

Digital Skills Courses for Claimants - very basic and basic level IT skills for everyday life

Need to have digital skills to find work?

There is a growing need for job seekers to be able to look for jobs online. It is estimate that 90 % of all jobs are now advertised online.

Fife Council Community Learning and Development are working with Fife College running Very Basic and Basic digital skills courses for job seekers in their learning centres across Fife. These form part of a wider digital skills framework, which has been developed to increase the numbers of people with the online skills they need to use the Department of Work and Pension's universal job match and e-mail accounts when looking for work.

What do you learn in the courses?

There are two levels of basic digital skills courses proposed. Level 1 is targeted at those who have no or little experience of using a computer and may have no key board and mouse skills. Level 2 is still at a basic level but will cover skills such as making online job applications.

The majority of courses will when possible be delivered twice a week for 2 hour sessions over a 6 week period to total 24 hours for a complete course.

How do you Learn?

The tutors and volunteers who help at the courses are friendly and one recent ,graduate' of the Digital Skills 1 course reported back that it was like being taught by a friend.

Want to find out more?

Ask at the Job Centre about getting onto a course or you can contact your local learning centre below:

Auchmuty Learning Centre

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