

## Basic IT

### Adult Training Courses

In today's society people rely on computers to get through each day, to grow their careers, expand their opportunities and stay connected.

Futures for Business are proud to offer a training course designed to help you master the basic computer skills which are necessary for work and communication in the modern world.

You will develop your confidence and skills in using IT through our dedicated trainers, who use a relaxed approach tailored to your individual abilities and at a pace that works for you!

Working across the East Midlands, we help people to gain the skills needed to enter into sustainable employment or progress in their chosen career.

All of our training courses come with accredited qualifications recognised by employers and support with entry into further education.



## What will the course cover?

The course itself will consist of giving learners a basic knowledge of IT including:

- Basic IT skills such as logging on and using Windows.
- Sending and attaching files to emails and how to send a professional email for an employment opportunity.
- The ability to log on and apply for jobs using “findajob” as well as preparation for Universal Credit including full registration.
- Registration on various job sites and tips to find the best jobs.
- Advice on guidance about being safe online.

## What qualifications will I receive?

At the end of the course, upon satisfactory completion, all learners will gain up to two qualifications accredited through City and Guilds:

- Entry Level 3 Award for IT Users
- Entry Level 3 Certificate in Employability

This course is delivered over a 2-3 week programme of learning\*

## How is the qualification assessed?

The qualification will be assessed through a portfolio of evidence. This consists of a structured workbook and a range of practical activities that the learner will complete as part of the course with support provided from a qualified tutor.

## Is it right for me?

- Can you use a computer to send an email?
- Could you apply for a job online?
- Are you new to IT?

If so, this is the ideal opportunity for you. This course is best suited to those with limited or no experience using IT and wanting to boost their confidence when using a computer. It will teach you the basics in order to help you navigate your way around a desktop and browse the internet as well as searching and applying for jobs online.

Upon completion, the programme will allow you to feel more comfortable in an ever-growing digital world.

\*subject change based on chosen qualifications



## What people say about our training

“I achieved skills that will push me forward in IT and job searching. Basic IT is something I have never had before, I can now build and move forward.”



## Get in touch

To find out more about our training courses email [thehub@futuresforbusiness.com](mailto:thehub@futuresforbusiness.com) or call 0345 266 9799

