

What is the course about?

This adult digital course is the ideal next step for anyone who has completed our Introduction to Computer Skills for Employability course and wants to further develop their digital confidence. You'll build on your existing knowledge and gain more advanced IT skills that are valuable in both the workplace and everyday life.

Throughout the course, you'll expand your skills in Microsoft Office, online tools and emerging technologies, including AI. You'll also continue to develop your employability skills, helping you use technology more effectively, improve your digital confidence and prepare for interviews in today's increasingly digital job market.

Why should I choose the course?

This course is ideal if you're ready to take your digital skills to the next level. Building on the knowledge gained in the Introduction to Computer Skills for Employability course, you'll develop greater confidence using workplace technologies, strengthen your skills and become more independent when using digital tools. You'll learn in a friendly, supportive environment while gaining practical digital skills that can support your career development and everyday life.

What will I learn?

On the course, you will:

- Learn how to make your CV machine-readable for Applicant Tracking Systems (ATS).
- Organise files and folders both locally and using cloud storage systems such as OneDrive and Google Drive, and learn how to share files safely with others.
- Communicate with others in writing through email and chat, as well as using audio and video conferencing platforms.
- Use AI in a variety of appropriate and practical ways.
- Enhance your interview techniques to help you stand out in a competitive job market.

If you would like more information about the learning outcomes, please email ACLenquiries@wvr.ac.uk and a member of the team will contact you.

What will the course lead on to?

On completion of this course, you may could progress on to another digital course, such as:

- Advanced Computer Skills for Employability (NEW for 2027!)
- Essential Digital Skills



- Digital Photography
- Get Started with Website Design
- Audio Production
- Video Production
- Podcast Production
- Getting Started with AI
- Home Networking
- Cyber Security

Click here to view all available digital courses for adults: <https://wvr.ac.uk/subject-areas/digital#adults>

From career development and university progression to personal interests and new hobbies, our wide range of part-time adult courses can help you achieve your goals while meeting new people and building your confidence along the way.

What support is available?

We have a team of staff dedicated to providing learning support if it is required and a Wellbeing Team that is on hand to offer guidance, support and help when needed.

Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college. For more information about student support, please visit: <https://www.wvr.ac.uk/college-life/student-support/>

Why should I choose to study the course at Warrington & Vale Royal College?

Here at Warrington & Vale Royal College, we have a team of dedicated, experienced staff who can share their extensive knowledge and skills with you. Learning in a friendly and inclusive environment, you will be fully supported to achieve your goals.

What are the entry requirements?

No previous qualifications are needed to enrol on this digital course for adults.

What are my funding options?

For information about funding, please contact our Learner Services Team on 01925 494400 or learner.services@wvr.ac.uk.

Are there any additional costs associated with the course?

There are no additional costs associated with this part time adult course.



**Warrington
& Vale Royal
College**

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Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk