

# Blended Learning Courses

**AUGUST 2020**



**South West & Mid Region**

# Blended Learning Courses

## Guidance

The courses proposed in this Prospectus are tutor led.

Tutors are able to run the sessions through different online platforms including Microsoft Teams, Skype and Vscene.

Phone calls will be available (if necessary) during each scheduled session to make sure that the learners are supported at all times as well as to help them to log onto the online platforms.

- Referrals can be made to either course per day and to as many courses needed or preferred by the learners/support workers/Job Coaches.
- In order to contact the learners we will need their full names and a telephone number to call them.
- Learners' contact details to be emailed to:

[cecilia.forsythe@adultlearning.wales](mailto:cecilia.forsythe@adultlearning.wales)

- The tutor will sort out the support and the enrolment onto the course.
- We will provide a confirmation of attendance per learner to share with you.

# Blended Learning Courses

Tutors: Tracey Hickman

Morning Sessions 10:30 - 13:00

Afternoon Sessions 14:00 - 16:30



## Employability Skills

Day	Date	Course Title	Course Description
Tuesday Morning	04/08/2020	Personal & Interpersonal Skills for Work	<b>Recognise</b> your own strengths and personal skills for work. <b>Learn</b> ways to apply those skills to work and everyday life situations.
Tuesday Afternoon	04/08/2020	Exploring Job Opportunities Job Search	<b>Know</b> where to look for work. <b>Analyse</b> the different types of work available at present. <b>Identify</b> suitable types of work, which would suit your skills and previous experience.
Tuesday Morning	11/08/2020	Completing Job Applications Forms Online	<b>Understand</b> what information needs to be provided on an application form. <b>Complete</b> online forms. <b>Consider</b> different ways of sending an application form to employers.
Tuesday Afternoon	11/08/2020	Creating, Tailoring & Amending Existing CVs	<b>Create, tailor and/or amend</b> an existing CV to upload to your 'Universal Credit Account' and to apply for jobs. <b>Produce</b> an impressive CV that increases your chances of being selected for an Interview.
Tuesday Morning	18/08/2020	Creating and Tailoring Covering Letters to Accompany CVs & Job Applications	<b>Create and tailor</b> covering letters to accompany CVs & job applications. <b>Choose</b> appropriate templates to suit different and available vacancies.
Tuesday Afternoon	18/08/2020	Situational Judgement Tests	<b>Understand</b> situational judgement tests to help increase your pass rate. <b>Gain</b> experience in undertaking situational judgement tests and other current multiple choice solution tests.
Tuesday Morning	25/08/2020	Undertaking Online and Face to Face Interviews	<b>Know</b> the employer, <b>plan</b> ahead and <b>prepare</b> for potential interview questions.
Tuesday Afternoon	25/08/2020	Working with Others & Teamwork Skills	<b>Take part</b> in team tasks and <b>demonstrate</b> the importance of setting goals, working together and supporting colleagues.

These courses are FREE and provided by Addysg Oedolion Cymru | Adult Learning Wales.

For information about further courses please contact : Cecilia Forsythe

Mobile: 07931 204 617

Cecilia.Forsythe@adultlearning.wales

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## Digital Skills for Work

Day	Date	Course Title	Course Description
Thursday Morning	06/08/2020	Using Computers & The Internet	<b>Learn</b> concepts and techniques of using a personal computer including adjusting basic settings and navigating the World Wide Web for job searching and other needs.
Thursday Afternoon	06/08/2020	Using iPads/Android Tablets and Smartphones	<b>Learn</b> various concepts and techniques to enable effective use of iPads, Android Tablets and Smartphones. <b>Learn</b> to adjust settings, <b>download</b> applications, <b>maintain</b> the devices updated and <b>compare</b> utilities and operating systems. <b>Learn</b> to apply security settings, <b>connect</b> the devices to Wi-Fi and <b>explore</b> different life hacks to make their use simpler and useful.
Thursday Morning	13/08/2020	Universal Credits Uploading Documents & Journal Writing	<b>Learn</b> how to apply for and maintain your 'Universal Credit Account', ensuring it is kept up to date. <b>Learn</b> how to upload documents to an 'Universal Credit Account.' <b>Understand</b> the importance of maintaining an accurate written journal of personal events.
Thursday Afternoon	13/08/2020	Internet Safety & Digital Footprint	<b>Learn</b> and <b>identify</b> cyber security threats including phishing, scams, malware, viruses, worms, trojans, and ransomware. <b>Understand</b> the importance of keeping a safe 'Digital Footprint'. <b>Understand</b> the implications of accessing and posting private information online.
Thursday Morning	20/08/2020	Working with Spreadsheets	<b>Understand</b> the context of spreadsheets. <b>Create</b> and <b>navigate</b> a spreadsheet. <b>Learn</b> to use simple formulas and functions.
Thursday Afternoon	20/08/2020	Creating Work Related Digital Presentations	<b>Learn</b> to create, save and share work related digital presentations using different software/applications.
Thursday Morning	27/08/2020	Digital Collaboration and Real Time Data Sharing	<b>Learn</b> about the different sharing and collaboration tools that are available. <b>Explore</b> a shared workspace where workers can video chat, message, share files and collaborate on documents in real time.
Thursday Afternoon	27/08/2020	Digital Marketing and Social Media	<b>Gain</b> knowledge of the different factors that drive social media marketing and the role it plays in driving awareness and sales for online businesses and the self-employed.

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