



Wakefield Adult Education Service



Basic Digital Skills for Employment

What will I learn?

Searching and applying for jobs is nothing like it used to be. Now, nearly all job search communications happen electronically. Make a start and increase your confidence in the online world.

- Use and access your device - log on, open and close applications.
- Internet searching, basics tips and tricks and website knowhow.
- Search and apply for job vacancies
- Set up job alerts via jobsites and bespoke employers.
- Access and use public services online (Government gateway etc..).
- Set privacy settings on social media and other account, create strong secure passwords.
- Set up an email account, send and reply to messages.
- Send ID and other documents to employers.
- Become a member of and manage a professional networking account on sites, such as LinkedIn.
- Prepare for video interviews using online video conferencing tools such as Zoom.



Where?	Duration	Time	Age
Outwood Park Hill School	6 weeks Starting on 12/09/2023	9am – 11am	19+

Who is this for?

- Anyone who is motivated and wanting to learn more about digital skills to support them into employment.
- Unemployed, recently redundant, at risk of redundancy or those looking for new opportunities.

Important information about this course

This course links to our employment suite of courses and is aimed to support successful employment searching and application online.

To increase your confidence in using your own device you will be expected to complete repetition tasks at home. Learners without their own device or sufficient Wi-Fi may need to attend the local library.

How do I enrol?

For further information or to book on this course please contact

The school office on -01924 303655



Education & Skills
Funding Agency



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