th February

DIGITAL SKILLS



This course has been designed to give you the essential knowledge and skills when it comes to using digital devices and software within the workplace. This new set of skills will give you the confidence and competence to pursue a career within the digital media or IT sector. This course has been designed by industry professionals to ensure that all information is relevant and up-to-date.

The course consists of the following units:

- *Select and set up digital devices / systems*
- *Using a keyboard, pointing device or touchscreen*
- *Basic use of digital devices / systems*
- *Digital presence, awareness and safety*
- *Introduction to using the Internet*
- *Introduction to using E-mail*
- *Introduction to using Word Processing Software*

Full guidance and support will be provided throughout the 9-day programme. Your work will be assessed through portfolio based evidence and you will receive coaching and support to make sure you are fully prepared for progressing into employment.

Learners must complete a Maths/English test (BKSB) before being enrolled onto the course.

Without the completion of the BKSB, the candidate cannot start the course.



BENEFITS OF PRE-EMPLOYMENT TRAINING COURSES

- Become qualified in your preferred sector
- Employment support
- Build your confidence
- Improve your CV with a new qualification
- Develop employability skills
- Progress into employment and opportunity to upskill to Level 2 Digital Skills course

IMPORTANT: Candidates must have access to a PC, Laptop or tablet, plus Internet access.

Smart Phones will not support course content.

HOW THE COURSE WORKS

- Induction with tutor over the telephone
- Contact with tutor throughout the course via telephone, email and Microsoft Teams (video chat)
- Online delivery Microsoft Teams sessions are held twice a day, with the tutor, whom delivers key elements of the unit
- Learners progress to complete work with their tutor on hand for support
- Tutor will mark submitted work and provide feedback to the learner on a daily basis

To book your place on the course please call 0345 658 8647