

Online Course Information Sheet

Course title: Moving on in work and Education

What is the aim of the course?	This course will help you to develop the skill-set and competencies that you would need to take advantage of the work-opportunities afforded by local, new and developing sectors. The knowledge gained will help you to progress to Level 2 qualifications and above.
What other skills do I need?	None. Learners' will be assessed online before starting the course; this will also include a test of your broadband and your computer's processor/memory. You will have to keep you work organised on OneDrive to build up an online portfolio of evidence.
Intent Course content	By the end of the course you will be able to: <ul style="list-style-type: none"> • to build your Maths skills towards Level 2 • to develop report writing and written and spoken communication skills • to upgrade IT proficiency: using online services; electronic communications; word processing • to research and collate data on city-wide and regional new and developing job markets • to gain knowledge on further educational options • to learn and practise modes of data collection and presentation
Implementation How will I learn?	All sessions will include online tutor demonstrations and working through a paper-based workbook; working on individual projects or with others in groups using online shared resources.
How will I know I am progressing?	Each learner will have a Personal learning Plan which he or she will update during each session. In addition to this your tutor will give you regular updates on your progress both verbally and in written feedback.
Impact What can I expect to achieve?	You will receive a certificate of achievement for completing this course. As well as improving work prospects, completion of this course will prepare you to access Functional Skills qualifications at Level 2 or higher. You may also choose to work toward internationally recognised IT qualifications. For more information on follow-on courses ask one of the EDT tutors, they are all qualified to offer Information, Advice and Guidance (IAG). IAG is also available from other agencies.
What could this course lead to?	
What materials or equipment will I need to provide?	This is a wholly online course you will need internet access, a PC or laptop with MS Office (we can supply a FREE version of MS Office if necessary), and enough computing power to run Zoom video conferencing software.
How do I join?	Please contact EDT via our website http://www.edt.org.uk/contact-us/ or email info@edt.org.uk clearly specifying the course and your full contact details.