

Course Outline and Details

Course Code	TL4023Y24	Title:	Digital Skills Moving On With	
Time and duration		Location		
Start Date:	07 March 2025	Grays Area		
Start Time: 12:30	End Time: 14:30	Grays Area		
Start Day:	Friday			
No. of Lessons:	15	Grays		
No. of Weeks:	15	Essex		
Total No. of Hours:	30.00	RM17 5DD	E: tacc@thurrock.gov.uk	

Description

This course is for people wishing to develop their confidence with using computers and other devices. This course will bridge learning towards E3 Essential Digital Skills.

What will I learn?

Free short course for anybody who would like to improve their digital skills. The course will help learners gain confidence using laptops, smart phones and use IT to help their future learning and work.

The course will cover using basic applications to create documents, saving documents, using the internet safely and accessing services online.

Entry Requirements

Skills scan required.

What do I need to bring?

Your tutor will let you know at the first session what you will need to provide for the course. We advise you not to purchase anything before your first lesson as we are unable to refund the cost of these in the event of a course is cancelled.

You will need to bring the following to each session:

- Pen, pencil, ruler
- Note paper/pad
- Folder for handouts and notes

What support is available?

You can arrange to see an information, advice, and guidance (IAG) advisor for career guidance and support.

The Discretionary Learning Support Fund (DLSF) can be used to help with travel costs and other expenses, our Learner Experience Team can support you with your application.

If you require any additional support or have any special requirements that you have not already told us about, please inform us as soon as possible by emailing: TACC@thurrock.gov.uk a member of our Learning Support team will contact you to talk about these confidentially.

Please advise your tutor of any medical or health issues that may impact on your learning or your safety whilst attending the college.

What is expected from me?

You are expected to attend all lessons.

If you are unable to attend, you must contact us.

Your tutor will set you homework which you must complete

Key dates

Your course runs during term time only and you will be advised of the course dates, days and times when you enrol.

Additional information

If any part of this course is online; access to a computer or laptop which uses Google Classroom, would be essential. Learners may have the option to loan a Chromebook for the duration of the course, please discuss this with your tutor at the start of your course.

What can I do next?

You will have the opportunity to enrol on other courses at TACC, such as maths and Multiply courses, vocational courses and other digital skills courses.

These courses will help you to develop your career and personal skills. Please discuss these options with your tutor.