



DIGITAL SKILLS



Short Course **FSKDIG002** - *Use digital technology for routine and simple workplace tasks*

Overview:

In the age of technology, computer literacy is not just a skill, it's a cornerstone of success. Our 5-day digital skills workshop is designed to build your confidence, no matter your starting point.

You will gain hands-on experience and understanding of your computer and its most common applications - from emailing, web browsing, navigating government websites to using PowerPoint. You will become confident with sending and receiving emails and creating and editing basic documents.

You will learn about:

- Set up your workstation safely
- How to send and receive work emails
- How to navigate the internet safely
- How to create and format simple work documents
- How to produce a basic power point presentation
- How to use technology to enter, store and retrieve information
- How to follow basic security protocol
- How to search for jobs on the internet

Course Duration:

- Monday - **Enrolment & Induction**
- Monday to Friday - **Training**
- Time: 9:00am - 3:00pm each day

Course Location:

NJL Cairns: 70 Spence Street, Cairns

Course Material

You will be provided with all course material needed to complete the certificate by NJL.. No additional costs are involved.



5 days



\$650



Classroom
delivery



FOR MORE INFORMATION
Contact National Joblink

✉ training@njl.org.au ☎ (07) 4041 5607 📍 46 - 50 Spence St, Cairns

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Dress Requirements:

Neat clean clothes, tied back hair.

Entry Requirements

You will be required to undertake a language literacy and numeracy evaluation as part of the enrolment process.

Delivery Methods

- Training will be face to face with an experienced trainer.
- You will be required to participate in practical activities on a daily basis

Award

You will receive a Nationally Accredited Statement of Attainment on completion of the course.

How will you be assessed?

Assessment methods will include knowledge assessments, demonstration observations, and practical tasks conducted in the classroom.

Units to be completed:

FSKDIG002 - Use digital technology for routine and simple workplace tasks

Full details on this qualification can be found at: <https://training.gov.au/Training/Details/SIT20322>

For all further information please refer to the NJL Learner Handbook which will be made available to you on course application.

To find out more contact your local NJL office or visit www.njl.org.au

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