

Build digital skills & boost your confidence

Lancashire Click | Preston, Chorley & South Ribble

This free **Developing Digital Skills** programme is designed to help you feel more confident using technology in everyday life and at work.

Whether you're looking for work, need help accessing online services, or simply want to become more confident using a phone, tablet or computer, we can help.

Who is it for?

This **Click** programme is designed for adults aged 19+ who have low confidence or limited experience using digital technology.

You may be eligible if you:

- Have low or no formal qualifications
- Find it difficult to access online services independently
- Need support with online job searching
- Have health, disability, caring, financial, language or social barriers
- Are not currently in education, employment or training

Entry requirements

- ✓ Aged 19+ on or before 31st August 2026
- ✓ Eligible to live and work in the UK
- ✓ Unemployed, or earning less than £26,800
- ✓ Ordinarily a resident in Lancashire
- ✓ Not in any other Government funded education or training

What will you learn?

This **Click** programme features practical, face-to-face support and covers:

- Using phones, tablets and computers
- Getting online and connecting to Wi-Fi
- Searching the internet
- Setting up and using email
- Sending attachments and managing files
- Online shopping / accessing services
- Staying safe online and recognising scams
- Creating and improving your CV
- Searching and applying for jobs online
- Using Microsoft 365 applications
- Making online appointments and bookings



How it works

+ session details and modules you'll complete

Digital Taster Session (2 hours)

This first session is designed to assess any barriers and digital support needs you may have, and will cover foundational digital skills such as:

- Turning on and using phones, tablets and computers.
- Opening and closing apps and webpages.
- Using search functions and links.
- Making online appointments.
- Online banking awareness.
- Job searching.
- Recognising phishing, scams and risks around sharing personal information.

Take the first step

You'll learn at your own pace, build confidence and develop skills that can help you manage everyday life and take your next step towards employment.

Developing Digital Skills (9 hours)

Using devices & handling information

- Device setup, connecting to Wi-Fi, internet basics, effective searching and travel planning.

Communicating & managing information

- Email, sending attachments, saving contacts and managing files.

Transacting, problem solving & safety

- Online shopping, accessing services, basic troubleshooting, passwords, privacy and online security.

Digital skills for work & life

- Creating CVs, job searching, online bookings and Microsoft 365 applications.

Contact details

To confirm your interest, or ask any questions about the training programme, please contact:

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