



# SKILLS YOU NEED FOR LIFE AND WORK

LEARN AT YOUR  
OWN PACE

**8**  
**WEEK**  
**COURSE**

## ESSENTIAL DIGITAL SKILLS ENTRY 3 & LEVEL 1

Essential Digital Skills are more important than ever. Since 2020, face-to-face communication has become more difficult, so understanding digital technology and communication is vital to stay connected in work and life.

**HOW WOULD YOU LIKE TO STUDY? WE CAN OFFER THE FOLLOWING:**  
TUTOR LED IN OUR TRAINING CENTRE, RAUNDS  
TUTOR LED VIA MICROSOFT TEAMS IN A GROUP  
TUTOR LED 1:1 REMOTELY VIA MICROSOFT TEAMS

### THINGS YOU WILL LEARN:

- ✓ BEING SAFE AND RESPONSIBLE ONLINE AND ON DIGITAL DEVICES
- ✓ USING DIGITAL DEVICES AND HANDLING INFORMATION
- ✓ CREATING AND EDITING
- ✓ DIGITAL COMMUNICATION
- ✓ TRANSACTING DIGITALLY



## SIGN UP TODAY!

SIGN-UP @  
[WWW.EVOLVEYOURFUTURE.CO.UK](http://WWW.EVOLVEYOURFUTURE.CO.UK)

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[www.evolveyourfuture.co.uk/Courses.asp](http://www.evolveyourfuture.co.uk/Courses.asp)



\*FREE TRAINING IS SUBJECT TO BEING A UK RESIDENT AND WITHIN REGIONS WE DELIVER THIS COURSE AND OTHER ELIGIBILITY CRITERIA