

## *Course Delivery Model*

<b>Course / Qualification Title:</b> Basic Digital Skills Course			
<b>Trainer Name:</b>	<b>No of weeks/sessions:</b> 6 - 8	<b>Hours per week/per session:</b> 3 Hours	<b>Total Learning Hours:</b> 24 Hours
<b>Learning Outcome</b> <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 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 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>

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5	3 Hours	7. Introduction to Universal Credit 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 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 14. Introduction to Word Processing 15. CV Writing 16. Money Savvy 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>