

Welcome
to

Digital Literacy Skills

for the
WCED

Overview

This Digital Literacy Skills course range is designed to assist end users acquire fundamental to advanced skills.

These courses will assist you in the knowledge and practical application of the skills acquired to work more effectively and collaboratively.

Delivery Method

Online
Self-paced
Non-instructor led



Western Cape
Government

FOR YOU



Features and Benefits

Acquiring these Digital Literacy Skills will:

- enhance your day-to-day work processes, improve efficiency, workflow, collaboration, and overall ICT experience within the workplace.
- simplify signing up for and participating in more advanced courses.

What you get

An eCertificate will become available for you to download upon successful completion of each digital literacy skills course.

ICT Skills Assessment

Skills assessments are performed to identify the level of competency and readiness for the next digital learning course.

Digital Literacy Skills Course information - Teachers

ICT Skills assessment To assist participants with their learning pathway	Online course booking options become available upon completion of assessment.		Window period 18–29 Sept 2023
Course name	Course prerequisites	Modules & duration	Completion period
Basic ICT Skills course *Computer Basics *Application skills *Interconnected skills *Information skills	Limited ICT skills	15 Modules; 15 hours	02 Oct – 27 Oct 2023
Microsoft Partners in Learning *ICT Skills for Teachers	Successful completion of basic ICT skills	10 Modules; 20 hours	05 Feb – 29 Feb 2024
0365 Productivity Tools *MS Teams *MS One Drive	Successful completion of basic ICT Skills & Microsoft Partners in Learning	3 Modules; 6,5 hours	04 Mar – 15 Mar 2024

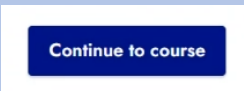
Digital Literacy Skills Course information - School Management Staff

ICT Skills assessment	Online course booking options become available upon completion of assessment.		Window period 18–29 Sept 2023
Course names	Course prerequisites	Modules & duration	Completion period
Basic ICT Skills course *Computer Basic Application skills, Interconnected skills, Information skills	Limited ICT skills	15 Modules; 15 hours	02 Oct – 27 Oct 2023
0365 Productivity Tools *MS Teams *MS One Drive *MS Planner	Successful completion of basic ICT skills and eSkills	3 Modules; 6,5 hours	06 Nov – 17 Nov 2023
eSkills *MS Word *MS Excel *MS PowerPoint *MS Outlook	Successful completion of basic ICT skills	10 Modules; 20 hours	05 Feb – 29 Feb 2024
Data Analytics *Advanced MS Excel * Power BI	Successful completion of basic ICT skills & eSkills & productivity skills	Webinars; 1h30 & 10 hours self-paced	04 Mar – 22 Mar 2024

Enquiries

Email: info.icttraining@westerncape.gov.za
 Website: icttraining@westerncape.gov.za

Course Booking Guide

Step 1	Go to ICT Training Unit: ictraining.westerncape.gov.za
Step 2	Click on the course file on the website. 
Step 3	Scroll down and click " Continue to course button ". 
Step 4	First time user: Log in to the website using the following details: Username: Your Persal number Password: Your Persal number Previous user: Use your existing username and password . If you cannot log in: Send an email to info.ictraining@westerncape.gov.za
Step 5	Complete the ICT Skills assessment Score 70% or plus Book a seat for an intermediate or advanced ICT skills course . Score 69% or less Book a seat for the basic ICT skills online course .
Step 6	Book your seat.

Enquiries

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