**IT4 Work**

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| **Specialist Support for:** |
| **What are we doing and how are we doing it?** | IT4 Work provides:• Digital skills taster courses to give a flavour of the digital skills experience• 8 week digital skills course which covers the following competences:BasicsUse Mouse / KeyboardUse Windows to find, open, maximise, minimise and close applicationsUse of keyboard short-cuts – OptionalEmailLogin to / safe sign out of emailsCompose and send emailsOpen and reply to emailsCreate draft email ready to sendAttach file and send Open / download attachmentsOrganise email folders – OptionalInternetConnect to the InternetOpen / use multiple tabsUse search engine to find UJM, email service, employment agencies / toolsUse Universal Jobmatch to:- Log in / safe sign out - Open messages- Search for jobs- Record activity- Create short cover noteOnline employment websites - OptionalStoring links – OptionalUsing given links – OptionalStorage - USBBasic save, retrieve, manage Online storage – OptionalTextFind word processing applicationBasic edit of CV – Update personal details Write / edit text on a blank document.Filling in a simple form Copy, paste, format - OptionalUsing templates – OptionalIn addition to the direct work with individuals and groups the team will also undertake outreach work to promote the project and agency visits / presentations.IT4 Work is voluntary and there courses run at various community locations across the city. A session runs for approx. 1.5 hours & for approx. 8 weeks depending on the needs of the individual. IT4 Work staff are also in community based jobshops. |
| **Who’s Eligible?** | Reside in a Dundee City Council postcodeo Be an adult of Working Ageo Have the Legal Right to Live and Work in the UKo Be either Unemployed, Long-term Unemployed or Inactive (not in education or training)o Have at least two (2) barriers to employment However, where a client is Long-term Unemployed (6 months), they are automatically deemed as having multiple barriers to employment. Therefore, there is no requirement to evidence an additional barrier.  |
| **Target Audience:** | Be an adult of Working AgeHave the Legal Right to Live and Work in the UKBe either Unemployed, Long-term Unemployed or Inactive (not in education or training) |
| **When can we apply?** | Referral process: Complete a referral form that can be found on the Dundee City Council website by putting IT4 Work in the search bar, this will take you directly to the site or contact Kim Lynch on IT4 Work e-mail address for a referral form. Contact Name: Kim LynchTel No or Text : 07985818019 for a call back or Kim on 01382 436314Email address: it4work@dundeecity.gov.uk |
| **Where will it be held?** | IT4 Work is voluntary and the courses run at various community locations across the city. A session runs for approx. 1.5 hours & for approx. 8 weeks depending on the needs of the individual. IT4 Work staff are also in community based jobshops. |
| **How do we refer?** | Use the form at the end of this guide or Click on the link [here](https://www.dundeecity.gov.uk/employability-map/referral-form) for a copy of the referral form and send it to the contact below. |
| **Contact Details** | Name: Kim LynchTel or Text : 07985818019 for a call back or Kim on 01382 436314Email: it4work@dundeecity.gov.uk |
| **Stages Covered** | 1, 2 |
| Additional Information: IT4 Work are at stages 1 & 3 of the Employability pipeline. |