

**WEA Course information sheet
2019-20**



Course title: Step into Digital		Course ID: C2227070
Start date: 11/11/2019	End date: 14/11/2019	Day(s)/time(s): Mon 10:00, Tue 10:00, Wed 10:00, Thu 10:00
Number of sessions: 4	Hours per session: 5	Tutor Rachel Lewis
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 3
Fee: £77.00 or Free if you are in receipt of an income related benefit (only SFA funded)		
Accreditation Fee (if applicable):		
Venue: Fakenham Community Centre, Oak Street, Fakenham, Norfolk, NR21 9DY		
<p>Theme(s): The WEA has four themes it uses for planning its provision. Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing Community Engagement – encouraging students to be positively involved in their communities Culture – learning about diverse cultures, identities and environments</p>		
<p>The Theme(s) used in planning your course is/ are:</p> <p>1. Employability 2.</p>		

<p>Course Aim</p> <p>This course is focussed on supporting students in everyday interaction with web and app interaction, developing confidence in problem solving everyday digital issues, developing skills and knowledge about how to manage internet safety.</p>
<p>Course Description</p> <p>Students will:</p> <p>Practice using navigation functions to move around their device and around websites Complete web searches for a purpose • Upload and download information to web (for instance, taking part in online forums, entering text in forms, submitting assignments, downloading documents) Keeping themselves and their devices safe from harm; ensuring they understand the risks and know how to report concerns for e-safety.</p>
<p>Do I need any particular skills or experience?</p>
<p>What will I achieve?</p> <p>By the end of the course I will be able to:</p> <ol style="list-style-type: none"> Using navigation functions to move around their device and around websites Complete web searches for a purpose Upload and download information to web (for instance, taking part in online forums, entering text

in forms, submitting assignments, downloading documents)

4. Know how to keep yourself and your devices safe from harm
5. Know how to report concerns for e-safety.

What teaching methods will be used and will there be work outside of the class?

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning
- You may be asked to undertake additional work in your own time to support your learning
- You will be expected to carry out a range of activities in your own time

What kind of feedback can I expect from the tutor?

- You will be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning

What else do I need to know? Is there anything I need to bring?

- You will also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- It would be helpful if you had access to the internet (Mobile phone, tablet or computer at home or through a library etc.)

Pre-course work, reading and information sources

- No pre reading or pre course work is required

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- Progress to a course with another provider
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation

Learning with the WEA

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable

assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB Tel: 0300 303 3464 Email: courseenquiries@wea.org.uk



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