



IT'S TIME TO GET CONNECTED!

We're living in a digital age and in just about any workplace or organisation, it is now expected that you'll come ready with the knowledge and understanding needed to work with computers and digital information.

If you don't already have those skills, it is time to get yourself up to speed!

Your Caring Way and Carers Queensland's Registered Training Organisation have developed this course to help you explore and identify employment and training options that suit you and your ambitions.

COURSE OUTCOMES

This course gives you a fundamental grounding in working with technology in the digital environment. You will learn how to collaborate online and discover the basics of digital literacy in the workplace.

You will learn key skills in:

- Microsoft Office applications
- Microsoft Teams
- Zoom
- Useful functions and keyboard shortcuts

COURSE STRUCTURE AND ASSESSMENT

This program has been developed from a nationally accredited training package unit. The accredited unit details are:

CODE	NAME
FSKDIG003	Use digital technology for non-routine workplace tasks.

COURSE FEES

This course is free of charge for Your Caring Way clients engaged with the program.

For further information, please speak to your Vocational Support Planner or call 1300 585 636.

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Your Caring Way is an initiative of Carers Queensland in partnership with Carers Tasmania and Carers South Australia.



COURSE DELIVERY SCHEDULE

The course will be delivered on the following dates:

August 2023

- Tuesday 22nd – 10:00am - 1:00pm

September 2023

- Friday 8th – 10:00am - 1:00pm
- Friday 29th – 10:00am - 1:00pm

October 2023

- Friday 13th – 10:00am - 1:00pm
- Monday 23rd – 10:00am - 1:00pm

November 2023

- Friday 10th – 10:00am - 1:00pm
- Friday 24th – 10:00am - 1:00pm

December 2023

- Monday 4th – 10:00am - 1:00pm

NB: Course delivery is via online Zoom Session.



DELIVERY METHODOLOGY

Online learning and assessment completed with support from your trainer during Zoom session.

- 3-hour session delivered online.
- Assessment is a combination of practical tasks, short answers and questions with multiple-choice answers.


FIND OUT MORE

We want to inspire positive change by connecting people to real opportunities.

Connect with us today:

 1300 585 636

 info@yourcaringway.com.au

 yourcaringway.com.au



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