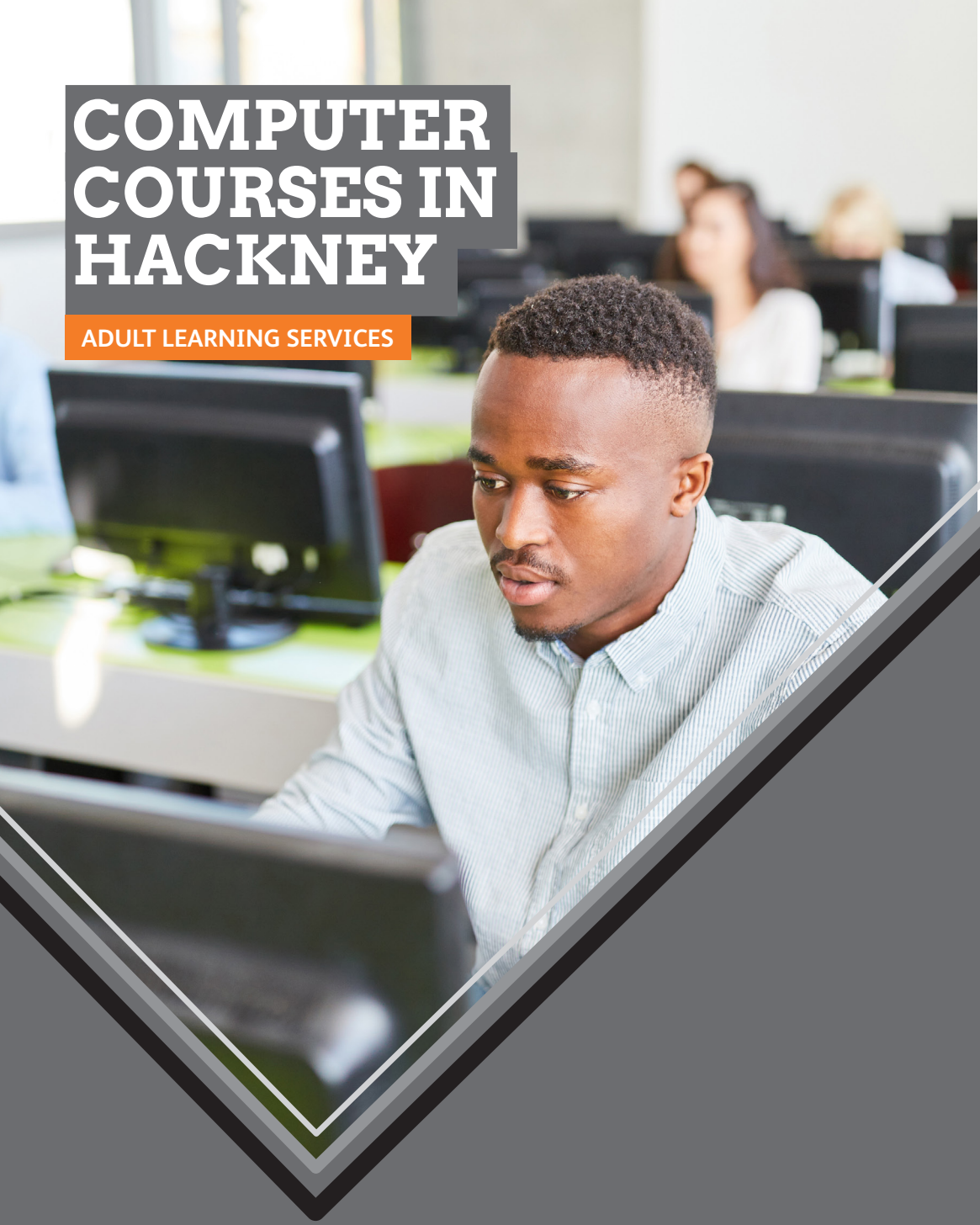
COMPUTER COURSES IN HACKNEY

ADULT LEARNING SERVICES



Hackney

WHAT COURSES ARE AVAILABLE?

The Adult Learning Services Information and Communication Technology (ICT) team runs FREE computer courses at a number of venues across Hackney. There are seven types of courses that you can attend:

ICT ENTRY 3

These accredited courses are for people who have not used computers before or have very basic skills and want to work towards an OCR qualification. You will learn to create simple documents in Word, find information on the internet and send and receive emails.

ICT LEVEL 1

These accredited courses are for those who have achieved an Entry level certificate or already have some computers skills and want to gain a Level 1 qualification. Join this level to improve your IT skills and learn popular software packages such as Word, Excel and PowerPoint.

