

Course details

Course title

Digital Skills for Employment

Course code

Q00015526

Course date

Start: 25/06/24

End: 23/07/24

Number of classes

5 sessions

Timetable

Tue 25th Jun, 9:30 to 11:30

Tue 2nd Jul, 9:30 to 11:30

Tue 9th Jul, 9:30 to 11:30

Tue 16th Jul, 9:30 to 11:30

Tue 23rd Jul, 9:30 to 11:30

Tutor

Rebecca Ngoma

Fee range

Free to £75.00

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

Number One Riverside
Smith Street
Rochdale
OL16 1XU

Qualification name & awarding organisation

Digital Skills for Employment ()

Level of study

E

Course overview

Are you looking for work or want to improve your skills or employment prospects? Does the thought of computers and the internet leave you feeling overwhelmed or out of touch? Is English your second language and you need support to apply for a new course or employment? If any of these apply to you, then this is the course for you. This introductory course will improve your digital skills and equip you with the knowledge, skills and techniques required to search for your dream job or apply for that course you have been wanting to do. All we ask is that you bring a willingness to learn and enthusiasm. You will be supported by a qualified tutor who will support and empower you to be able to use your phone or laptop to confidently apply for a variety of jobs and course opportunities, and to engage with the digital world of emails, word-processing, social media and how to complete the variety of online applications for employment. A laptop will be provided for this course or you can use your own device.

Course description

This is a 6-week course for those who wish to develop the skills needed for employment.

It will consist of two-hour interactive sessions with a qualified tutor and job coach which will be held at Riverside in Rochdale.

The course will be delivered face to face to enable you to receive the support you need, particularly if you are a first timer or have not engaged with digital skills for some time and are job seekers.

You will be shown how to identify online job opportunities and how to correctly apply for and submit a job application to register your interest.

This course is aimed at helping you to build your confidence to be able to create a CV, create an account and apply for work on online jobsites, apply for jobs independently, send and receive emails, upload and download documents, be able to write a covering letter and more.

The importance of keeping safe whilst browsing online and how to create passwords to keep your information safe and secure will also be covered.

By the end of the course you will be equipped with the necessary skills to take the next step towards securing employment or pursuing further education.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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