



trainwest
training your future

Digital Skills Workshop

Enquiry Package



NATIONALLY RECOGNISED
TRAINING

Thank you for considering Trainwest. At the heart of Trainwest, success is the quality of training provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The core business of Trainwest is the Certificate IV in Training and Assessment. We have been delivering versions of this qualification since 2007. During this time Trainwest has worked with students and clients from a range of organisations and industries. This experience places Trainwest in the unique position to understand the value that expert trainers can add to their workplace and industry. Trainwest's aim is to support and mentor the development of those skilling Australia's workforce.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,
providing a high quality training and assessment
service to individuals and across industry.**

Version 1.0 – DD/MM/YYYY

OVERVIEW

This workshop provides an opportunity for students to develop their digital skills to prepare them for their Trainwest course. This workshop is responsive to the needs of students and builds upon existing skills and knowledge. It is also an opportunity for students to refresh their skills and to support with engagement in upcoming enrolments.

Main topics covered in the course include:

- » Computer hardware
- » Using the mouse or keyboard
- » Navigating the desktop
- » Connecting to Wi-Fi
- » Using the internet
- » E-safety
- » Email
- » Word processing
- » Keyboard shortcuts
- » Storing and organising files and folders
- » Using your phone to create content
- » Working with other documents and functions
- » Excel – introduction
- » PowerPoint – introduction
- » Teams
- » Connecting to other hardware
- » Using Canvas or Using Endnote



RECOMMENDED FOR

This course is suited to students enrolled or will be enrolling in any Trainwest training course.



ENTRY REQUIREMENTS

There are no entry requirements. However, students must be enrolled (or enrolling) in a Trainwest training course.

Students must also complete a short Language, Literacy and Numeracy assessment and Digital Skills questionnaire to assist Trainwest in identifying each learner's eligibility and individual needs.



DELIVERY STRUCTURE

Face-to-Face

The delivery of this workshop includes classroom-based face-to-face training, practical training and supported self-study post-course (optional).

This workshop is delivered over 1 day. All sessions are delivered at our Trainwest Training Centre.



ASSESSMENT REQUIREMENTS

This workshop is a non-accredited training. There are no formal assessments to complete.

REQUIRED RESOURCES

Students are required to bring a laptop that can access the Internet via Wi-Fi, a USB port and Microsoft Office installed



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the course via email and telephone.

We offer post-course support workshops at no additional charge. This provides students with the opportunity to have time away from the workplace to work on assessments with the support from a Trainwest Trainer and Assessor.



CERTIFICATION

Upon successful completion of this training, students will receive a Statement of Attendance.



INVESTMENT

Delivery Method	Duration	Cost
Digital Skills Workshop	1 day	\$ 200 (including GST)

PAYMENT PLAN

All students have access to Trainwest's interest-free payment plans. Terms and conditions apply.

Payments are accepted via direct debit or credit card.

Please refer to our [Trainwest Student Handbook](#) for more information on our policies and procedures, including our [Fees and Refunds Policy](#).



COURSE CALENDAR

2025 Course Dates



Course Dates		Location
Enrol Now	Friday 7 th February	Trainwest Training Centre
Enrol Now	Tuesday 4 th March	Trainwest Training Centre
Enrol Now	Thursday 10 th April	Trainwest Training Centre
Enrol Now	Thursday 15 th May	Trainwest Training Centre
Enrol Now	Monday 30 th June	Trainwest Training Centre
Enrol Now	Monday 28 th July	Trainwest Training Centre
Enrol Now	Friday 19 th September	Trainwest Training Centre
Enrol Now	Thursday 27 th November	Trainwest Training Centre

* Course dates are subject to change.