ICT LEVEL 2

These accredited courses are for those who have achieved a Level 1 Award in IT User Skills or already have some computers skills and want to gain a Level 2 qualification. Join this level to become better at using Word, Excel and PowerPoint.

GOOGLE OFFICE SUITE ESSENTIALS (NON-ACCREDITED)

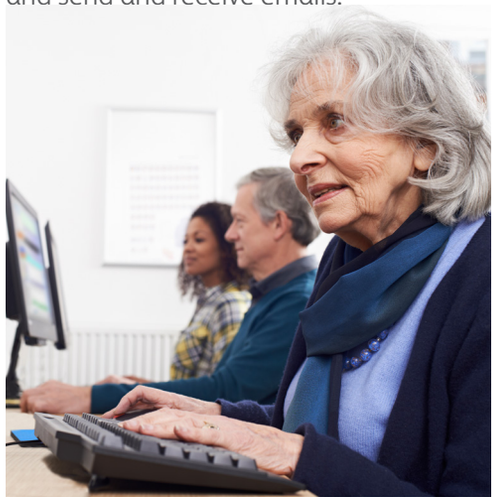
These short courses are for people who have used Microsoft Office applications and wish to learn about the equivalent Google Office Suite packages. You will look at Google Docs, Sheets, the Calendar and Google Drive.

LAUNCHING AN ONLINE BUSINESS: ESSENTIALS (NON-ACCREDITED)

These short courses are for people who have used computers before and are thinking of starting an online business. You will learn what e-commerce is, identify your product of service, check out potential competitors, outline your marketing plan and explore ways to sell your services online.

INTERNET & EMAIL BASICS (NON-ACCREDITED)

These non-accredited courses are for people who have not used computers before or have very basic skills. You will learn to find information on the internet and send and receive emails.



ICT SKILLS FOR CV CREATION (NON-ACCREDITED) - women only

These accredited courses are for those who have achieved an Entry level certificate or already have some computers skills and want to create a CV in Microsoft Word.

HOW TO ENROL

To join a course you need to come to an assessment day. A tutor will check your current skills and advise you appropriately.

To access these courses you must be a Hackney resident and aged 19+. **Priority will be given to those who are unemployed and in receipt of income-based benefits.** Limited spaces are available for those who are employed.

Other eligibility rules apply. Please speak to the adviser at the assessment session for more details, or contact us on 020 8820 7703 for guidance or visit www.learningtrust.co.uk/adultlearning

Please bring proof of your benefits status, citizenship status, and your national insurance number to the assessment session.

If we are unable to place you on a course, we will aim to refer you to alternative provision in Hackney and the surrounding area, if it is available.

Hackney Learning Trust is a department within Hackney Council that is responsible for Hackney's children's centres, schools and early years and adult education. Our vision is to provide excellent education for every child, young person and adult learner.

ASSESSMENT DATES

ICT Entry 3, ICT Level 1, ICT Level 2 (Accredited courses)

DAY	TIME	VENUE
Thursday 5 September 2019	1pm - 3pm	**Daubeney Children's Centre,** Daubeney Road E5 0EP
Friday 6 September 2019	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street E8 1DU
Monday 09 September 2019	10am - 12noon	**Woodberry Downs Children's Centre,** Springpark Drive N4 2NP
Monday 09 September 2019	1pm - 3pm	**Children's Centre at Tyssen,** Oldhill Street N16 6LR
Tuesday 10 September 2019	1pm - 3pm	**Daubeney Children's Centre,** Daubeney Road E5 0EP
Wednesday 11 September 2019	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street E8 1DU
Wednesday 11 September 2020	10am - 12noon	**Woodberry Downs Children's Centre,** Springpark Drive N4 2NP
Wednesday 11 September 2019	1pm - 3pm	**Children's Centre at Tyssen,** Oldhill Street N16 6LR
Thursday 12 September 2019	10am - 11:30am	**Ishan Children's Centre,** 66-68 Cazenove Road N16 6AA
Tuesday 17 September 2019	10am - 11:30am	**Ishan Children's Centre,** 66-68 Cazenove Road N16 6AA
Friday 22 November 2019	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street E8 1DU
Wednesday 27 November 2019	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street, London E8 1DU
Monday 6 January 2020	10am - 12noon	**Woodberry Downs Children's Centre,** Springpark Drive N4 2NP
Wednesday 8 January 2020	10am - 12noon	**Woodberry Downs Children's Centre,** Springpark Drive N4 2NP
Thursday 12 March 2020	1pm - 3pm	**Daubeney Children's Centre,** Daubeney Road E5 0EP
Tuesday 17 March 2020	1pm - 3pm	**Daubeney Children's Centre,** Daubeney Road E5 0EP
Wednesday 22 April 2020	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street, London E8 1DU
Friday 24 April 2020	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street, London E8 1DU

