

IT FOR BEGINNERS

This course provides an introduction to the use of computers, the knowledge and skills needed to navigate through websites, systems and improving own confidence.

ABOUT THE COURSE

Qualification: NCFE Award
in Occupational Studies for
the Workplace

Level: Entry Level 3

Duration: 6 days

Time: 9:30am-4:30pm

Enrolment & Induction: 1
day prior to course starting
(10am onwards)

Locations

RBLI Centres across Kent

ELIGIBILITY:

- Aged 19+
- Unemployed and in receipt of benefits and able to provide evidence*
- Can provide a Passport or Birth Certificate as ID
- Can provide proof of address

FIND OUT MORE:

✉ skills@rbli.co.uk

📞 01634 568786

🌐 rbli.co.uk/employment

💻 @RBLISkillsandTraining



Royal British Legion Industries. Hall Road, Aylesford, Kent ME20 7NL.

Registered Charity No. 210063

UNITS UNDERTAKEN:

1. IT User Fundamentals

In this unit the learner will be able to use IT systems, respond to common problems and be able to organise, store and retrieve information. The learner will also understand the need for safety and security practices. They will be able to respond to common IT system problems.

2. Using the Internet

In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.

3. Improving own confidence

In this unit the learner will learn about confidence, decision making and associated emotions and feelings. The learner will also understand how having goals can increase confidence.

Progression: After achieving this course the learner may progress onto our IT User Skills Level 1 qualification.