

Course Information Sheet



Course Code and Name: GL0050986 Computer Skills For Universal Credit

Venue: Hesters Way Community Resource Centre
Cassin Drive
Hesters Way
Cheltenham
Gloucestershire
GL51 7SU

Start Date: 18 May 2018
End Date: 08 June 2018
Day: Friday
Time: 13:30 to 15:30
Weeks: 4

Tutor: Michael Hackman

Course Provider: Adult Education in Gloucestershire

Course Summary:	Come along and learn the Computer Skills that you'll need to manage your Universal Credit claim. We will cover what information you'll need before starting your claim, how to set up an appropriate email account, taking & uploading photos, uploading documents and attachments.
Eligibility:	Learners must be over 19 on the 1st September of the academic year they start their learning. Resident in UK for 3 years (some exceptions).
How will the course be taught?	This course is delivered by a professionally qualified tutor. There will be a mixture of group, paired and individual work.
How will I know how well I am doing?	Feedback will be given throughout the session.
Prior Knowledge:	No previous experience is necessary.
What do I need to bring?	Nothing, All event materials needed will be provided by the tutor.
How do I join the course, or find out more?	If you are interested in this course please contact us by telephone on 0800 542 1655 or email learn@gloucestershire.gov.uk
Cost:	It is free to learners who have below level 2 qualifications or are unemployed. Learners who are not eligible may have to pay the full cost (equivalent to £5 per hour).
What course can I do next?	We can help you decide the best way forward for you. You could progress onto further Adult Education courses and vocational qualifications.
Information and Advice for Progression:	Information on progression is available. Contact your tutor for further information or call 0800 542 1655 or e-mail learn@gloucestershire.gov.uk .
Health and safety:	All of our venues undergo a health and safety audit on a regular basis. If you have specific needs please inform us before you start this course.
Further information:	No information provided