



# 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 Innisfail: 17 Edith Street, Innisfail

### 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](mailto:training@njl.org.au) ☎ (07) 4041 5607 📍 17 Edith St, Innisfail

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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](http://www.njl.org.au)**

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## FOR MORE INFORMATION

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NATIONALLY RECOGNISED  
TRAINING