Course details

Course title
Pre Entry Digital Skills: Digital skills for the care sector

Course code
Q00019472

Course date

Start: 25/09/24
End: 16/10/24

Number of classes
4 sessions

Timetable

Wed 25th Sep, 10:00 to 13:00
Wed 2nd Oct, 10:00 to 13:00
Wed 9th Oct, 10:00 to 13:00
Wed 16th Oct, 10:00 to 13:00

Tutor
Andrew Roles

Fee range

Free to £50.40

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.
Got it!
In venue

Venue

The Parish Centre (Chesterfield)
91 Sheffield Road
Chesterfield
S41 7JH

Qualification name & awarding organisation

Pre Entry Digital Skills: Digital skills for the care sector ()

Level of study
Pre-Entry

Course overview

Learn to use digital devices and gain essential computer skills for professional and personal use. Digital training helps you move with the times and not get left behind. This beginner's course is for anyone who wants to learn digital skills, no matter your current knowledge. This course is appropriate for complete beginners, so don't worry if this is all new to you. Learn to use word processing software and fill out online forms in this Digital Skills course. Understand how to use email and search for information online. This digital skills training also teaches you how to shop online securely. You'll understand online safety and data storage

Course description

The "Digital Skills for the Care Industry" course is a comprehensive program designed to enhance the digital proficiency of care professionals, or to help individuals step into the care sector, ensuring they can effectively utilize essential digital tools in their daily roles. This is a 12-hour face to face program in Chesterfield.

The course provides a foundational introduction, focusing on creating and formatting Word documents. Participants engage in hands-on activities, such as drafting and formatting a fictional end-of-day report, a critical skill in care settings for documenting and communicating information.

The full 12-hour course builds upon this foundation, offering four sessions that cover Word, Outlook, and Excel. Participants refine their skills in Word, learning how to create and save documents relevant to their roles. The next session introduces Outlook, where learners practice replying to service user queries and formatting these communications appropriately. The final session focuses on Excel, teaching participants to log, format, and filter essential data, such as food and drink logs for service users, and share the results with managers and stakeholders.

Each session is designed to be highly practical, with a clear focus on real-world applications in the care industry. By the end of the course, participants will have developed the digital skills necessary to enhance their efficiency and effectiveness in managing documentation, communication, and data within

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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