

Course Information Sheet 2025/26

Work & Wellbeing Non-Qualification Course

Course title:	Intermediate Digital Skills		Code: CLC404
Tutor:	Valdon Mustafa		
Day & Time:	Thursday 10:00am – 12.00 noon		
Start & End Dates:	Term 2 26/02/2026 – 02/04/2026		
Number of sessions:	6		
Venue:	Creative Living Centre, 1A Rectory Lane, Prestwich, M25 1BP	Room No: Sunshine Cafe	
Learner numbers:	Minimum	Maximum	
	9	14	
Costs:	Full Fee	Discounted Fee	
	Free	Free	

What will I learn on this course?

IT skills are an essential part of daily lives from smartphones/tablets to shopping online. Step into the digital age with our **free** course. This course will help you to gain confidence and become more independent using your devices in today's digital world. This course is ideal for learners who have little to no experience.

You'll learn how to:

- Use settings and have more control over own devices.
- Communicate using messaging apps, use cloud/drive to store and access documents/photos and be able to share.
- Use apps and websites with more confidence e.g. shop, compare prices, travel and use social media.
- Become more confident when online by learning ways to stay safe and what to look out for.

Additional information

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate.

Some courses may require a pre-course informal meeting.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or

e-mail at learner.services@bury.gov.uk.

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?

Progression route after Intermediate Digital Skills:

- Beginners Microsoft Word
- Beginners Microsoft 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.