BURY ADULT LEARNING SERVICE
LEARNING FOR LIFE & WORK
LET'S DO IT!

Course Information Sheet 2026/27
Work & Wellbeing Non-Qualification Course

Course title:	**Using Your Phone/Tablet**		**Code: CBL123**
Tutor:	Valdon Mustafa		
Day & Time:	**Monday** 1:00pm – 3:00pm		
Start & End Dates:	**Term 2** 11/01/2027 – 15/02/2027		
Number of sessions:	6		
Venue:	Bury Library (Please meet at the entrance of the ramp)		**Room No:** Computer Suite
Learner numbers:	Minimum	Maximum	
	10	14	
Costs:	Full Fee	Discounted Fee	
	Free	Free	

What will I learn on this course?

Take a step into the digital world with our free, beginner-friendly course. Digital skills are a vital part of everyday life – from using smartphones and tablets to keeping in touch with family, friends and services through email and other messaging apps.

Perfect for those with little or no previous experience, this course offers a supportive and welcoming environment to help you get started and build your confidence.

By the end of the course, you will learn how to:

- Turn on and use your tablet or phone
- Get onto the internet safely
- Send and receive emails
- Read, reply to and delete emails
- Add and open photos in an email
- Recognise safe and unsafe emails
- Use email to keep in touch with family, friends and services
- Use your device to find simple information online

Additional information

This course is for anyone who is struggling to use their digital device, whether it is their mobile phone, tablet or iPad.

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Before you enrol, advice and information is available to help you decide on the right course for you. Contact 0161 253 5772 or email at buryadultadmin@bury.gov.uk

Joining requirements

- There are no joining requirements.

What will I need to provide myself?

- Tablets are available for you to use during class; you can also bring and use your own smartphone/tablet.
- Pen, notepad and a ring binder.

Your tutor will discuss materials further at the first class.
Please check that the class is running before buying anything.

What could I do next?

On completion of **Using Your Phone/Tablet** you can progress on to:

- Using Your Phone / Tablet Online
- Beginners Microsoft Word & Excel

From this course you could progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at learner.services@bury.gov.uk

Can I get extra help?

Support with English and Maths is available. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772
Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet.
It will be useful throughout your course.

Department of Corporate Core Services BURY ADULT LEARNING SERVICE
Funded by GMCA GREATER MANCHESTER COMBINED AUTHORITY
matrix
Department for Education
Bury Council