# **WEA Course information sheet** 2020-21



Course title: CRC Digital skills for volunteering in IT		<b>Course ID:</b> C3128105
Start date: 04/02/2021	End date: 04/02/2021	Day(s)/time(s): Thu 13:15
Number of sessions: 1	Hours per session: 1.5	Tutor Timothy Handley
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any):	•	Level: Level 1

Title of qualification to be gained:

**Fee:** £14.40 or **Free** if you are in receipt of an income related benefit (only SFA funded)

**Accreditation Fee** (if applicable):

**Venue:** Online Learning, Online, ZZ99 9ZZ

**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

The Theme(s) used in planning your course is/ are:

1. Employability 2.

#### Course Aim

Learn what skills you'll need to volunteer in IT recycling.

This supports a project with CRC in Fenton, Stoke-on-Trent.

### **Course Description**

Find out about the digital skills you'll need to take part in IT and electronic recycling. Learn new skills and develop existing relevant skills.

We will look at the way in which computers work, their mechanical operation and basic IT skills in computer use.

The course also helps build the day to day skills needed to be successful in volunteering or at work.

## Do I need any particular skills or experience?

#### What will I achieve?

## By the end of the course I will be able to:

- 1. Take part in on-line sessions and meetings, contributing and time keeping
- 2. Find out what skills are needed for jobs or volunteering from their role descriptions, and how to present yourself as ready for volunteering
- 3. Assess your own skills and see what else you need to learn
- 4. Experience of teamwork and communication and online communication

## 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
- Most of your learning will take place in your class, but one or two sessions will be online using WEA's digital learning platform, Canvas, working by yourself or engaging with other students. If you want to understand more about our digital learning platform please visit: http://bit.ly/WEAonline
- You may be asked to undertake additional work in your own time to support your learning

## 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 be able to keep a digital portfolio of your work on WEA's digital learning platform, 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
- You will be encouraged to consider other students work and give your opinions and suggestions

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

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: http://bit.ly/ZoomSpec
- 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.).
- 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
- 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
- Access the WEA What Next? booklet here http://www.wea.org.uk/learn-wea/what-can-i-do-next

### 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 <a href="http://www.wea.org.uk/learn-wea/student-support">http://www.wea.org.uk/learn-wea/student-support</a> 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 <a href="http://www.wea.org.uk/policies">http://www.wea.org.uk/policies</a>. This applies to all courses you take in this academic year.

You can enrol online for most courses <a href="http://www.wea.org.uk/learn-wea/course-search">http://www.wea.org.uk/learn-wea/course-search</a> 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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