

Programme Information

KEY INFORMATION

Workforce Assessment

- Large scale, online skills assessment
- Provides clear understanding of what level of skills your workforce has

Upskilling

- Digital/functional skills areas from Entry Level to Level 2
- Specific introductory/intermediate support for:
 - Presentation apps (PowerPoint)
 - Spreadsheet apps (Excel)
 - Collaborative apps (MS Teams)

Delivery Options

- Online workshops
- Site based workshops

Recognition

- TSP Learn certificated programme
- Option to upgrade to externally awarded Level 2 IT User Certificate

Quote & Booking:
info@tsplearn.co.uk

What can TSP Learn do to support your workforce?

We can provide large scale workforce digital skills initial and diagnostic assessments to help you and your teams understand where their skills are at right now.

We can then provide a range of options to help them to upskill.

What are initial & diagnostic assessments?

- Initial assessments and diagnostic assessments can be completed within an hour.
- The results will provide you with a clear understanding of the level that an individual is currently working at in relation to their ICT skills.
- Completing our assessments also creates an individual learning programme that can be used to upskill individuals.

How is the programme delivered?

We have a range of flexible learning options that include:

- Self study - using our interactive online learning platform.
- Online workshops - we can plan sets of 3 hour workshops delivered within an online learning classroom or using your own preferred platform.
- Site based workshop - we can run workshops delivered at your preferred site location that can be purchased at a daily rate and accommodate up to 12 people.

What related training/qualifications could candidates progress to?

Candidates could consider a wide range of further study including:

- Gaining an externally accredited and recognised IT User Skills Certificate at Level 1 or Level 2

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Programme Content

Our team consists of experienced training consultants that provide your teams with the support that they need to coordinate and carry out workforce skills analysis in this area.

Our delivery team are focused on maximising your teams' knowledge and skills development whilst on programme. Prior to delivery dates we will ensure that we have tailored and contextualised our programme content to reflect your business needs. All of our learning programmes contain active learning content that can be taken into the workplace to improve business performance. All programmes are available throughout the year. We work with you to coordinate the dates and modes of delivery (online or site based) that you need. For further information or to discuss your needs, please get in touch using the contact information below.

Workforce Digital/ICT Skills Analysis

- Can be undertaken with any member of your workforce.
- Confirms overall level of digital/ICT skills.
- Provides a comprehensive breakdown of skills across key areas such as use of spreadsheet applications, word processing, using email, use of internet, legislation and copyright.
- Creates a SMART individual learning plan and resources that can be used to upskill!

Upskilling

- We provide opportunities to develop digital/ICT skills from entry levels through to level 2.
- Self study - we will provide access to the learning resources for an agreed period. You will be able to develop your skills and take summative assessments that will confirm your progress.
- Online workshops - we can agree a set of online workshops to work on specific development areas.
- Site based workshops - we can provide a series of day workshops to cover specific skills areas.

Gain a Qualification

- It is possible to convert your digital/ICT skills into an externally accredited certificate qualification at level 1 or level 2.
- You can do this using any of our flexible delivery methods.
- We will help you to create a portfolio of evidence that will be assessed by our experienced team.

Focus on Specific Apps

- Within the range of popular work-based/office apps, we can support you by focusing delivery on several key areas, for example:
- Using spreadsheet apps.
- Using presentation apps.
- Using MS Teams.

Would your organisation benefit from...

- Addressing English and Maths skills across the workforce?
- Providing flexible learning opportunities for staff to upskill in any of these areas?
- We can help, contact us today.

We also provide: Levy Funded Apprenticeship Delivery

- Leadership & Management Level 3-5
- Customer Service Level 2-3
- Business Administration Level 3
- Facilities Management Level 2-4
- Security Management Level 3
- Passenger Transport Operations/Management Level 2-4

*TSP is offering a 10% reduction on the value of orders for TSP Pro courses confirmed in July & August 2023

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