Google Office Suite Essentials (Non Accredited courses)

DAY	TIME	VENUE
Friday 3 July 2020	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street, London E8 1DU
Wednesday 24 June 2020	1pm - 3pm	**Children's Centre at Tyssen,** Oldhill Street N16 6LR

Launching an online business: Essentials (Non Accredited courses)

DAY	TIME	VENUE
Wednesday 24 June 2020	10am - 12noon	**Woodberry Downs Children's Centre,** Springpark Drive N4 2NP

Internet & Email Basics (Non Accredited courses)

DAY	TIME	VENUE
Wednesday 25 March 2020	10am - 1pm	**Hackney Service Centre,** 2 Hillman Street, London E8 1DU

ICT Skills for CV Creation (Non Accredited courses) - women only

DAY	TIME	VENUE
Tuesday 3 March 2020	10am - 11:30am	**Ishan Children's Centre,** 66-68 Cazenove Road N16 6AA
Thursday 5 March 2020	10am - 11:30am	**Ishan Children's Centre,** 66-68 Cazenove Road N16 6AA

Venues with crèche facilities will give priority to those needing access to childcare to enable them to attend a course.

For more information on ICT assessments and courses, please contact us on **020 8820 7703** or email **AdultICT@learningtrust.co.uk**

COMPUTER COURSES IN HACKNEY

COURSE TITLE	VENUE	ADDRESS	START DATE	END DATE	DAY AND TIME
ICT Entry 3	**Woodberry Downs Children's Centre**	Springpark Drive, London N4 2NP	**Monday** 16 September 2019	**Monday** 16 December 2019	Mondays and Wednesdays **10am - 12noon**
	Hackney Service Centre	1 Hillman Street, London E8 1DU	**Wednesday** 18 September 2019	**Wednesday** 20 November 2019	Wednesdays and Fridays **10am - 1pm**
	Ihsan Children's Centre (women only)	66-68 Cazenove Road, London N16 6AA	**Tuesday** 24 September 2019	**Thursday** 13 February 2020	Tuesdays and Thursdays **10am - 11.30am**
	Daubeney Children's Centre	Daubeney Road, London E5 0EP	**Tuesday** 24 March 2020	**Thursday** 2 July 2020	Tuesdays and Thursdays **1pm - 3pm**
	Hackney Service Centre	1 Hillman Street, London E8 1DU	**Wednesday** 29 April 2020	**Wednesday** 1 July 2020	Wednesdays and Fridays **10am - 1pm**
ICT Level 1	**Daubeney Children's Centre**	Daubeney Road, London E5 0EP	**Tuesday** 17 September 2019	**Tuesday** 3 March 2020	Tuesdays and Thursdays **1pm - 3pm**
	Hackney Service Centre	1 Hillman Street, London E8 1DU	**Friday** 29 November 2019	**Wednesday** 18 March 2020	Wednesdays and Fridays **10am - 1pm**
	Woodberry Downs Children's Centre	Springpark Drive, London N4 2NP	**Monday** 13 January 2020	**Monday** 15 June 2020	Mondays and Wednesdays **1pm - 3pm**
ICT Level 2	**Children's Centre at Tyssen** (créche available)	Oldhill Street, London N16 6LR	**Monday** 16 September 2019	**Wednesday** 17 June 2020	Mondays and Wednesdays **1pm - 3pm**
Google Office Suite Essentials	**Hackney Service Centre**	1 Hillman Street, London E8 1DU	**Wednesday** 8 July 2020	**Friday 17** July 2020	Wednesdays and Fridays **10am-1pm**
	Children's Centre at Tyssen (créche available)	Oldhill Street, London N16 6LR	**Monday** 29 June 2020	**Wednesday** 15 July 2020	Mondays and Wednesdays **1pm - 3pm**
ICT skills for CV Creation	**Ihsan Children's Centre** (women only)	66-68 Cazenove Road, London N16 6AA	**Tuesday** 10 March 2020	**Thursday** 2 April 2020	Tuesdays and Thursdays **10am - 11.30am**
Internet & Email Basics	**Hackney Service Centre**	1 Hillman Street, London E8 1DU	**Friday** 27 March 2020	**Friday** 3 April 2020	Wednesdays and Fridays **10am - 1pm**
Launching an online business: Essentials	**Woodberry Downs Children's Centre**	Springpark Drive, London N4 2NP	**Monday** 29 June 2020	**Wednesday** 15 July 2020	Mondays and Wednesdays **10am - 12noon**

ICT VENUES

01. Children's Centre at Tyssen

02. Daubeney Children's Centre

03. Hackney Service Centre

04. Ihsan Children's Centre

05. Woodberry Down Children's Centre

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