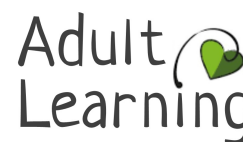


Adult Learning - Course Information Sheet



WF3VN04 - Communicating by Email & Video Platform

Weston Favell Library

Weston Favell Centre
Northampton

NN3 8JZ

Room Weston Favell Library

Start Date: 21 August 2024
End Date: 28 August 2024
Start Time: 10:00AM
End Time: 12:00PM
Day: Wednesday
Sessions: 2
Tutor: Mrs Suzanne Hill

UKSPF - Shared Prosperity Fund

UKSPF aims to level up the whole of the UK by building pride in place, supporting local businesses and people, and skills.

Course aim

The aim of this course is to equip learners with practical skills to communicate persuasively and effectively using email and video conferencing tools (such as Skype, WhatsApp, and Google Meet). Tailored for adults connecting with family near and far, or seeking job opportunities, or just looking to upskill.

Course outcomes

- By the end of the course you will have mastered Email etiquette
- By the end of the course you will be able to use common video platforms, enabling you to talk with family, friends and employers.

How will the course be taught?

This course will be taught face to face over two weeks. One lesson a week each being 2 hours.

Could I gain a certificate?

This is a non-accredited course, therefore you will be able to achieve a certificate of completion from Northants Adult Learning.

What do I need to bring / have ready?

This course will be taught face to face over two weeks. One lesson a week each being 2 hours.

Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact alsreferrals@northnorthants.gov.uk or call 01536 535809 (answerphone available). Visit our website <https://www.northnorthants.gov.uk/adult-learning/fees-and-refunds> for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first day. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>

