

# Basic ICT

**WEA** Adult Learning  
Within Reach



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## Basic ICT (Accredited)

This course covers four main themes: Performing ICT Operations, Processing Information; Finding Information; and Keeping Information Safe.

Course materials are informed by discussions with employers and learners and wherever possible, are taken from or reflect the workplace or personal life of the learners. This ensures relevance of content and context and supports maximum learner engagement and success.

**Learners:** Staff looking to increase ICT skills and confidence

**Duration:** Flexible 10 – 40 hours

**Tailored workplace learning:** To discuss how this course could be tailored to meet your needs and get a quote for course delivery, please email Archie Campbell [a.campbell@wea.org.uk](mailto:a.campbell@wea.org.uk) or Janice Wimpenny [j.wimpenny@wea.org.uk](mailto:j.wimpenny@wea.org.uk) Or Call **0131 226 3456**.

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