

Digital Literacy - Short Course

Improve your digital literacy and become more competitive in the job market



RTO 40053



Course Overview

Our Digital Literacy course is designed and delivered to assist participants in improving knowledge and skills in using technology in a workplace environment and to support job search activities.

This program focuses on employability skills relevant to today's job market, and participant use their developed technology skills to enhance resumes, improve job readiness and target job search activities.

Course Content

Participants develop a range of skills including:

- Using basic computer functions for workplace for common workplace tasks
- Using email functions and software
- Word processing and document creation
- Trouble shooting common workplace problems and errors
- Using internet browsers and search engines for workplace tasks and job search activities

Career Pathways

On successful completion of assessment requirements, the learner will be issued with a Statement of Attainment (SOA), for partial completion of: **FSK20119 Certificate II in Skills for Work and Vocational Pathways**.

Cost

Fee free for eligible participants.

This course is subsidised by the Government of South Australia. Participant eligibility criteria apply, www.skills.sa.gov.au for participant eligibility criteria.

Delivery

Face-to-face, 2 days per week for a 10-week duration

Enrol Online

Book into the next course at www.syc.net.au/RTO

SYC is a not-for-profit employment, training and youth services provider. We have worked for over 60 years to help Australians lead independent lives. As a Registered Training Organisation (RTO) we provide a range of courses aimed at helping you increase your skills and prepare for meaningful employment.



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Units

SYC delivers the following units from FSK20119 Certificate II in Skills for Work and Vocational Pathways and BSB30115 Certificate III in Business:

FSKLRG011	Use routine strategies for work related learning	Core
FSKLRG010	Use routine strategies for career planning	Elective
FSKDIG003	Use technology for non-routine workplace tasks	Elective
FSKRDG010	Read and respond to routine workplace information	Elective
FSKWTG009	Write routine workplace texts	Elective
BSBITU306	Design and produce business documents	Elective

Entry Level Requirements

- Learners must demonstrate the ability to understand and use basic Language, Literacy and Numeracy.
- All learners must provide their USI upon enrolment.
- Job Seekers referred by a Jobactive Provider will require an “**Employment Service Provider Referral to Training**” form.
- All participants of the course must provide 100 points of identification with at least 1 form of photo identification.

Eligibility

This course is subsidised by the Government of South Australia. To access subsidised training, your suitability to complete the qualification will be assessed.

For more information please contact us on 08 8405 8500 or email learning@syc.net.au

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