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|-------------------------------|----------------------------------|-------------------------------|-------------------------------|---|--------|--------|
| <b>Course title:</b>          | <b>Beginner's Digital Skills</b> |                               |                               | <b>Code:<br/>CP301/CP303/<br/>CP305</b> |        |        |
| <b>Tutor:</b>                 | TBC                              |                               |                               |   |        |        |
| <b>Day &amp; Time:</b>        | Wednesday 10am - 12:00           |                               |                               |   |        |        |
| <b>Start &amp; End Dates:</b> | Term 1<br>18/09/24 - 23/10/24    | Term 2<br>08/01/25 - 12/02/25 | Term 3<br>23/04/25 - 28/05/25 |   |        |        |
| <b>Number of sessions:</b>    | 6                                | 6                             | 6                             |   |        |        |
| <b>Venue:</b>                 | Prestwich Library                |                               |                               | <b>Room No: P02-Wilton Room</b>         |        |        |
| <b>Learner numbers:</b>       | Minimum                          |                               |                               | Maximum                                 |        |        |
|                               | 7                                |                               |                               | 10                                      |        |        |
| <b>Costs:</b>                 | Full Fee                         |                               |                               | Discounted Fee                          |        |        |
|                               | Term 1                           | Term 2                        | Term 3                        | Term 1                                  | Term 2 | Term 3 |
|                               | Free                             | Free                          | Free                          | Free                                    | 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, enhance your everyday digital skills and become more independent using digital skills required for work and life in today's digital world. This course is ideal for learners who have little to no experience with smartphone/tablet.

What you'll learn:

- Use your tablet – learn the basics from powering on, adding/removing apps and becoming familiar with useful setting options.
- Connect with loved ones through email and share photos.
- Navigate the web to find information.
- Learn to shop online safely.
- Access public services with ease.
- Follow tutorial videos to tackle any task.
- Stay safe and compliant online.

## Additional information

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. 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](mailto: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 Digital Skills Beginner:

- ✓ Internet Safety
- ✓ Intermediate Digital Skills

Our courses are available at a range of levels so we can cater to your needs.

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](mailto:learner.services@bury.gov.uk)

## Can I get extra help?

Support with English and Maths is available through our Skills for Life section. 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.**