



Course details

Course title

Digital Skills for Employment

Course code

Q00028142

Course date

Start: 13/08/26

End: 20/08/26

Number of classes

2 sessions

Timetable

Thu 13th Aug, 9:30 to 13:00

Thu 20th Aug, 9:30 to 13:00

Tutor

Irma Gough

Fee range

Funding available - £56.00

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

Clovelly Centre (Southampton)
60-68 Clovelly Road

Level of study

E

Course overview

This course is funded by the Department for Education and only open to residents living in non devolved authorities. This short course will help you build the digital skills needed for everyday working life. You will learn how to use your smartphone, tablet or computer to communicate professionally using email and workplace messaging tools such as Teams. The course will also show you how to stay safe online by creating secure passwords and recognising trusted websites. You will practise organising important documents, such as certificates, and sharing them correctly. In addition, you will develop your ability to research workplace information independently. By the end of the course, you will feel more confident using digital tools for communication and completing tasks in a work environment.

Course description

This course is designed to help you feel more confident using digital technology in a work setting. Whether you are new to digital, returning to learning, or looking to improve your skills, this course will support you step by step in a friendly and practical way. You will learn how to use digital tools such as email and Microsoft Teams to communicate clearly and professionally, helping you take part in workplace conversations and share information effectively.

You will also learn how to keep safe online by using strong passwords and understanding how to recognise safe and trustworthy websites. The course will guide you in organising your digital documents, including saving and naming files so that you can find and use them easily when needed.

In addition, you will develop your skills in researching information online, such as understanding workplace procedures or finding information to support your role. You will practise these skills in real-life scenarios to help you become more independent, confident, and prepared for the digital demands of the workplace. more independent, confident, and prepared for the digital demands of the workplace.

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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