Online Course Information Sheet

Course title: Improving Work Skills

What is the aim of the course?	This course aims to help you, using work-based scenarios, to recognise and further develop the skills you need to gain employment.
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**	The course will benefit you if your <u>objectives</u> are: • to improve your functional everyday use of Maths • to develop report writing and written and spoken communication skills • to upgrade IT proficiency: using online services; electronic communications; word processing • to gain insight into the local and city-wide job markets and educational options • to practise the skills needed to work effectively as a member of a group.
Implementation **How will I learn?**	All sessions will include online tutor demonstrations and working through a paper-based workbooks; 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.
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 One or higher. You may also
What could this course lead to?	choose to work toward internationally recognised IT qualifications. For more information on follow-on courses that award a recognised qualification ask one of the EDT tutors all of whom are qualified to provide you with advice, information and guidance.
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.