

Digital Skills for Employment

Course Code	Venue & Contact Details	
See below	Venue Phone Email Website	<i>Online, using Google for Education,</i> www.classroom.google.com 020 8583 6000 courses@hounslow.gov.uk www.hace.ac.uk

Course Code	Day	Times	Start date	End date	No of Weeks	Total Fee
MZ694MZC	Saturday	9.30 – 11.30	01/05/21	29/05/21	5	Free
MZ694NC	Saturday	9.30 – 11.30	12/06/21	10/07/21	5	Free

About the course

You will track your progress by accessing your online learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

What will I learn?

By the end of the course, you will be able to:

- Search for jobs online
- Complete an online application form

- Understand how to create a CV online and how to write a cover letter or personal statement
 - Conduct a mock interview online (via video calls: Google Meet, Zoom, Skype)
 - Understand professional behaviour with customers and in work
 - Use a range of new digital skills and knowledge in the workplace
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What are the entry requirements?

- A high level of enthusiasm to learn about the digital age we are living in.
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Technical Requirements for our Online Courses:

- Access to internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.
Link to download Chrome: <https://www.google.com/chrome/>
- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).

You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom the day before your class starts.

What do I need to bring with me?

- This is an online course – please see the '**Devices and Digital Applications Required for Online Courses**' section below
 - Please paper/a notebook and a pen to take notes
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How will my learning be assessed?

This is a non-accredited course with the intent to improve your Digital Skills and to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance. To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Devices and digital applications required for online courses

This is an interactive online course which requires access to a good internet connection and a device with a camera and microphone. We recommend that you download Google Chrome browser if using a laptop or PC. For tablets and smartphones, we recommend you download the Google Meet and Google Classroom apps. We use Google Suite for Education. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start.

What can I do after completing this course?

- At the end of the course your tutor can also advise you on your possible next steps.
 - We run regular 12 week Essential Digital Skills Qualification courses at Entry 3 and Level 1 (please call 0208 583 6000 and ask for an Initial Assessment)
 - You may also consider progression to one of our Community Learning courses – We now have several courses to support learners who are looking for work.
 - Or you may consider one of our Adult Skills Vocational or English/Maths courses.
 - Our Skills and Employment Team are also available to support and advise – see details at the end of this information sheet.
 - You can call us to find out about all of our upcoming courses on 020 8583 6000 or check our visit our website: www.hace.ac.uk
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What will happen if a session is cancelled?

If unforeseen circumstances would force us to cancel on short notice any face to face session may be moved to the online classroom – you will be contacted to advise how this will happen. If you attend an online course you will be contacted to advise about this and whether a refund is due, if you have paid fees.

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
 - Email work@hounslow.gov.uk
 - Visit <http://www.hace.ac.uk/employment-support>
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