



Digital Outreach Project

North Tyneside Council

Enrolment Requirements

For more information or to apply ring (0191 643 2288) or to apply online go to: <https://skillsnorthtyneside.org.uk/>

This session is a starting point for anyone looking to build digital confidence, develop digital literacy skills or start a Level 1 or Level 2 course in information technology or digital skills.

It is suitable for anyone with basic experience of using a digital device (desktop, laptop, tablet, phone) at home or at work.

As a pre-entry/entry level course no prior qualifications or knowledge are required. Workshops are tailored to individual requirements and aim to help learners navigate essential day-to-day digital skills, in a friendly and supportive environment.

What will I learn on this course?

Skills Scan

This is used to enable your tutors to make sure that you are progressing onto the correct course, Digital Skills Booster or Mobile Device Masterclass. This will help the tutor identify what you would like support with and gauge the right level of training to deliver. This can take place virtually via Microsoft Teams or over the phone. Following the skills scan, our tutors will provide you with the information to enrol onto either of the courses below.

Digital Skills Booster

The Digital Skills Booster is designed to build a foundation and develop confidence in navigating essential, entry-level, digital skills. You will discuss with your tutor as to what you want to achieve from this session and the class can be tailored to meet your requirements.

Skills include, but aren't limited to:

- Setting up your device
- Staying connected (accessing and participating in video calls/conversations)
- Understanding digital terminology
- Connecting to and navigating the internet
- Communication (Email/Teams/Google)
- Storing data and saving files (internal and working remotely)
- Digital Collaboration (working on shared documents)
- Basic use of the Microsoft packages
- Cyber security

Digital Devices Masterclass

The Digital Device Masterclass is designed to give confidence in using your digital device such as a phone or tablet. You will discuss with your tutor as to what you want to achieve from this session with regards to using your device, and the class can be tailored to meet your requirements.

Skills include, but aren't limited to:

- Being shown how to set up your device so it is safe and secure
- How to connect to Wi-Fi safely
- Learn how to access the Internet
- Learn how to set up and access emails on your device
- Learn how to download apps onto your device
- Learn how to use the camera

Assessment	Awarding Body: N/A
This course is non-accredited, which means that you will not complete any assessments or exams. You may wish to take notes during the session so you can refer to later.	

Course Length	Attendance
Skills Scan – 1 hour Digital Skills Booster – up to 6 hours Mobile Device Masterclass – up to 6 hours	It is a requirement that you attend a 'Skills Scan' before enrolling onto any of our other offerings

What else do I need to know?
Some people like to make their own notes, so a pen and paper are helpful. If the course is taking place in a library, you will require a library membership card which can be arranged in the first session.

What could I do next?
If you would like more advice on what courses we have to offer, please speak to your tutor who will be able to advise you on what courses are available to suit your needs.