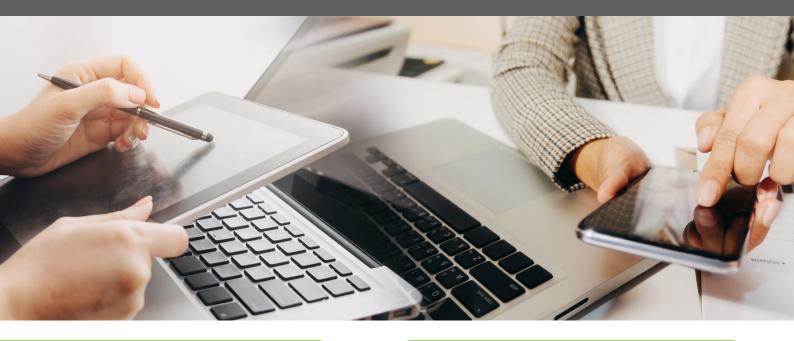
### **Skills for Success: Digital Literacy**





#### **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





NATIONALLY RECOGNISED TRAINING

#### 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.



# **Skills for Success: Digital Literacy**



### 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.

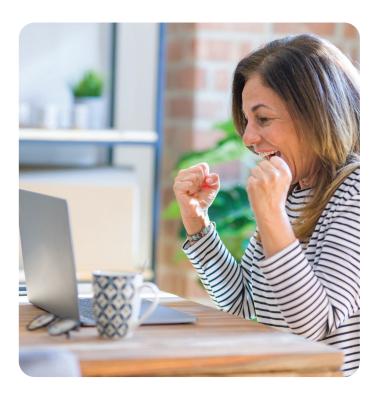
#### **FIND OUT MORE**

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

#### Connect with us today:

1300 585 636

- j info@yourcaringway.com.au
  - yourcaringway.com.au



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