



Adult Learning and Skills Service

Technology Courses

Improving computer skills, learning how to use a tablet and staying safe online



Learning



Improving



Progressing



At the Adult Learning and Skills Service we have a range of computing and tablet courses to update your computing skills whether it is for work, to gain or improve your skills or a leisure interest. The length of each course is based on two contact hours per week plus individual study time.

What courses and workshops are on offer?

1 Introduction to computers –

start here if you are completely new to computers. This course can take up to 12 weeks to complete.

2 Award in digital skills entry

3 BCS – you can progress to the award once you have completed our introduction to computers course. This is an entry level accredited course, you will receive a certificate upon completion. This course can take up to 15 weeks to complete.

3 Subject specific courses – will

prepare you for progressing onto a recognised ECDL qualification. These preparation courses include: introduction to word processing, introduction to Excel and introduction to PowerPoint. Each course can take up to 3 weeks to complete.

ECDL in IT user skills certificate level 1 BCS

This course is ideal if you have reasonable computer skills and would like to learn more and gain a recognised IT qualification. These courses run for 38/39 weeks of the year, so you can join a course at various intervals throughout the year and progress at your own pace. This course can take around 17 weeks to complete.

ECDL in IT user skills certificate level 2 BCS

The level 2 certificate confirms and demonstrates your competent use of computers that potential employers are looking for. You should have completed the BCS ECDL level 1 certificate in IT user skills or demonstrate a comparable level 1 qualification. These courses run for 38/39 weeks of the year, so you can join a course at various intervals throughout the year and progress at your own pace. This course can take around 29 weeks to complete.

Bespoke courses

There is always the opportunity to create a more bespoke course that would suit the needs of an organisation. Do you know a group of people who need digital skills for shopping, paying household bills, booking holidays or keeping in touch with family and friends. We can bring learning to a local community or organisation.

Funding options

Age 19+?

Earn less than £15,736.50 per year?

You could study a level 1 or level 2 course for FREE



New funding rules mean that if your annual salary is less than £15,736.50, you could be eligible for free course fees (Level 1 or Level 2).*

*You may be fully funded if you are employed and cannot contribute towards the cost of co-funding fees. You must meet both of the following:

- Eligible for co-funding, and
- Earn less than £15,736.50 annual gross salary.

Evidence of your gross annual wages is required i.e. a wage slip within 3 months of your start date, or a current employment contract that states gross monthly/annual wages.



What to do next

If your organisation would like any further information or if you would like a bespoke course developing, please contact our ILT Curriculum Manager, Brian Woodburn on 01609 535854 or alternatively email brian.woodburn@northyorks.gov.uk



Get in touch today...
...we would love to hear from you.

If you would like to speak to a Learning and Skills Advisor to find out which course is best for you and what funding options are available, please contact our Customer Service Centre on 01609 780780 and ask for 'Adult Learning'.

Get in touch

www.northyorks.gov.uk/adultlearning

 @NorthYorkshireAdultLearning

Contact us

If you would like this information in another language or format such as Braille, large print or audio, please ask us.

Tel: 01609 780 780

Email: customer.services@northyorks.gov.uk

