

## *Course Delivery Model*

|  |                                       |   |  |
|--|---------------------------------------|---|--|
| <b>Course / Qualification Title:</b><br>Basic Digital Skills Course  |                                       |   |  |
| <b>Trainer Name:</b>   | <b>No of weeks/sessions:</b><br>6 - 8 | <b>Hours per week/per session:</b><br>3 Hours | <b>Total Learning Hours:</b><br>24 Hours |
| <b>Learning Outcome</b><br><i>To teach the Learners basic digital skills to get them more familiar with activities that they can perform online, and give them basic software employability type skills.</i> |                                       |   |  |

| Week / Session | Duration | Module(s) / Unit(s)   | Method(s) of delivery   | Resources   |
|----------------|----------|---|---|---|
| 1              | 3 Hours  | 1. Understanding the Desktop<br>2. Understanding Files, Folders and Shortcuts       | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |
| 2              | 3 Hours  | 3. Understanding and Using the Internet   | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |
| 3              | 3 Hours  | 4. Using Email Basics   | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |
| 4              | 3 Hours  | 5. Using Online Forms and Shopping Services<br>6. Introduction to the Client Portal | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |

| Week / Session | Duration | Module(s) / Unit(s)  | Method(s) of delivery   | Resources   |
|----------------|----------|--|---|---|
| 5              | 3 Hours  | 7. Introduction to Universal Credit<br>8. Finding Work Online (Job Search) | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |
| 6              | 3 Hours  | 9. Using Social Media  | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |
| 7              | 3 Hours  | 10. Introduction to Skype  | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |
| 8              | 3 Hours  | 11. Learn My Way<br>12. Learner Skills Feedback                            | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |

| Week / Session                   | Duration | Module(s) / Unit(s)  | Method(s) of delivery  | Resources   |
|----------------------------------|----------|--|--|---|
| <b>Optional Fill-In Subjects</b> |          | 13. City and Guilds Accreditation<br>14. Introduction to Word Processing<br>15. CV Writing<br>16. Money Savvy<br>17. Computer Basics | <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Instruction</li> <li>• Hands-on</li> <li>• Questions</li> <li>• Exercises</li> </ul> | <ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Over Head Projector / HDM</li> <li>• Computer / Laptop</li> <li>• Course Handouts</li> </ul> |