The **Angus Digital Skills Academy** programme will help you to develop the skills you need to use computers and the internet with confidence, explore job options and opportunities online and make better use of IT in your home life, at work and in the wider community.

The **Angus Digital Skills Academy** consists of eight sessions and operates in **Arbroath, Forfar and Montrose**.

You will have the opportunity to gain a national qualification that recognises your new skills in using IT.

In this short programme you will learn:

- how to turn on a computer if you haven't done this before
- how to create your own documents such as CVs and letters
- how to get online and surf the internet
- how to set up and use e-mail and Universal Jobmatch (Government Gateway)
- how to search for jobs and learning opportunities on web sites
- how to fill forms online

At the end of the programme you will find out about further learning opportunities from your tutors.

If you think that the Angus Digital Skills Academy is for you, please contact

If you think that the Angus Digital Skills Academy is for you, please contact

The ADSA Team on

01307 473662
cldforfar@angus.gov.uk