

Digital Skills for the Workplace

BUILD THE CONFIDENCE AND PRACTICAL DIGITAL SKILLS YOU NEED FOR WORK, STUDY AND EVERYDAY LIFE

What is Included

- Create eye-catching flyers and simple workplace documents
- Use spreadsheets to organise information, make calculations, and keep records
- Design clear presentations and share ideas with confidence
- Manage calendars, appointments, and emails for work and everyday communication
- Create simple digital content using straightforward photo and video editing tools
- Use social media to promote a business, service, event, or community activity
- Store, share, and find files safely using cloud-based storage
- Use AI tools to save time, generate ideas, and support everyday tasks
- Stay safer online by recognising scams, protecting personal information, and using secure passwords
- Complete forms and prepare everyday workplace documents with confidence

Strengthen your writing and communication skills for workplace tasks and customer service.

Get hands-on support with job applications, resumes and interview practice and search and apply for real jobs with step-by-step guidance and support.

Who is this for?

- People that are keen to improve their digital computer skills
- Those able to communicate in English, have some writing ability and able to read basic instructions
- Those able to commit up to 2 days per week

How do I get involved?

- Scan the QR code to register your interest
- Work & Training will contact you to organise a time for a pre-training assessment before commencing the course



ATTEND OUR INFORMATION SESSION

Wednesday 3rd August, 2026 at 11am
WOTSO Building 162 Macquarie St, Hobart

COURSE DATES AND LOCATION

Course is commencing in early August
Mondays & Tuesdays 9.15am - 2.45pm

Location - WOTSO Hobart,
162 Macquarie Street, Hobart

Activity ID 100611570

RTO#1126



How Will I Learn?

This course is provided face-to-face in a relaxed environment by an experienced and qualified trainer.

Work & Training provide a laptop, Wi-Fi access, learning materials, plus tea and coffee.

Up to 50% can be remote (for participants that have their own device).

Eligibility

This course is funded through the Skills for Education and Employment (SEE) Program. To be eligible, you need to:

- be aged 15 and over and have left school
- be either an Australian citizen, or
- a permanent visa holder, or
- on a provisional or temporary visa with working rights and eligible for the Adult Migrant English Program, or
- a Pacific Australian Labour Mobility visa holder.

Unit Summary

Participants are able to complete the following 3 units from the BSB20120 Certificate II in Workplace Skills

- BSBCMM211 Apply communication skills
- BSBTEC201 Use business software applications
- BSBTEC203 Research using the internet

Selected units from FSK10219 Certificate I in Skills for Vocational Pathways including:

- FSKDIG002 Use digital technology for routine and simple workplace tasks
- FSKDIG003 Use digital technology for non-routine workplace tasks
- FSKLRG003 Use short and simple strategies for career planning
- FSKLRG007 Use strategies to identify job opportunities

Participants will receive a statement of attainment for units of competence that are successfully completed.

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Contact Craig for more information

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