**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:  Basics  Use Mouse / Keyboard  Use Windows to find, open, maximise, minimise and close applications  Use of keyboard short-cuts – Optional  Email  Login to / safe sign out of emails  Compose and send emails  Open and reply to emails  Create draft email ready to send  Attach file and send  Open / download attachments  Organise email folders – Optional  Internet  Connect to the Internet  Open / use multiple tabs  Use search engine to find UJM, email service, employment agencies / tools  Use Universal Jobmatch to:  - Log in / safe sign out  - Open messages  - Search for jobs  - Record activity  - Create short cover note  Online employment websites - Optional  Storing links – Optional  Using given links – Optional  Storage - USB  Basic save, retrieve, manage  Online storage – Optional  Text  Find word processing application  Basic edit of CV – Update personal details  Write / edit text on a blank document.  Filling in a simple form  Copy, paste, format - Optional  Using templates – Optional  In 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 postcode  o Be an adult of Working Age  o Have the Legal Right to Live and Work in the UK  o 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 Age  Have the Legal Right to Live and Work in the UK  Be 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 Lynch  Tel No or Text : 07985818019 for a call back or Kim on 01382 436314  Email 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 Lynch  Tel or Text : 07985818019 for a call back or Kim on 01382 436314  Email: it4work@dundeecity.gov.uk |
| **Stages Covered** | 1, 2 |
| Additional Information:  IT4 Work are at stages 1 & 3 of the Employability pipeline. | |