

# Course Information Sheet



## Course Code and Name: GL0052685 Email Skills Workshop (Fastershire)

**Venue:** Coleford Library  
The Main Place  
Railway Drive  
Coleford  
GL16 8RH

**Start Date:** 21 October 2019  
**End Date:** 21 October 2019  
**Day:** Monday  
**Time:** 14:00 to 16:00  
**Weeks:** 1

**Tutor:** Ray Paterson

**Course Provider:** Adult Education in Gloucestershire

---

<b>Course Summary:</b>	This one-off workshop, funded by Fastershire, is for people who are able to turn on a computer and use the keyboard & mouse confidently. We will be looking at different types of email accounts, setting up an account, sending basic emails, attaching documents, safety & spam.
<b>Eligibility:</b>	Learners must be over 19 on the 1st August of the academic year they start their learning. Note: if not ordinarily resident in UK for 3 years (Please speak to a member of staff to confirm eligibility for funding).
<b>How will the course be taught?</b>	This course is delivered by a professionally qualified tutor.
<b>How will I know how well I am doing?</b>	You will follow your own individual learning plan with progress recorded by tutors and yourself.
<b>Prior Knowledge:</b>	learners must be able to turn on a computer and use the keyboard and mouse
<b>What do I need to bring?</b>	All materials needed will be provided by the tutor.
<b>How do I join the course, or find out more?</b>	If you are interested, please contact us by telephone 0800 542 1655 or email <a href="mailto:learn@gloucestershire.gov.uk">learn@gloucestershire.gov.uk</a>
<b>Cost:</b>	Free to all learners
<b>What course can I do next?</b>	We can help you decide the best way forward for you. You could progress onto further Adult Education courses and vocational qualifications.
<b>Information and Advice for Progression:</b>	Advice will be given on an individual basis throughout the course. Please contact your tutor for information about suitable progression routes
<b>Health and safety:</b>	All of our venues undergo a health and safety audit on a regular basis. The tutor will advise on health and safety guidelines at the beginning of the course, these guidelines will be followed throughout the course.
<b>Further information:</b>	No information provided