

SHORT COURSES

DIGITAL CAREERS & REMOTE WORKING

Includes recognised qualifications: Level 1 Certificate in Digital Skills and a Level 1 Award in Personal Development for Employability

With expert training provided by one of the UK's leading training organisations, Digital Careers are the future. Employers are preparing for 'Digital Ways' of working. Gain the knowledge and qualifications that give you a digital advantage.

Our purpose designed short course for Digital Careers and Remote Working will last for 4 weeks. With daily interactive webinars and access to specialist tutors we'll work with you to ensure you develop the bedrock of skills required for industry success.

Babington source over 100 live roles each month in digitally enabled jobs. Completion of this course will give you access to a range of career opportunities and further training. Working with our team of national job brokers, and hundreds of employers across the country, gain real qualifications that will enhance your chances of getting a new role, reskilling or progressing in your chosen career.

Start date

26th April 2021
24th May 2021
21st June 2021
12th July 2021

Duration

4 weeks

Entry requirements

Aged 19 or over*
Resident in England only
Looking for a job or looking to progress and gain new skills at work
UK or EU resident of 3 years or longer or outside of the EU

Progression to

An apprenticeship, further learning, a new job or developing your skills to progress in your career.



Day 1: Induction

Gain an understanding of the qualification, our policies and procedures and a guided tour of our e-learning system.



Day 1: Word Processing Software

Identify the templates available through Word, insert headings, entering information into forms and use editing to amend information. Create, edit and format tables in documents.



Day 2: Effective Communication using technology

Identify a range of methods to communicate online appropriately. Use effective techniques when communicating online, including privacy and respect. Protect identity and reputation online and protect yourself from cyber-bullying.



Day 3: Communicate Effectively using e-mail

Understand the advantages and disadvantages to using email. Be able to send, receive and compose emails including attachments. Demonstrate effective communication techniques including style, tone and language. Recognising fraudulent links in emails.



Day 4: Communicate using online tools

Identify a range of collaborative tools and understand a range of equipment needed for online collaboration. Describe the advantages and disadvantages of using online technology and understand how to use online collaborative technology.



Day 5: Communicate and collaborate digitally

Describe a range of social networking tools and understand how organisations use them. Participate in an online social network, understanding the different online platforms for formal and informal use. Describe the safety issues personally and professionally.



Day 6: Using blogging to engage with others

Understand what a blog is and how it can benefit an organisation. Be able to create and share blogs via social media and appropriate websites including how to respond and share in a professional environment.



Day 12: Storing information inline with procedures

Understand an organisations practices and procedures for storing information. Describe how to handle, store and retrieve information effectively.



Day 11: Evaluating and using located information

Be able to identify sources of information that are reliable and credible, evaluating the quality of information. Understand regulations surrounding copyright and describe plagiarism. Demonstrate effective referencing.



Day 10: Using information and resources to meet needs

Understand how to use search engines to be able to find information, using criteria to filter search results. Use a web browser to bookmark links and switch between sources of information.



Day 9: Using digital equipment safely

Understand the health and safety legislation that relates to working with digital equipment and the associated risks. Describe the risks to personal safety and possessions, when using them in public spaces and reduce the risk.



Day 8: Data and information protection

Identify legislation that specifies the actions an organisation must take to protect personal and financial data. Understand how to report a data breach, and the implications for an organisation of not protecting data.



Day 7: Understand the protection of data and devices

Describe the potential threat to personal data, and how it may be targeted by others and understand the impact of not keeping personal data secure. Be aware of software and tools to protect data and devices and recognise insecure websites.



Day 13: Operate a PC or a laptop

Be able to understand the difference between an input and an output device. Understand how to use an operating system, and the standard desktop items, keyboard keys and shortcuts. Follow correct procedures to start-up and shutdown a device.



Day 14: Effectively manage your PC and online accounts

Create, manage and use files and folders on your PC. Describe the different ways in which data is stored. Understand how to connect to the internet, create an online account and complete an online form.



Day 15: How mindset affects employability and key qualities

Be able to state what mindset qualities are attractive to employers, and be able to identify the qualities already held. Outline how mindset qualities could affect employability and identify actions to improve own mindset.



Day 16: Motivation and impact with a working and home life context

Understand and be able to identify what motivates or demotivates people within a work situation and how this can be influenced by colleagues, career prospects and expectations.



Day 17: The induction process and first impressions at work

Develop an understanding of what might be included within an induction process, and how to gain the most from it. Be able to use additional support and advice where available, and understand the importance of first impressions.



Day 18: Contributing to teamwork and achieving team goals

Understand the characteristics of good team work, and demonstrate individuals strengths and role within a team. Recognise contributions from other team members, and participate and support a team.



COURSE CONTENT

- Understand how to protect devices and data
- Communicate socially and professionally using technology
- Apply digital skills in personal and business situations
- Use digital resources to facilitate their own career progression
- Continuous improvement
- Self assessment and skills analysis
- Communicating solutions to others
- Effectiveness at work
- Learning with colleagues and others
- Setting and meeting targets at work
- Working in a team
- Building working relationships with colleagues
- Optional maths and English skills support



Short Courses: Digital Careers and Remote Working

www.babington.co.uk