

IT SKILLS

This one-week course is designed for those wanting to develop their skills in the use of IT equipment and software

Maybe you want to develop your IT skills for work, to be able to help family members with schoolwork or to develop help you to keep in touch.

This course follows the new Essential Digital Skills Qualification framework and covers topics including:

- Using Devices and Handling Information
- Creating and Editing Documents
- Communicating using IT
- Making Online Transactions
- Being Safe and Responsible Online

You will also be supported to:

- Assess your own current skill level
- Plan for the future
- Set and meet goals for developing your digital knowledge and ability
- Make applications for live job opportunities
- Develop your digital interview skills
- Learn how to better manage your time.

Everyone completing the course will have the opportunity to take the **Entry Level 3 Essential Digital Skills (EDSQ)** exam and to progress on to the Level 1 programme.

Next Courses Start

18th July 2022

**Weston College, South
West Skills Campus,
Weston-super-Mare**



**WESTON
COLLEGE**

Contact us on 01934 411147 or email employmentsupport@weston.ac.uk for further details